

EMPLOYEE HANDBOOK



**NORTH ARKANSAS COLLEGE
HARRISON, ARKANSAS
(870) 743-3000**

Updates and current version available at www.northark.edu/handbook

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FOREWORD

This handbook will serve as a reference for current employees and a training tool for new employees. The College expects all employees to become familiar with all policies and procedures and to utilize them in the efficient performance of duties. The policies and standard practices described herein are not conditions of employment. The language is not intended to create a contract between the College and its employees.

This handbook is intended to inform you about the College's policies, practices and services. In addition to this handbook, Northark publishes a Procedures Manual available for review from your supervisor, department, or in the Business Office. We hope you will use it as a ready reference. Should you have any questions on any policy, please contact your supervisor or human resources. This handbook will be under continual review and updated regularly to keep it current with North Arkansas College needs, new legislation, and to insure that it is a useful tool for employees. For the efficient and smooth operations of the College, management reserves the right to determine work hours and compensation, manage the college and direct the work force.

An on-line version of the Employee Handbook is available at www.northark.edu/handbook. Updates will be made and noted on the Human Resource Department page as necessary.

Issued August, 2002

Date

Section 1

Welcome

PHILOSOPHY AND MISSION

The faculty, administration, and staff of North Arkansas College, a comprehensive community college, share a commitment to the people we serve, to the academic community we foster, and to the quality of the service and instruction we provide. Specifically:

We value a people-oriented institution that:

- Affirms the dignity of the individual.
- Encourages the virtues of personal responsibility, honesty, integrity, and compassion in each individual.
- Creates a learning community that fosters openness and diversity.
- Encourages creativity, critical thinking, and intellectual risk taking.
- Models teamwork and interdependent thinking.
- Recognizes its responsibility to help the people of our college and community lead more effective and productive lives as workers, citizens, and individuals.

We value an academic community that:

- Provides affordable, accessible, comprehensive programs and services designed to meet the diverse educational needs of all students.
- Takes the lead in applying educational technology to enhance instruction and providing access to advanced degrees and training through cooperative arrangements with other institutions.
- Responds to the needs of the business community in training and educating the local workforce.
- Offers a center in the community for culture, the arts, and a free exchange of ideas.
- Serves as a catalyst for building partnerships among all levels of education, business, industry, and community.

We value a standard of excellence that:

- Insists on consistency, dependability, and effectiveness for all programs and services offered to our community.
- Required us to assess our programs and services on a regular basis to assure the achievement of their intended outcomes.
- Requires us to demonstrate that our students are achieving desired learning outcomes at both the course and program levels.
- Requires us to use assessment results to improve institutional effectiveness and enhance student learning.

Therefore,

North Arkansas College's mission is to provide high quality, affordable, convenient opportunities for learning and cultural enrichment in response to community needs.

INSTITUTIONAL GOALS

- Goal 1.** **Curriculum and Instructional Programs**
To provide comprehensive, high quality, career, developmental, transfer, and continuing education programs that are committed to successful student outcomes.
- Goal 2.** **Quality Personnel**
To attract, retain, and support a highly qualified faculty and staff who are committed to excellence in the learning environment.
- Goal 3.** **Student Support**
To provide support services which assist students to meet their educational and career goals.
- Goal 4.** **Administration**
To provide administrative services and information systems that ensures productivity, fiscal responsibility, and accountability.
- Goal 5.** **Facilities and Environment**
To provide and maintain attractive and accessible facilities to support and enhance student learning.
- Goal 6.** **Finances**
To obtain adequate funding for all college programs and to effectively manage and allocate available funds to meet student needs and to achieve institutional goals.
- Goal 7.** **Community Outreach and Partnerships**
To provide programs that meet area needs through community involvement, partnerships, and outreach activities.
- Goal 8.** **Institutional Advancement**
To promote and encourage public support of the college.

HISTORY

About the College

A comprehensive, public two-year college, North Arkansas College offers transfer and technical degree programs, one-year technical certificates, certificates of proficiency, customized business and industry training, adult basic education (GED) classes, and non-credit community education courses. The institution is especially proud of its leadership in the use of educational technology, in community outreach and partnerships, and in allied health education.

Building an indisputable history of bold leadership during its first decade, Northark committed itself to innovation and service by developing off-campus programs. Today, two of those off-campus programs are fully accredited Arkansas colleges, Arkansas State University-Mountain Home and Northwest Arkansas Community College in Bentonville. In 1993, Northark was a partner in another 'first' in Arkansas: North Arkansas Community College and Twin Lakes Technical College became the state's first community college-technical college union.

A charter member of ARKnet, Arkansas' higher education computer network, Northark was also among the first in the state to develop a WEB page, provide internet access to all faculty, staff and students, offer on-line courses, and become a regional training center for Cisco Systems. Faculty and students enjoy high speed, fiber optic, networked computer labs and classrooms in the John Paul Hammerschmidt Business and Conference Center. Using interactive television, Northark now offers college classes to local high schools and bachelor's and master's degree programs to area residents.

North Arkansas College is an acknowledged leader in forming community partnerships and providing health education in northern Arkansas. The college partnered with North Arkansas Regional Medical Center (NARMC) in 1996, creating the North Arkansas Partnership for Health Education (NAPHE), an organization dedicated to professional and community health education. Beginning as a local partnership, NAPHE has now expanded to a regional coalition with over 60 participants. Allied health students make up almost one-third of Northark graduates.

The college offers career tracks for allied health students in licensed practical nursing (LPN), registered nursing (RN), certified nursing assistant (CNA), radiologic technology, medical laboratory technology, surgical technology, and emergency medical technology-paramedic. Occupational programs in auto body repair, auto mechanics, construction equipment operation, drafting, electronics, carpentry, restaurant management, heating, ventilation and air conditioning, machine shop, truck driving, and welding are also available.

Traditional liberal arts students are very important at North Arkansas College. Northark enjoys an excellent relationship with area universities and provides the first two years of a baccalaureate degree in most majors. Recently, the University of Arkansas at Fayetteville and North Arkansas College signed a Dual Education Plan Articulation Agreement. Northark students who plan to transfer to UAF are assigned a University of Arkansas advisor as soon as they enroll at North

Arkansas College. They are also offered special transfer workshops conducted by UAF on Northark's campus, and are eligible for early orientation and registration programs at the University of Arkansas.

During the fall semester of 2002, 13 students in John Brown University's Advance Program completed a bachelor's degree in organizational management after taking all of their classes at North Arkansas College. Also this fall, Arkansas Tech started offering classes at Northark. Tech plans to offer majors in information technology, agriculture, and education to its Northark students.

North Arkansas College has an Honors Program with special classes and facilities for outstanding students. The college emphasizes professional staff development, resulting in new ideas and teaching methods for faculty. Federal and state grants have provided North Arkansas College with several programs over the years, including an Instructional Support Laboratory; Planning, Management, and Evaluation office; 4+2 program; and additional advising opportunities for students through the Special Services, Talent Search, Educational Opportunity Center, and Gear Up programs. With its Learning Assistance Center, North Arkansas College is a leader in offering college preparatory courses that help prepare students to take transfer English and math classes.

A full range of student activities is available at North Arkansas College. Students have the opportunity to participate in drama, career and recreational organizations, athletic teams, and intramural competition.

Along with its services to traditional and non-traditional college students, North Arkansas College offers courses, seminars and workshops through its Community Education and Business-Industry programs located in the Hammerschmidt Business and Conference Center. Credit and non-credit courses are designed to enhance job skills, provide personal enrichment, or be taken just for fun.

North Arkansas College houses one of the outstanding Adult Basic Education-GED programs in the state. An original recipient of a federal Right-to-Read grant, Northark's ABE-GED program has served thousands of northern Arkansas adults by providing free tutoring in basic skills such as reading and math and with courses that prepare students to take the General Educational Development (GED) examination.

North Arkansas College makes its facilities available to non-profit groups for meetings and other activities. Each year more than 60 area groups conduct over 200 meetings at North Arkansas College's South and North campuses in Harrison. The college also sponsors academic and athletic camps and competitions that involve area public school students.

During the 1999-2000 academic year, Northark started its John Paul Hammerschmidt Lecture Series. Dr. Jerry Linenger, a retired U.S. Navy Captain and NASA Astronaut whose mission aboard the Russian space station Mir was one of the most dramatic and dangerous in space history, delivered the first JPH Lecture Sept. 11, 1999. Jamling Tenzing Norgay, the alpine guide featured in the blockbuster IMAX film "Everest," gave the second lecture April 6, 2000.

During 2000-2001, former CIA officers Tony and Jonna Mendez, and syndicated columnist and historian Dr. Gwynne Dyer presented JPH Lectures. This past year, former North Vietnam prisoner of war Colonel Edward L. Hubbard and 1972 Olympic 800-meter run champion Dave Wottle were speakers in the lecture series. The 2002 fall lecture was presented by New York fireman Chief Richard Picciotto, one of the heroes of the Sept. 11 attack on the World Trade Center.

North Arkansas College is growing. A \$1.1 million library and classroom construction project was completed in June of 1992 and the John Paul Hammerschmidt Business and Conference Center was opened in the summer of 1997 at a cost of about \$1.8 million. The facility houses the college's computer science, EAST Lab, business education and community education programs, and features a display of awards, photographs and other memorabilia from Harrison native Hammerschmidt's 26 years in Congress.

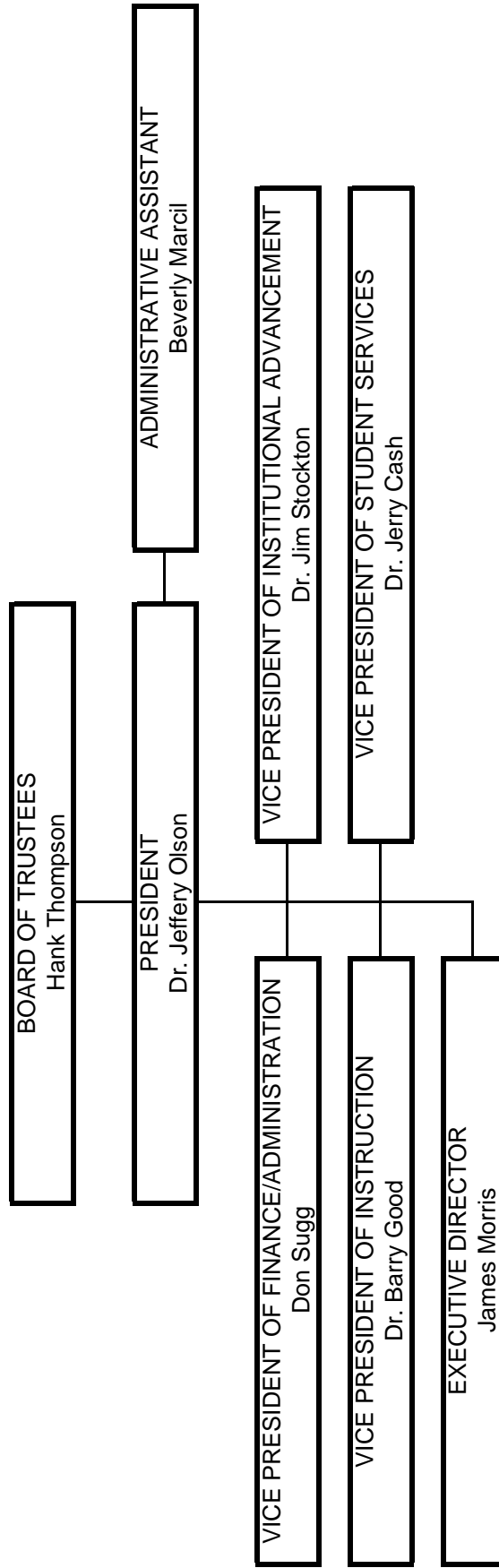
The most recent building project at North Arkansas College is the Bill Baker Amphitheatre. Construction on the project, which includes over 750 permanent chairback seats and space for several thousand more spectators in lawnchairs and blankets in the hillside area, was completed in the fall of 2000 and the facility was dedicated May 12, 2001. The outdoor theater is named after Baker, who started his career as the first president of what is now North Arkansas College on March 1, 1974, and retired June 30, 2001.

Dr. Jeffery R. Olson was selected March 2, 2001 as the second president of North Arkansas College. Dr. Olson came to North Arkansas College from Orangeburg-Calhoun Technical College in Orangeburg, S.C., where he served as president for six years.

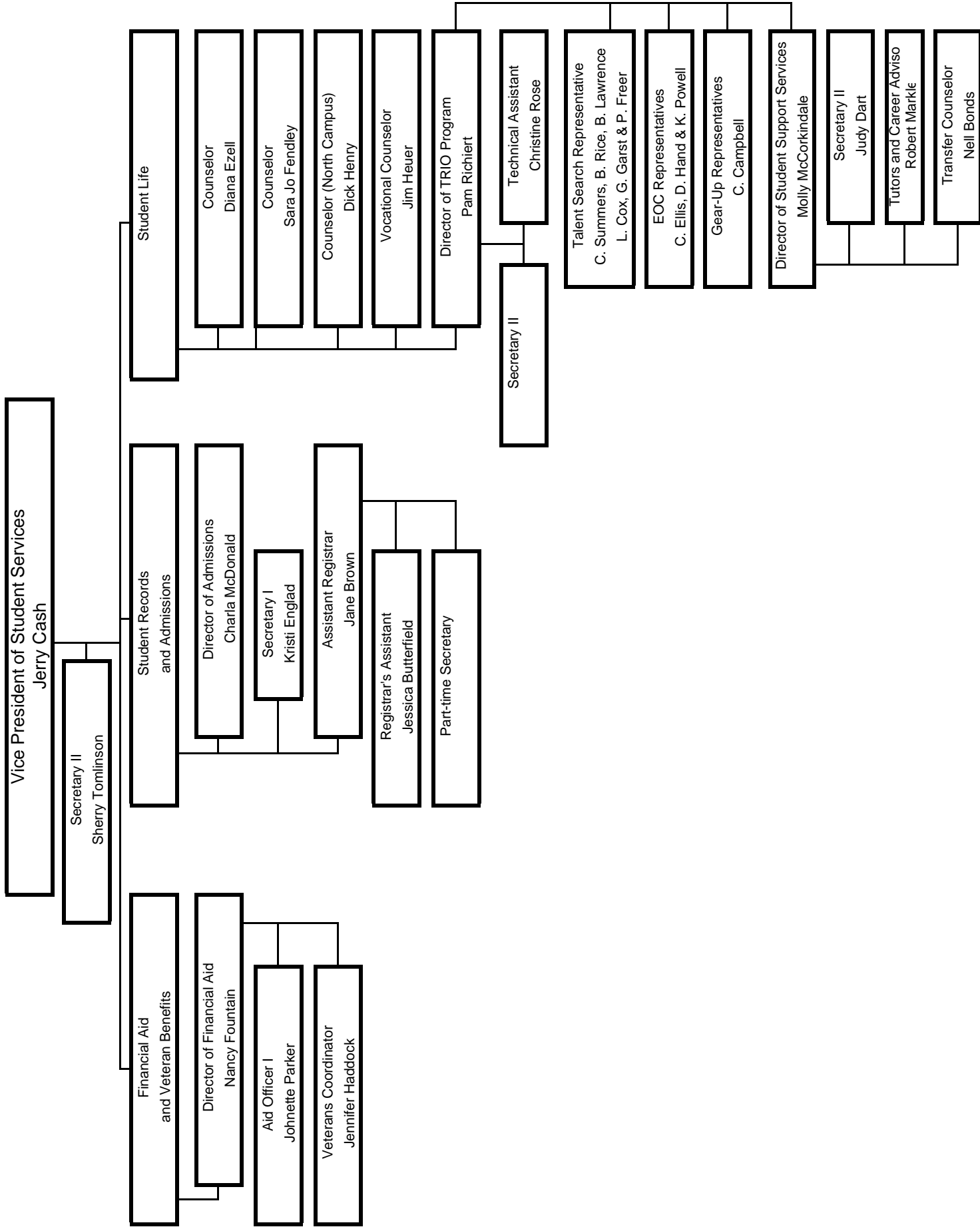
North Arkansas College is one of the few community colleges in the country that have hosted two of the nation's last three presidents. President George Bush was at Northark in 1985 and again in 1997 to dedicate facilities named after his longtime friend Hammerschmidt. President Bill Clinton visited both campuses on several occasions as Governor of Arkansas.

Northark had a record enrollment of 2,012 credit students during the fall semester of 2002. More information about the college is available through Northark's Internet home page: www.northark.edu.

**NORTH ARKANSAS COLLEGE
ORGANIZATIONAL CHART**



STUDENT SERVICES



INSTRUCTION

VICE PRESIDENT OF INSTRUCTION
Dr. Barry Good

Administrative Assistant
Gail Beth Eoff

Faculty Secretaries Office

Faculty Secretaries
B. Clary, B. Cook,
R. Halliday, N. Jenkins,
J. Mathis & L. Brightwell

Director Northark
Technical Center
Joe Blair

Instructors

Division Chair
Business & Technical Programs
Ed Proctor

Instructors

Math & Science & Health
Dorn Saylor - Chair

Instructors

LRC
Merle Vincent - Director

Assistant Librarian - North Campus
Joni Stine

Assistant Librarian - South Campus
Jim Robb

Institutional Research & Assessment
Dr. Laura Berry - Director

Developmental Education
Pat West - Chair

Instructors

Learning Assistance
Center Coordinator

LAC Staff

Allied Health
Beth Robinson - Director

RN Instructors

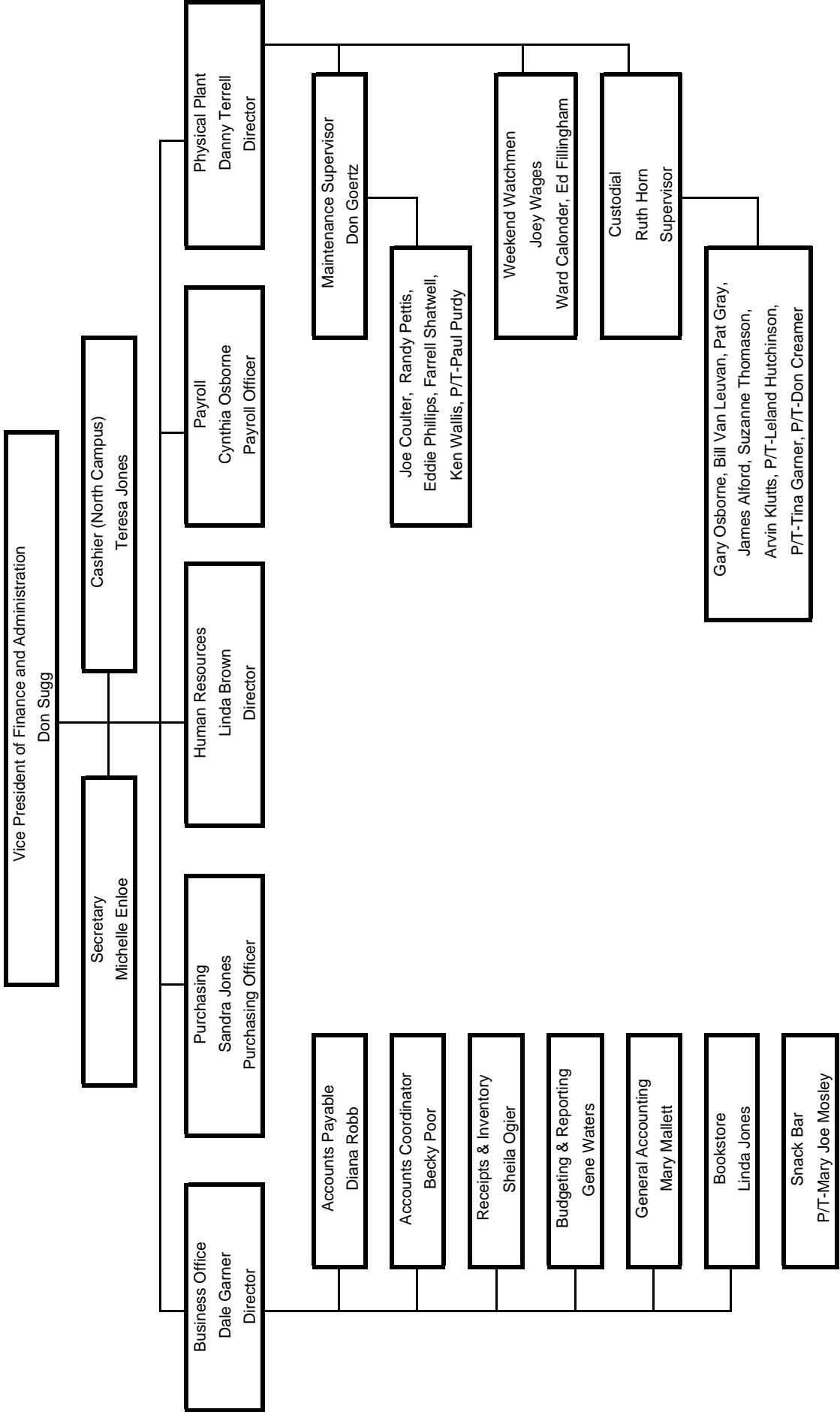
Program Directors

Distance Education
John Walsh - Director

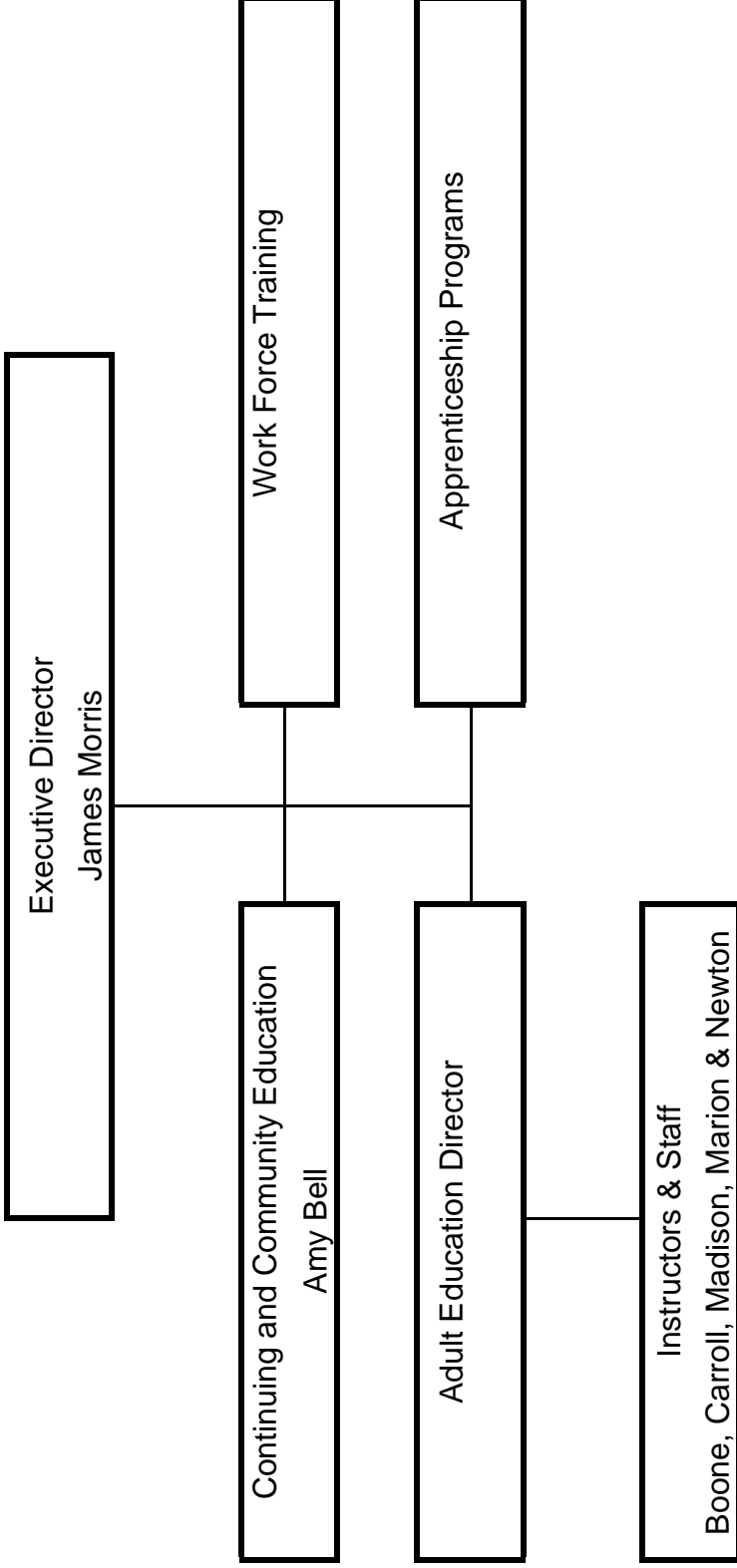
Humanities
Bill Skinner - Chair

Instructors

FINANCE & ADMINISTRATION



EXECUTIVE DIRECTOR



EMPLOYEE RESPONSIBILITY

It shall be the duty of all full-time employees of the college, unless otherwise specifically noted in their contracts or terms of employment, to devote their full professional services and their individual skills to the service of the college, and all employees shall at all times so conduct themselves in the discharge of their duties as to reflect credit upon and to further promote the interests of the college.

Each employee of North Arkansas College shall be responsible to the board through the president and those officers appointed by the president who are in direct line of the person concerned and the president.

Section 2

Employment Policies and Procedures

BOARD OF TRUSTEES

Staff Attendance at Board Meetings

The college's Board of Trustees generally meets the second Thursday of each month at 3:00 p.m. Staff members are welcome to attend board meetings.

BUDGET PROCESS AND FINANCIAL REPORTING

With a fiscal year basis of July 1 through June 30, the budget process starts with initial departmental requests being prepared and collected in March for the upcoming year. The requests are segregated by salaries, benefits, capital outlay and general operating expenses and are further categorized by continuing level and new or expanded endeavors. At the same time, revenue projections for the coming year are prepared by the Business Office.

Each area vice president reviews and assembles the ir department requests. These are then presented and reviewed in senior management budget sessions. If the total of all requests, including any general compensation increases, is within the projected revenue level, the proposed budget is presented to the Board of Trustees for approval in the April board meeting. Should the combined total of all requests exceed the projected revenue level, the request cycle is repeated with budgetary guidelines until the budget is balanced. With the final adoption of a fiscal year budget, each department head is given their annual operating budget. Within the fiscal year, each department is given a monthly financial status report reflecting their department activity. Included, by expense line-item is their annual budget and account totals for year-to-date, latest monthly, outstanding encumbrances and remaining budget balance. By request to the Business Office, each department head may also receive a detailed listing of each expenditure transaction.

Additionally, in October of each fiscal year, there is a mid-year budget review to identify and address operational trends and developments unforeseen at the start of the year. The process and flow is identical to the initial budget preparation.

Monthly financial summaries and year-end financials are presented to the Board and are audited by the State Division of Legislative Audit.

COMMUNITY ACTIVITIES

Staff Participation in Community Activities

North Arkansas College can best perform its mission of being a community college if many members of the staff assume individual responsibility for participation in some type of community activity. Therefore, the administration is directed to encourage such participation provided the employees' professional responsibilities are not impaired.

COMPUTER USE POLICY

Computers are a necessary part of the educational environment. While you may be required to use a computer, it should be understood that usage is a privilege and not a right. You are expected to use common sense when accessing software and other resources on this campus, different web sites, and other activities related to computing. You should guard your e-mail accounts, passwords and other files and or matter that may have your name associated with it. You are expected to follow all guidelines set forth in this and other college documents concerning computer usage and expected to be aware of any and all consequences resulting from misuse of said computing resources. Malicious behavior, downloading and/or viewing of pornographic material is prohibited, MUDing, IRCing, installing of software, etc...is also prohibited. For a complete listing of all activities affected by this policy, please take the time to read the Computer Use Policy in its entirety on web site www.northark.edu/computer_use_policy.htm.

Listed below are pertinent excerpts:

I. **General Principles**

- B. Individuals who are granted computer accounts (e-mail or other), or who use computing resources at the college accept the responsibilities that accompany such access. **Each user is expected to use Northark accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this code, activities unrelated to these purposes are prohibited.**

II. **Administration of Computing Resources**

- E. The Arkansas Freedom of Information Act
The electronic files, including e-mail files, of college employees are potentially subject to public inspection and copying under the state Freedom of Information Act ("FOIA"), Ark. Code Ann. §§ 25-19-101 et seq.

III. **Use of Computing Resources**

- B. Use Without Authorization Prohibited
 - 3. **Users shall not install any software on any college computer without authorization from MicroComputer Services or authority from other controlling entities. This includes but is not limited to shareware and/or freeware.**
- C. Accounts
 - 1. Users shall use their accounts for the purposes for which they are established, as well as personal communications. **Accounts and other college computing resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the college**, except: in connection with scholarly pursuits, such as faculty publishing activities.

- D. Security and Related Matters
 - 2. **No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the college.**

- E. Intellectual Property
 - No one shall copy, install, use, download, view, or distribute through college computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, patent laws, federal or state laws, or applicable licensing agreements, or college policy. This includes the distribution of above through email.**

- F. **The use of email to harass, provoke, or distribute inappropriate material is strictly prohibited. This type of activity can be classified as sexual harassment or stalking under current state law.**

Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges, may cause student or employee to be placed on disciplinary probation or suspended, and may be referred to the appropriate law enforcement agencies.

CONFERENCE ATTENDANCE

Application for absence from the campus for purposes of conference attendance must be approved by the appropriate supervisor.

A Travel Request form must be completed and on file with the Business Office for all out-of-state and overnight in-state travel before any arrangements/commitments are made. All out-of-state travel must have the prior approval of the president.

CONFLICT OF INTEREST

It shall be the obligation of each employee of the college to disclose to their immediate superior and to the President any financial interest which he or she may have in any business transaction of the college; and it shall be a violation of this provision for any employee of the college to accept any personal gift, gratuity or reward from any person, firm or corporation having a business relationship with the college.

No college employee shall use college property, equipment, manpower, or other college resources for private purposes, to enhance or maintain private property, or for monetary gain.

COPYRIGHT

Northark adheres to the guidelines set forth in the Copyright Act of 1976. The guidelines directly address the STRICT "fair use" limitations applying to educational use of copyrighted materials. Copies of the guidelines published by the Library of Congress in Washington D.C. are available in the Faculty Secretaries' Office.

Printed materials such as magazines, news articles and books that are copyrighted should not be copied. Work intended by the publisher as "consumable" (workbooks, exercises, standardized tests and test booklets not containing written approval within the binding) are absolutely prohibited.

DRUG AND ALCOHOL TESTING

In accordance with regulations adopted by the United States Department of Transportation (DOT), 49 C.F.R. 382 et. seq., it is the policy of North Arkansas College to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances. The random drug and alcohol testing policy applies to employees whose positions require a CDL. Specifics of this policy are available in the Human Resource Office.

DRUG-FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas and Northark that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in or on Northark property is prohibited. Any employees violating this policy will be subject to discipline up to and including termination.

No employee, student or guest may bring on to the campus or use on the campus any intoxicant or harmful illegal drugs, nor appear on campus under the influence of such. A violation of this rule is grounds for dismissal, disqualification or eviction. The specifics of this policy are available in the Human Resource Office

EMPLOYEE DISCLOSURE REQUIREMENTS NOTICE

Governor's Executive Order 98-04 requires agencies to notify employees that they must report any benefit obtained from a state contract by a business in which the employee has a financial interest. The employee must report this benefit to the Director of the Department of Finance and Administration. The report is required by Arkansas Code Annotated §19-11-706.

A state employee has a "financial interest" in a business if he/she:

- (a) Has received within the past year, or is presently or in the future entitled to receive, more than one thousand dollars (\$1,000) per year, as a result of ownership of any part of the business or any involvement in the business; or
- (b) Owns more than a five percent (5%) interest in the business; or
- (c) Holds a position in the business such as an officer, director, trustee, partner, employee, or the like, or holds any position of management.

Any employee who knows or should have known of such benefit and fails to report the benefit to the director is in breach of the ethical standards of Ark. Code Ann. §9-11-706. In addition to existing civil and administrative remedies, Ark. Code Ann. §19-11-712 allows the Director of the Department of Finance and Administration to impose, after notice and an opportunity for a hearing, any one or more of the following for failure of the employee to report:

- (a) Oral or written warnings or reprimands;
- (b) Forfeiture of pay without suspension;
- (c) Suspension with or without pay for specified periods of time; and
- (d) Termination of employment.

Pursuant to Arkansas Code Annotated §19-11-702, any employee who shall knowingly fail to report such benefit to the director shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.

EMPLOYEE RESTRICTIONS NOTICE

Governor's Executive Order 98-04 requires agencies to notify employees that Ark. Code Ann. §19-11-709 restricts the employment of state employees under certain conditions, both during the time they are employed by the state and after they leave state employment, including:

- (1) employment of a current state employee involved in procurement by any party contracting with the state;
- (2) former employees from representing anyone other than the state under certain conditions in matters which the employee participated personally and substantially or which were within the former employee's official responsibility;
- (3) partners of a current or former state employee from representing anyone other than the state under certain conditions; and
- (4) selling to the state after termination of employment under certain conditions.

Any current or former state employee who violates any of these employment restrictions is in breach of the ethical standards of Ark. Code Ann. §19-11-709. In addition to civil and administrative remedies, Ark. Code Ann. §19-11-712 allows the Director of the Department of Finance and Administration to impose, after notice and an opportunity for a hearing, any one (1) or more of the following:

- (a) Oral or written warnings or reprimands;
- (b) Forfeiture of pay without suspension;
- (c) Suspension with or without pay for specified periods of time; and
- (d) Termination of employment.

Pursuant to Arkansas Code Annotated §19-11-702, any employee who shall knowingly violate any of these restrictions shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both.

Employment of Constitutional Officers and Spouses

(Act 34 of 1999; AHRMS Policy Manual, 190)

If you are elected to a constitutional office (including Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, Auditor of State, member of the Arkansas House of Representatives, or member of the Arkansas Senate) you may not be hired by any state agency after you are elected and during the term for which you were elected, unless you resign the constitutional office prior to being hired.

If you were employed by a state agency prior to being elected to a constitutional office, you may

continue your employment. However, your position cannot be reclassified, unless it is a general reclassification affecting all positions in your class and grade equally. You cannot receive any pay increases other than cost of living increases authorized by the General Assembly without the prior approval of the Joint Budget Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

If your spouse is elected to a constitutional office, you may not be hired by a state agency after our spouse is elected and during your spouse's term of office without the prior approval of the Joint Budget Committee (or the Legislative Council if the General Assembly is not in session) and the Governor.

If you were employed by a state agency prior to your spouse's being elected to a constitutional office, or if you are hired by a state agency during your spouse's term of office, you are subject to the following restrictions: (a) Your position cannot be reclassified, unless it is a general reclassification affecting all positions in your class and grade equally. (b) While your spouse serves as a constitutional officer and for two years after your spouse leaves office, you cannot be promoted or transferred without the prior approval of the Joint Budget Committee or the Legislative Council and the Governor. (c) You cannot receive any pay increase in excess of 15% without the prior approval of the Joint Budget Committee (or the Legislative council if the general Assembly is not in session) and the Governor.

Former members of the General Assembly and their spouses cannot be employed by a state agency within 24 months after the legislator leaves office in any job which (a) was newly created by legislative action within 24 months prior to the legislator leaving; or (b) had a maximum salary increase or more than 15 authorized by legislative action within 24 months prior to the legislator leaving office.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to success. Not just the College's but yours as well. Therefore, we make every effort to employ the best-matched people available and place them in positions that best utilize their maximum abilities.

The College's policy is to employ, retain, promote, layoff, eliminate positions, or terminate and otherwise treat all employees on the basis of behavior, competency, qualifications, and overall work performance. Employment decisions are made without regard to age, race, sex, country or origin, religious creed, color, ancestry, physical or medical disability, medical condition, sexual orientation, marital status or any other legally defined characteristic.

It is not only expected, but demanded, that all employees shall cooperate to fulfill this commitment to the objective of equal opportunity for all.

EXTRA INCOME STATEMENT

Arkansas Code 21-8-203 states, "...all state employees who are employed on a regular salary basis shall be required to disclose each source of income in excess of five hundred (\$500) earned during any calendar year from sources other than their regular salary from employment or from professional or consultant services rendered for any public agency."

Public agency is defined as: (1) The agency with which a state employee is employed, a state board, commission, institution, office, or agency; (2) Any city, county, or school district, or any agency, division, or instrumentality thereof, including those agencies, divisions, or instrumentalities which are funded in part with funds provided by state appropriations; or (3) Any area or regional program in this State which derives financial support in whole or in part from state funds or from any nonprofit corporation, foundation, or organization.

All employees of institutions of higher learning in the State shall file the statement with the President of the institution of higher learning where the employee is employed.

These statements shall be filed on or before January 31 of each year on forms available from the Secretary of State, Ethics Division.

GENERAL CONDUCT STANDARDS

The college expects all employees to comply with the college's standards of behavior and performance. Noncompliance with these standards will be communicated by management and remedied by disciplinary measures.

Attendance

1. Employees should report to work as scheduled.
 - b. Employee should report unexpected absences, of any nature, to supervisor as promptly as possible.
2. If employees cannot report as scheduled:
 - a. Employees should arrange planned absences, including reporting to work late or leaving work early, in advance with supervisor.

Overtime

Employees should work overtime hours only as directed by their supervisors or management, as specified in the agency's FLSA policy and/or compensatory time policy. Non-exempt employees (as defined by FLSA policies) shall not work overtime without advance authorization from their supervisors.

Compliance with Policies

Employees are expected to abide by all policies promulgated by the college, the Office of Human Resources and Governor's Policy Directives. Advance notice of disciplinary action is required, except in instances when the employee's continued presence may be harmful to the employee, other employees, clients and/or students, or it is impossible to continue business with the employee present, or the employee's presence may constitute negligence in regard to the college's duties.

Circumstances Affecting Work Related Behavior

1. Employees should report to their supervisors any conditions or circumstances that prevent satisfactory compliance with conduct standards.
2. An employee unable to meet job requirements such as those listed below may be removed from employment under this section:
 - a. Loss of driver's license required for performance of job duties
 - b. Incarceration for an extended period of time
 - c. Loss of required professional license or certification to perform job duties

Unacceptable Behaviors

The offenses set forth below are not all-inclusive, but are intended as examples of unacceptable behaviors for which specific disciplinary actions may be warranted. Accordingly, any offense which, in the judgment of the college president, undermines the effectiveness of the college activities may be considered unacceptable and treated in a manner consistent with the provisions of this section.

The College endorses a policy of progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. The College does, however, retain the right to administer discipline in an accelerated manner.

Repeated letters of reprimand, gross misconduct, or any other acts deemed detrimental to safe, efficient, effective operation of the college shall be ground for dismissal. The College shall have the right to discipline or discharge an employee for just cause.

Infractions which may result in discipline or dismissal are listed but not limited to:

1. Inefficiency, or lack of application to work, or failure to meet acceptable standards of conduct or performance, or technical failure.
2. Continued tardiness or chronic absenteeism.
3. Failure to report accident or injury to the proper person.
4. Engaging in activity during working hours that is not closely related to or part of the employee's work.
5. Insubordination.
6. Failure to comply with safety and fire rules established by the college.
7. Excessive waste of materials or supplies.
8. Carelessness resulting in the damage to or destruction of tools, equipment, supplies or other property belonging to the college.
9. Carrying unlicensed firearms upon premises.
10. Bringing intoxicating liquor or narcotics onto the premises, or being under the influence of intoxicants or narcotics while on duty.
11. Sabotage.
12. Giving false information in making application for employment.
13. Pilfering, damaging, or hiding any property belonging to or in the care of the college.
14. Disorderly or immoral conduct on the premises of the college.
15. Carelessness resulting in serious injury to fellow employees or students.
16. Falsifying records, invoices, documents, or any college record or student record.
17. Unauthorized or personal use of college equipment or supplies.
18. Being the aggressor, as determined by the college, in a fight with another employee or student.
19. Willful violation of state or federal rules, regulations, or laws.
20. Failure to maintain a positive work atmosphere with co-workers, students and users of the facility.
21. Off-the-job misconduct that affects the ability of the employer or the college to conduct business.
22. Any other violation of rules and regulations for which the college feels an employee must

be discharged.

In the event that disciplinary or dismissal action is taken that the employee feels is unjust, they may file a formal appeal through the college grievance process.

GRIEVANCE PROCEDURE

If an employee perceives they have been treated in a manner that conflicts with a written policy or procedure, they can pursue the grievance procedure. An employee should address a grievance stemming from incident related actions within five (5) days of the incident. He/she should address a grievance related to compliance with a written policy or procedure within five (5) days of the date he/she first has knowledge of the violation.

Any employee may present a grievance without fear of retribution. The person filing the grievance is hereafter called the "grievant," and the person against whom the grievance is filed is called the "respondent."

Steps in the Grievance Procedure:

Step One: Initiation of a Grievance

The college encourages employees to resolve grievances informally. An employee may present a written or verbal grievance to his/her supervisor. The grievant, respondent, and the supervisor(s) should attempt to resolve the issue in a manner acceptable to all parties. If the grievance is not resolved within three (3) work days after the grievant has presented the grievance to the respondent, the grievant may request a formal review.

If the employee feels he/she cannot discuss the matter with the immediate supervisor, the employee may consult the Director of Human Resources for assistance or advice. The Director may serve as an intermediary between the grievant and respondent in seeking an informal resolution or advise the grievant on the grievance procedure.

Step Two: Formal Filing of Grievance

Within three (3) work days after the grievant has presented the grievance to the respondent and received an unacceptable response, he/she shall prepare the grievance in written form and present copies to the supervisor, respondent, area vice-president(s), and personnel director. The written grievance should a) identify the policy, procedure, or incident alleged to have been violated, or the incident to be grieved, b) concisely state the facts surrounding the grievance, c) state the desired remedy.

Step Three: Administrative Resolution

The area vice-president(s), the grievant, and the respondent shall meet within five (5) workdays to resolve the grievance. The area vice-president(s) shall submit a written record of the meeting to the Human Resource office within three (3) workdays.

Step Four: Grievance Committee Resolution

If the grievance is not resolved in Step 3, then within three (3) workdays after the meeting with the area vice-president(s), the grievant or respondent may make written request to the Director of Human Resources for a grievance panel hearing. Within three (3) workdays after the request, the

grievant, respondent, supervisor(s), area vice-president(s), and president must submit grievance forms to the personnel office.

Step Five: Selection of Grievance Panel

The Director of Human Resources will coordinate the distribution and collection of the forms, establish the grievance panel from the submitted names, notify the panel members, and distribute the documentation to the Panel. The Director shall notify panel members within three (3) work-days; the panel shall convene within nine (9) workdays after submission of the forms.

Step Six: Appeal to the President

If the grievant or respondent is dissatisfied with the decision of the Grievance Panel, he/she may appeal in writing to the President within five (5) workdays of written notification of the Panel decision.

The President shall respond in writing to the panel, the grievant, the respondent, and the area vice-president(s) within five (5) workdays of written notification of the Panel decision.

Step Seven: Appeal to the Board of Trustees

If the grievant or respondent is dissatisfied with the decision of the President, within five (5) work-days after receiving that decision, he/she may submit a written request of the President for the Board of Trustees to review the grievance.

The decision rendered by the Board completes the internal grievance process.

Definitions and Explanations

Work Day--day when the involved employees are available.

Grievant--individual adversely affected by the act.

Respondent--individual responsible for the act.

Grievable issue--any work related action, problem, or condition, which an employee believes to be unfair, inequitable, discriminatory, or harmful to his/her performance in violation of existing policy and procedure.

Limitations

The grievance process ensures compliance with existing policy and procedures. The Grievance Procedure cannot change policy or procedure. The Governance System handles recommendations to adopt new policies or to change established policies.

If multiple grievances should be filed against the same respondent for identical outcomes, the Grievance Committee may elect to hear the grievances as a group grievance.

A Grievance Committee member may not serve on a Grievance Panel if he/she is

- 1) directly supervised by the grievant or respondent

- 2) the direct supervisor of the grievant or respondent
- 3) immediately related to the grievant or respondent

A person selected to serve on a panel, may excuse him/her self from the panel prior to the hearing.

The grievant and respondent must represent themselves before the grievance panel. Legal representation or spokespersons are not appropriate.

No decision at any step of the grievance procedure may conflict with any applicable state or federal statute. The grievance procedure is an internal tool for resolution of differences, not a legal forum. Those wishing to use legal counsel in search of redress should do so within the judicial system. The employee does not waive any rights under the jurisdiction of outside agencies, including the judicial system, by using the grievance procedure.

OFFICIAL FUNCTIONS

Expenditures for "official functions" are allowed as departmental expense only when the item or event clearly conforms to one of the categories below, the proper process is followed and the necessary approvals are obtained.

Before the item or event is scheduled, the initiating party must complete an official form, obtain the necessary approval and attach it to each related Internal Purchase Requisition (a separate requisition for each anticipated service or goods provider). The Official Function form must include the following:

1. Date and time of activity
2. Description of activity
3. Benefits to the college
4. Number of people involved
 - a. Faculty and Staff
 - b. Officials
 - c. Guests
5. Person in charge of activity
6. Projected cost
7. Department Budget
8. Department Head's Approval

The requisitions and Official Function form should then be forwarded to the Business Office for processing. For unusual and/or large expenditures, the President's approval may be requested. The initiating party will receive direct notice of disapproval or an approved Purchase Order, which signifies approval.

Authorized expenditures are categorized as follows:

1. Official Institutional (in-house) Committees and Advisory Groups
 - a. Working luncheons and dinners for restricted number of staff members, internal committees and advisory groups who are required to attend essential meetings during a meal period outside of normal duty hours.
2. Official External Committees, Advisory Groups and Guests
 - a. Meals for unpaid educational advisory groups for area of business, industry and the private sector, and appropriate staff members who are required to attend semi-annual evening advisory meetings.
 - b. Meals for state officials, representatives of accrediting agencies, official guests of the college, and appropriate staff members when required to attend these functions.
3. Receptions, Honors and Awards

- a. Meals, receptions and other expenses, (e.g., plaques, certificates, pins, other mementos) related to events recognizing donors, volunteers, employees and others to whom the college is indebted. This includes service awards for dedicated employees who have served the college for a particular length of service.
 - b. Expenses related to recognition events for outstanding students and student groups.
 - c. Graduation receptions for all attending the ceremonies and expense for official graduation dinner including board of trustees, selected staff and students, official and special guests of the college.
 - d. Expenses for special honors ceremonies, e.g., registered nursing graduate pinning ceremonies, etc.
4. Faculty and Staff Functions
- a. Meals in conjunction with semi-annual orientation sessions for faculty and staff to include official;
 - b. Meals for special events for employees and official guests when attendance is required.
 - c. Expenses for selected staff to represent the college at education related events within the community.
5. Student Functions
- a. Refreshments, snacks and other minor expenses for "College Day" guests and other groups of prospective students visiting the campus for tours, special educational events or students activities.
 - b. Refreshments and other expenses for special meetings of students organizations.
6. Official Board
- a. Meals served in conjunction with the regular meetings and committed meetings of the board of trustees, to include board members, selected college officials and official guests.
 - b. Luncheon and/or dinner official functions attended by the board member(s) and college official(s).
7. Miscellaneous
- a. Meals and other expenses for prospective new employees from out of town and selected staff during the interview process.
8. In no case will official functions expenditures be permitted for:
- a. Expenses for individuals related to membership to local clubs, social or community organizations.
 - b. Dues for individuals to professional organizations.
 - c. Christmas cards or other similar printed greetings to institutional constituents.
 - d. Meals or expenses for groups or visitors to the campus not sanctioned by the institution or in any way related to institutional business.

- e. Expenses associated with birthdays, etc., for institutional employees.

PECUNIARY INTEREST IN CONTRACTS

Employees of the college shall not have any direct pecuniary interest in any contract for supplies or services to the college, other than the services of his or her regular employment.

PERSONAL APPEARANCE

It shall be the policy of Arkansas State government to encourage all employees to use good judgment and discretion in their dress and appearance. Personal appearance shall be appropriate to the job assignment and location. While at work, State employees are expected to dress in manner that will reflect the image of a professional public servant.

Northark requires and will provide uniforms for all physical plant personnel. Each employee required to wear a uniform shall take the necessary steps to protect them from excessive damage and wear. Upon separation of employment all uniforms are to be surrendered to the physical plant director.

Instructional shop/laboratory, snack bar, and nursing personnel may elect to wear aprons, uniforms, or lab coats. Based upon the Northark Employee Uniform Guidelines, these items may also be provided by Northark.

PERSONNEL RECORDS

It is vitally important to both you and Northark that your personnel records be up to date at all times. You should report all changes in address, telephone number, marital status, and number of dependents to the Human Resource Office as soon as they occur. Any educational degrees or certificates earned after initial employment should be filed with Human Resource Office by submitting an original transcript.

(Arkansas Freedom of Information Act – Arkansas Code Ann. §25-19-101 et seq.)

You have the right to examine and copy the information contained in your own personnel file. Official personnel records for all classified employees are maintained in Human Resource office where you may view our own file at any time during regular business hours. Your department may also maintain personnel records. If so, you have the right to view your own file at any time during regular business hours. Your designated representative may also view your personnel files.

Your personnel records may also be viewed by College officials who have a legitimate need to review them, such as your supervisor, your prospective supervisor if you have applied for a promotion or transfer, persons involved in the investigation or settlement of a formal grievance or complaint filed by an employee, and attorneys and others who are investigating state workers' compensation claims.

Under the Arkansas Freedom of Information Act, any citizen of the State of Arkansas may inspect and copy personnel records except to the extent that disclosure would constitute a clearly unwarranted invasion of personal privacy. Before others are allowed to inspect or copy your files, the following types of information will be removed: social security and income tax information, medical and insurance information, information about retirement annuities, information about family and marital and parental status, unlisted telephone numbers and addresses not intended for publication, and scholastic or academic records. Your evaluation or job performance records, including your performance evaluations, are disclosed only if there has been a final administrative resolution of a suspension or termination proceeding at which the records formed the basis for the suspension or termination, and there is a compelling public interest in their disclosure.

Within twenty-four hours of receiving a request for inspection of your personnel records, the College must determine whether the records are subject to disclosure and notify you of the request and the determination. You may seek an opinion immediately from the Attorney General about whether the records are subject to disclosure.

In the event of a law enforcement or agency investigation in which your personnel records are relevant, they may be made available to College attorneys and others involved in the investigation or litigation. Your records may also be made available in response to a lawfully issued subpoena or court order.

POLITICAL ACTIVITY BY STAFF

Governor's Policy Directive #8

1. Employees can, should and are encouraged to participate in the election process as long as assistance to candidates is rendered on the employee's own time and college property is not involved. Employees are not to endorse candidates in their official capacity as college employees. A person's status as an employee of the college is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements of an official capacity.
2. The legal provisions can be briefly summarized as follows:
 - a) State employees are prohibited from engaging in partisan political activity during the hours they are performing work for and being paid by an agency of State government.
 - b) Political banners, posters or literature should never be allowed to be displayed on or in any Northark office or classroom.
 - c) Political bumper stickers or decals should never be displayed on or in State cars; State vehicles must not be used during or after working hours to promote or assist the candidacy of any person in any way. State employees may not display political advertising on personal vehicles when using these vehicles in the performance of official duties for which they shall be reimbursed by the State.
 - d) No State official (whether elected or appointed) shall assess employees for any political purpose or use threats or coercion to require or persuade an employee to contribute to a particular candidate or cause.
3. Requests for leaves or absence to work in campaigns should be submitted to the employee's department director. Each director should establish an internal policy as to whether such leave without pay shall be allowed in that department.
4. In addition to these prohibitions established by Arkansas law and by administrative policy, there are other specific limitations which apply to employees whose salaries are either partially or totally paid from federal funds. These rules are established by the Federal Hatch Act.
5. For specific questions about Arkansas Election Law, consult the Arkansas Political Practices Act or contact the Secretary of State's Election Division at 370-5070. Questions regarding the Federal Hatch Act as it relates to federally funded State employees may be answered by the Office of Special Counsel in Washington, D.C.

PROFESSIONALISM

Professional Activities

The administration will encourage within reasonable budgetary limits, participation of employees in professional activities which will enhance the program of the college. Dues for individual membership in professional organizations, societies, etc., shall be paid by the individual.

Professional Ethics

Inappropriate fraternization with students by all college employees should be avoided.

Professional Growth

In order to promote in-service training and professional growth, and in order to assume a rightful share of the obligation of each Arkansas community college to cooperate with organizations and committees with objectives of improving education, particularly at the community college level, staff members are encouraged to attend worthwhile educational and professional meetings and to participate actively on professional committees.

PUBLICATION OF INSTRUCTIONAL MATERIALS

Research and Publications by Staff

North Arkansas College, as a public community working within the framework of Arkansas legislative directives for community colleges, is not designated as a research institution and therefore no special provision is made for the advancement of research by staff members other than institutional analysis.

The writing of articles and books is a type of professional activity which is encouraged. However, as an institution with instruction as a primary responsibility, no pecuniary allowance will be made for such activities other than credit for professional improvement or growth in the employee evaluation process.

PUBLICITY

The Institutional Advancement office is the college's official liaison with the public and the media. It is the policy of Northark that all advertising, news releases, brochures, flyers, and other public relations materials distributed by the college, department or division of the college, must be approved for form and content by the vice president for institutional advancement. Institutional Advancement also maintains a Speaker's Bureau and schedules radio and television interviews, speeches to civic clubs, and other official public appearances by employees. Any Northark employee who accepts an invitation to make a presentation or public appearance representing the college should notify the Institutional Advancement office.

Institutional Advancement publishes an in-house newsletter, **Hall Talk**, that is distributed electronically to college employees on the Intranet. Institutional Advancement also generates news releases, photographs, and other publicity for college programs. Any college employee seeking publicity or advertising for a program, activity or accomplishment should contact the Institutional Advancement office.

PURCHASING

Because of the many State Purchasing regulations and restrictions, guidelines are presented at www.northark.edu/Departments/Business_Office/instructions.htm to facilitate the purchase of goods and/or services.

Items covered by blanket state contract must be purchased from the vendor holding the applicable state contract. Items such as: all printing, cell phones/services, envelopes, computers, and office supplies must be processed through the purchasing office.

For items not covered by state contract, there are certain acquisition requirements based upon the dollar amount of the purchase. The dollar amount has been interpreted to be the total of all items in a group or project purchase - not just individual items. All costs must include freight costs, shipping costs, installation and packing costs.

See www.northark.edu/Departments/Business_Office/instructions.htm.

To obtain any goods or services, an Internal Purchase Requisition (IPR) form should be initiated. The requesting party should complete the delivery section, code and budget account number, sign the IPR, obtain departmental approval and forward to Purchasing.

Caution - Any circumvention of state and or local purchasing guidelines may result in personal liability for any acquisition obligation.

REPRESENTING THE COLLEGE

Members of the faculty and college officers may be appointed or delegated by the board or the president to represent the college on appropriate occasions, but no such delegate may commit the college to any doctrine, policy, or action without obtaining the approval of the president; and if the president deems it advisable, to also obtain the approval of the board through the president.

SECURITY

The buildings, including offices, at Northark are considered a public facility. While access to the building is monitored during weekends and nights, any area of the facility is to be accessible by the physical plant for emergency situations. All employees are requested to secure their work area when leaving for the day/night. The college reserves the right to enter any office, classroom, or college owned property.

SEXUAL HARASSMENT

Sexual harassment is reprehensible and will not be tolerated by North Arkansas College. It subverts the mission of the college and threatens the careers, educational experience, and well-being of students, faculty, and staff. Relationships involving sexual harassment or discrimination have no place within the college. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. When, through fear of reprisal a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the college's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member or supervisor's position. Through grades, wage increases, recommendations, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, or faculty member's career at the college and beyond.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the college also recognizes that sexual harassment may occur between persons of the same college status. The college will not tolerate behavior between or among members of the college community that creates an unacceptable working or educational environment.

No member of the college community shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity:
- (b) Submission to or rejection of such conduct is used as a basis for an employment or education decision affecting an individual: or:
- (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning.
- (d) THE COLLEGE CAN BE HELD LEGALLY LIABLE FOR HARASSMENT BY ONE OF ITS EMPLOYEES OR STUDENTS TOWARDS ANOTHER IF THE COLLEGE KNOWS OR SHOULD HAVE KNOWN THAT THE HARASSMENT HAS OCCURRED. Each employee in the line of delegated authority will be held responsible unless immediate action is taken to halt the abuse and to discipline the offender.

Consensual Relationships

No faculty member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member, or whose academic work, workstudy appointment, or extracurricular activity, is being supervised, coached, or directed, by the faculty member or jointly coordinated with another faculty member.

Further, in such situations (and others that can not be anticipated), the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participating in activities or decision that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the College.

Complaint Procedures

Any employee, student, or visitor to the college campus who wants to lodge a complaint, formal or informal, may do so with the Human Resource Office or the Vice-President of Instruction.

Employee's can contact the Human Resource Office for a confidential discussion of sexual harassment issues, this discussion does not constitute a claim.

Please refer to the guidelines in the Administrative Procedures Manual or contact the Personnel Office for additional information.

SMOKING - STAFF

The use or consumption of tobacco is prohibited on any North Arkansas College property or facility.

SOLICITING

Governor's Policy Directive #4

Solicitation of employees will be permitted only with the approval of the President and only before or after working hours; State facilities may be used for solicitation purposes after hours with the approval of the President.

1. Recognizing that some savings may be achieved by purchasing on a group basis, solicitation may be allowed on State property either before or after working hours. In order to qualify for the use of State property, the goods or services to be solicited must present a significant cost savings for group purchasing. Each agency director is responsible for making the determination of the savings aspect of the goods and services.
2. Once an agency director has determined that the goods or services meet this criteria, the sales representative will be allowed to post a notice on a designated bulletin board within the agency specifying the nature of the goods and service to be solicited and stating that on a given day a representative will be present (either before or after working hours) to make the presentation. Beyond the posting of the notice on the designated bulletin board, there will be no announcements, letters or bulletins issued by the sales representative or anyone employed in the agency. It is the responsibility of each agency director to see that an appropriate bulletin board is obtained and used for this purpose as well as the posting of other notices of interest to employees.
3. The agency director is responsible for security of the office before and/or after hours when solicitations are made and for securing the premises after the presentation.
4. Under certain conditions, agency directors may authorize informational sessions and/or sign-up opportunities during working hours. These include cafeteria benefit plans and officially-sanctioned deferred compensation plans and approved group insurance products.
5. The product exception to this policy is any product of INSURANCE. The interested vendor must first obtain the permission of the Executive Director of the Employee Benefits Division of the Department of Finance and Administration. When the product is approved all agencies will be notified of this approval and then the Director of the agency may allow the offering of this product to agency employees as established above. (Effective September 25, 2000)

SUPPLIES

Office Supplies

All general office supplies should be acquired at the Bookstore. Items picked-up by departmental personnel will be logged to the home department and will require the individual's signature. Each month these charges are totaled and allocated directly to the user department's expense. This eliminates any need for requisitions, purchase orders or invoices. Special office supply needs that are not normally stocked in the Bookstore will require a purchase requisition. If you suspect that other departments have or will have similar needs, please route your requisition to the Bookstore so that multiple requests may be combined for a large volume discount purchase.

If you believe the items needed are truly unique to other departments' needs, route the requisition to the Purchasing Office and a direct shipment purchase order will be prepared. Upon receipt of the items ordered and the resulting invoice, approve the invoice for payment and return it to the Business Office.

Teaching Aids

Class Supplies

Shop Supplies

Custodial Supplies

Maintenance Supplies

Building Supplies

Items in these categories are generally unique to each department and should be ordered on a requisition sent directly to the Purchasing Office.

Caution

Because of Arkansas State Purchasing limits, regulations and contracts, any and all acquisitions must be processed through the Bookstore or the Purchasing Office before an institutional commitment is in effect. Circumvention of this process may result in personal liability for the acquisition.

TECHNICAL SERVICE REQUEST

Certain technical programs (auto body, auto mechanics, carpentry, electronics, etc.) perform service to employees and outside concerns as an educational training endeavor. All parties requesting service from any technical area must initiate and sign a Service Request Form. It should be submitted to the front desk on the North Campus for further processing and necessary approval before any service may begin.

If the request is approved, the requesting party must agree to certain terms, conditions and limitations.

TRAVEL

All travel performed for the college is subject to the State Travel Regulations when reimbursement and/or travel advancement is expected by the traveler. Traveler must have all required vehicle safety forms on file before operating a college or personal vehicle on official college business or travel.

A Travel Request form must be completed and on file with the Business Office for all out-of-state and overnight in-state travel before any travel arrangements/commitments may be made. Additionally, the Travel Request form must be signed by the president for all out-of state travel and overnight in-state travel.

College owned vehicles should be used for all school travel unless a college vehicle is unavailable. Use of the college fleet vehicles is encouraged for all in-state travel and most out-of-state land travel. An **oil company credit card** to pay for fuel in college vehicles may be requested in the Business Office when picking up keys for vehicle. These credit cards may only be used to charge vehicle fuel and vehicle supplies. No other expenses qualify. Northark credit cards may not be used to pay for gasoline for private vehicles.

When fleet vehicles are not available, or there are unique circumstances, **private car mileage** is reimbursable (with a TR1 and TR1A) at twenty-nine cents (\$.29) per allowable mile from published town-to-town mileage charts. Reasonable vicinity mileage is also allowed. The allowable mileage between Harrison and various destination points in Arkansas is provided on the Mileage Chart. Out-of-state mileage is available at www.mapquest.com. The traveler must have on file all completed vehicle safety forms. When using a common carrier it is preferred to have the travel agency bill the college directly.

Car rentals at a travel destination are usually only allowed when a traveler expects extensive official business travel. Trips involving transportation to and from the airport or to and from a place of lodging do not usually justify the need for a car rental.

Travel Advances. When significant travel expense is anticipated, travelers may obtain a personal travel loan from the Business Office upon completion of a Request For Travel Advance form. Please give the Business Office at least one day's notice. If the request is approved and there are sufficient funds in the Travel Advance Fund, an advance check for 90% of the expected expenses will be issued. However, before this travel advance loan is released, the traveler must sign an agreement or promissory note authorizing the college to withhold the loan amount from the subsequent travel reimbursement proceeds and/or their next or future employee salary payment.

Cellular Phones. Available for reservation and check-out are cell phones on the North Campus at the Front Office and on the South Campus at the Business Office. These units are intended to assist the long distance remote are traveler, as well as for class, field, club and athletic trips. Due to the rate per call, they should only be used for urgent official business and/or emergency

personal assistance calls. All calls initiated and received between the check-out and check-in times will be charged to the user's department for official business and to the individual for personal business. Should there be an availability conflict, the longer trip and larger group will have preference.

The travel day begins at 6:00 a.m. and includes breakfast, lunch, dinner and one night's lodging. The day ends at 6:00 a.m. the following morning. In order to be reimbursed for allowable travel expenses, a traveler must fill out TR1 (Travel Reimbursement) and TR1A forms (available in the Business Office forms rack), attach receipts to support the items claimed, and turn them back into the Business Office with necessary signatures. The TR1 must be signed by the traveler. The TR1A form authorizing payment for the travel expense must be signed by the traveler's department supervisor. Depending on the work load, you can normally expect to receive your reimbursement within 10 to 15 working days. Unsigned or incomplete forms will be returned to the traveler. No state traveler may claim expenses for another state traveler.

Please keep in mind that travel reimbursements are not per diem. Reimbursement may only be claimed for actual expenses within the allowable limits. Additionally, if a meal is provided as part of an event at no extra cost, a traveler may not claim reimbursement for another meal that they elect over the event meal. Also, no in-state meal reimbursements are allowed unless overnight lodging is involved.

Out-of-State Daily Limits for meals are available on line at <http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>.

In-State Daily Limits

These lodging and meal limits are before taxes. However, you must list the tax rate(s) on the Travel Reimbursement Form if your reimbursement claim for meals and/or lodging exceeds the below limits because of such tax.

	<u>Northark Allocation</u>				
	<u>Lodging</u>	<u>Meals</u>	<u>(Breakfast)</u>	<u>(Lunch)</u>	<u>(Dinner)</u>
Little Rock/Pulaski County	\$61.00	\$34.00	\$7.00	\$11.00	\$16.00
Hot Springs/Garland County		60.00	30.00	7.00	9.00
14.00					
All Other Ark. Cities	55.00	30.00	7.00	9.00	14.00

Complete travel information is available at this link: http://www.northark.edu/Departments/Business_Office/TravelReimbursementInfo.htm.

LINKS: Click on a link below, print the form, fill out and turn in the form with Requisitions and/or TR1.

[Mileage Chart](#)

[Form TR1A](#) (lilac)

[Form Travel Advance Request](#) (yellow)

[Form Travel Request](#) (blue) Approved copies MUST be attached to registration and air fare requisitions in addition to TR1 travel reimbursement forms.

USING THE COLLEGE'S NAME

Employees of the College are not authorized to use the name "North Arkansas College" or any version of the name to imply endorsements or personal preferences. The College is a state institution which is here to serve many interests and viewpoints. It is important that any use of the College's name or letterhead be limited to official business.

NORTHARK, NOT NAC

When referring to the college, please use the full name (North Arkansas College) or Northark. Please do not use NAC.

VEHICLE USE

Vehicles are provided at both the North Campus and the South Campus for official use only. If you have met the vehicle safety program requirements, you may reserve a vehicle by consulting the registration calendar and entering the date and type of vehicle you plan to drive on the calendar.

Obtain a trip ticket when the keys are picked up, filling in the beginning mileage, date, name, department number and destination. (Keys, trip tickets and gasoline credit cards are located in the Business Office at South Campus and front office at North Campus.)

Gasoline credit cards must be signed for and returned with charge slips when keys are returned at the end of the trip. Also, the ending mileage must be recorded on the trip ticket when you return.

If you encounter any major vehicle trouble while on your trip, call the Business Office or the Maintenance Department. If there are any minor (\$200 or less) vehicle problems which can be resolved by an area service provider, you may authorize the repairs but keep all receipts for reimbursement or processing upon your return. Note any minor vehicle problems on the trip ticket. Notify the Maintenance Department immediately with any vehicle safety concerns.

Allocation charges for vehicles are at the rate of \$.10 per mile for sedans and station wagons, \$.15 for vans, \$.25 for larger vehicles and \$1.00 for big bus. These costs are charged to the department number you designate on the trip ticket and the mileage you accumulate. It is imperative that the department number and the miles traveled be recorded on the trip ticket return.

WEAPONS

Carrying or possession of loaded firearms or other deadly weapons on college property is prohibited by state statues 5-73-122 and 5-73-119. Loaded firearms and weapons may not be kept in the building or in vehicles on campus. Weapons covered by this policy include but are not limited to: firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description. If a weapon is discovered, it will be confiscated and the employee(s) will be subject to disciplinary procedures, including termination and/or arrest.

WORKPLACE VIOLENCE

The college desires to maintain a safe campus environment for all employees, students, and guests. Under Act 1084 of 2001 the college reserves the right to pursue any activity that may be construed as a threat to employees, students or guests.

If you become aware of any activity, criminal or otherwise, that could potentially create an unsafe environment, please report it immediately to your appropriate supervisor or Human Resources.

If you observe activity that poses immediate danger, violent or otherwise, please call 9-911 and report your observation. Then contact the front reception desk to alert them to the possibility of emergency assistance arrival.

Section 3

Personnel

and

Payroll

Procedures

ABSENCE

If you must be absent from work for any reason, you are responsible for notifying your supervisor within the first hour of your regularly scheduled time for reporting to your workstation, department, etc. Your department has the option of requiring earlier notification. Failure to notify your supervisor represents an unauthorized absence and may result in disciplinary action.

Full-time college staff, in accordance with the appropriate policies, may be granted a leave of absence with salary for the following reasons: sick leave, disability, bereavement, military, sabbatical, catastrophic illness, jury duty, and personal days.

Staff members may be granted leave of absence without salary and no benefits for the following reasons: individual convenience, study, or other justifiable reasons as approved by the president. Staff members may be granted leave of absence without salary with Northark approved benefit contributions under family medical leave act guidelines.

All absences--sick, vacation, bereavement, personal days, etc., should be noted on your monthly time sheet.

ABSENCE FOR ACCIDENT OR INJURY

A full-time employee is entitled to worker's compensation insurance benefits due to an accident or injury sustained while performing job duties and may receive his regular salary less the amount of compensation insurance benefits for the period of his accumulated sick leave. For the period of absence in excess of the amount of his accumulated sick leave, he shall receive the Compensation benefits only.

Report all injury accidents sustained while performing assigned work to your supervisor and to the Human Resource Office as soon as possible.

Section 3.3

ABSENCE FOR JURY DUTY AND COURT APPEARANCES

No deductions shall be made from the salary of an employee for required appearances in court, including jury duty, or before any governmental body, when the reason for such appearance is not personal to the employee. Submit a copy of your court orders to the personnel office for excused leave. If the appearance is for personal reasons the employee is expected to use vacation days or personal leave.

AREA STAFF REDUCTIONS/PENDING LAYOFFS/TRANSFER

In special situations where it is apparent that an area must reduce staff due to declining funding and/or enrollment and, at the same time, there is a vacancy in another area where it is possible that those facing layoff might qualify, the President may approve limiting the application process initially to those internal personnel subject to layoff, when it is considered to be in the best interest of the college, as a whole.

- The personnel facing layoff and applying for a different area vacancy should meet or exceed the basic qualifications of the vacant position.
- If there is more than one qualified employee from the down-sizing area interested in the new vacancy then all may apply.
- After all internal applications from the down-sizing area are received, the regular screening and interviewing process and recommendation sequence will be utilized.
- Should it become apparent either before, during or after the initial search and screening process that no individual from the down-sizing area is qualified for the vacancy, then the search process will revert to the regular, externally advertised search process or the vacant position may remain unfilled.
- When this area reduction process is utilized and a reduced staff level is obtained, the vacated position(s) must not be refilled until at least the next fiscal/program year and the need is well documented with new growth and/or funding.
- When both the vacated "layoff" position and the new vacant position have the same title code and/or line-item salary maximum, and/or grade the successful transfer person shall maintain the same salary as before with consideration for term variance.
- Should the two positions have different grades or line-item salary maximums, the regular salary determination process and criteria will be applied and could result in either a salary increase or decrease.
- Classified employees are subject to any state regulations regarding layoff or job transfer that may be in effect.

These procedures are not intended for elective job switching, promotion, or transfer.

CAREER SERVICE RECOGNITION PAYMENTS

Employees, who receive pay raises based on the state directed percentage of salary will receive annual Career Service Recognition awards upon completion of ten (10) or more years of state service in a regular full-time position or positions.

YEARS OF SERVICE	ANNUAL PAYMENT
10 through 14 years of state service	\$300
15 through 19 years of state service	\$400
20 through 24 years of state service	\$500
25 or more years of state service	\$600

Upon eligibility, career service recognition payments shall be made the month of the employee's anniversary date of state service.

CLASSIFIED EMPLOYEES

The Uniform Classification and Compensation Acts of the Arkansas Code, established a classification and pay system for certain state agencies and for non-instructional positions in institutions of higher education. This code and subsequent amendments established classifications of work, and assigned pay grades to each classification. It also established procedures and controls to assure that the provisions of the code and its amendments are complied with.

Classified employees are subject to the policies promulgated by the Office of Personnel Management pursuant to state and federal legislation, executive orders, and related state/federal mandates, as well as policies established by Northark board and administration. In the event of conflict between local policy and state/federal policy the state/federal policy will dominate.

COMPENSATORY TIME/OVERTIME POLICY

The Fair Labor Standards Act (FLSA) recognizes two categories of jobs:

EXEMPT - those employees not covered by the act
(executive, administrative and professional)

NON-EXEMPT - those employees covered by the act (all others).

One of the provisions of the FLSA requires that all hours over 40 worked by a non-exempt employee in a work week shall be paid overtime at 1- 1/2 the regular rate of pay.

Due to fiscal restraints, Northark can not afford to authorize overtime work and payment unless there are extreme circumstances. In fact, the payroll approval for overtime payment must be certified by the Department of Finance and Administration as "vital and essential to the continued operation of the college or life, property, or the public peace, health or safety are in immediate danger.....".

Therefore, all overtime work must be requested in writing by the immediate supervisor for prior approval by the Director of Human Resources. Time off in lieu of payment for overtime hours will be earned at the rate of 1 -1/2 hour for each full hour worked in excess of the regularly scheduled 40 hour week; must have written approval in advance with the employee's supervisor, area vice-president and the director of personnel; must be reflected on a monthly time sheet. Any balance may be depleted before using annual vacation leave or sick leave. Compensatory time may not be earned in less than 15 minute increments.

Northark's work week begins at 12:01 a.m. Saturday to midnight the following Friday.

Accumulated Compensatory Time may not exceed 30 hours unless certified, in writing, that an emergency exists. In no case may same exceed 240 hours.

Compensatory time hours should not be recorded "off-the time sheet" or as an agreement between the supervisor and the employee. Forms for compensatory time approval are available in the Human Resource Office.

CONCURRENT EMPLOYERS

Concurrent employment of full or part-time state employees by more than one state agency or institution requires pre-approval from Little Rock or payments shall not be made. The full-time employer is normally considered the primary employer. If you plan to work for another state agency or perform additional duties with Northark for which you expect payment, a concurrent employment request must be completed.

As soon as the possibility of concurrent employment with either (a) another state agency or (b) additional duties at Northark for which you expect to receive payment, you should contact your supervisor or the Human Resource Office for concurrent processing. Concurrent employment approval must be obtained before the work is performed.

The process is quite lengthy. Therefore, a three-week time allowance, prior to the start of the secondary employment, would not be unreasonable.

HIRING POLICY

Northark has advertising, application, search committee, hiring, and salary procedures for full-time and part-time employees. The first step in the hiring process is the completion of a notice to announce position packet available from the Human Resource Office. All vacancies must be coordinated through the Human Resource in compliance with Northark Hiring Guidelines.

Vacancies identified as administrative, faculty, or professional shall be posted for a minimum of ten (10) days both internally and externally, and require a search committee. Classified staff positions shall be posted internally for a minimum of five (5) days for Grade 11 and below, and for 10 days externally for Grade 12 and above.

Part-time positions require a position packet and a minimum of 5 days internal posting. Part-time positions do not require a search committee.

JOB DESCRIPTIONS

Each full-time position will have a job description on file in the Human Resource Office. If your job duties change significantly, please consult your supervisor about revising your job description.

OTHER EMPLOYMENT DURING WORKING HOURS

As North Arkansas College is a governmental agency of the state of Arkansas, only official state/college business may be performed during the hours of employment. Additionally, all state/college equipment, facilities and resources may only be used for official state/college purposes.

OUTSIDE EMPLOYMENT

No full-time employee of the college shall engage in any outside activity, which, in the judgement of the administration, reflects against the faculty or college image, is considered unethical, or interferes with his regular duties. Prior to acceptance of any employment involving time or honorarium, the individual concerned shall secure the approval of his immediate supervisor and the president.

PART-TIME EMPLOYEES

Part-time hourly employees will be limited to 19 hours per week or 988 cumulative hours per fiscal year for seasonal needs.

All hours worked, (teaching, work study, part-time institutional), shall be included in the 988 limit.

Part-time faculty or instructors will be limited to 7 course credit hours per semester and/or 14 cumulative course credit hours per fiscal or academic year for seasonal needs.

PAYROLL

Paychecks

Warrants for employees shall be issued every other Friday of each month for full-time and part time hourly employees and monthly for part-time contract employees.

Paychecks are normally available on Thursday of a payroll Friday. Full time employees can pick up their checks at the Cashier's desk on Thursday. Part time checks and off campus employee checks will be mailed on Wednesday prior to pay date.

A written request to the payroll office is required to deviate from the above policy or for someone other than the employee to pick up a paycheck.

RELEASE TIME - CONTRACT

Any proposed contract release time for an individual (a reduction in workload from the normal standard or level) should be requested in writing by the area chair/director and submitted to the area vice-president for approval. The request should include the amount of release time requested, the length or term of the release arrangement, the purpose for the release time, the expected benefits and how the released time workload will be redistributed. Upon approval by the area vice president, an informational copy of the request and approval should be forwarded to Human Resources.

RESPONDING TO REFERENCE CHECKS

The Office of Human Resources is the only department authorized to respond to all reference checks or employment verification inquiries on current or former employees. Responses by the Office of Human Resources to such inquiries will state – dates of employment, wage rates, and position(s) held. No other employment data will be given without a written authorization and release signed by the individual who is the subject of the inquiry.

All inquiries regarding references or employment verification of any current or former employee must be referred to the Office of Human Resources. Any employee who receives a request for information should never make an “off the record” statement regarding a current or former employee.

Anyone responding to such inquiries and not within this area of authorization is acting outside of the scope and responsibility of their employment and may be subject to disciplinary measures up to and including termination.

SALARY GUIDE - GENERAL POLICY

Contract salary raises will be determined each year based on budget availability and Board of Trustee approval. Classified salary raises will be based on the state allowable compensation policy in effect. New hire salaries will be based on either entry level for classified or according to the new hire placement table for contract personnel.

TIMESHEETS

All full-time faculty and staff are required to complete timesheets. They are due the first of each month for the preceding month's time. All time away from your scheduled work station should be reflected on your timesheet (vacation, bereavement, sick, personal, etc.). Timesheets should be submitted to the Business Office with employee and supervisor's signature.

Timesheet forms are available on-line at <http://www.northark.edu/Departments/HR/Forms.htm>.

Part-time hourly employees should submit timesheets to payroll nine working days prior to the desired pay date.

Timesheets are not required for part-time contract employees. Part-time contract employees should receive a contract within two weeks of the start of each semester. After contracts are signed, paper work completed and received by the payroll office, employees will receive equal installments the last pay date of each month.

TRANSFERRING TO ANOTHER POSITION-CLASSIFIED

Transfer, Classified Personnel

Transfer from one office or department to another may be originated with the administration, or may be requested by the employee or his department head. Transfer may be made to another position.

- A. **CLASS UPGRADE** (Done by the state)
An employee in a classification which has been upgraded shall be eligible for an additional two percent (2%) increase in his/her maximum annual salary in the new pay grade. Employees whose salary falls below Pay Level I for the new grade shall be adjusted to Pay Level I.
- B. **RECLASSIFICATION TO A HIGHER GRADE**
An employee who is reclassified to a title with a higher grade will be eligible for a two (2%) increase in his/her maximum annual salary in the new pay grade. Employees whose salary falls below Pay Level I for the new grade shall be adjusted to Pay Level I.
- C. **CLASS DOWNGRADE** (Done by the state)
An employee's rate of pay shall not be decreased as a result of a class downgrade.
- D. **PROMOTIONS**
Upon promotion, change to a higher grade with significantly higher job duties, an employee's salary shall be calculated as follows:
- Minor - promotion to a classification which is one grade higher than the former classification. The employee's maximum rate of pay shall be increased by six (6) percent.
- Major - promotion to a classification which is two (2) or more grades higher than the former classification . The employee's maximum rate of pay shall be increased by (8) percent.
- E. **DEMOTIONS**
An employee who is demoted for cause or voluntarily solicits a demotion of one grade will receive a six percent salary reduction. An employee who is demoted for cause or voluntarily solicits a demotion of two or more pay grades will receive an eight percent salary reduction.

WORK DAY HOURS

General office operations are from 8:00 a.m. to 5:00 p.m. with one hour for lunch. Flexible work hours and arrangements are available in some departments. Permanent changes from 8:00 a.m.-5:00 p.m. are to be filed with the Human Resource Office.

WORK STUDY

Employees interested in hiring a college work study employee to work under their supervision should contact the Vice President of their area. If approval is granted, the employee should contact the Financial Aid Office to complete necessary paperwork.

Section 4

Full–Time Employee Benefits

ALTERNATE RETIREMENT PLAN (ARP)

North Arkansas College offers two types of retirement plans.

- 1) Defined benefit – your monthly retirement salary is based on an Arkansas Legislature regulation which includes: salary times years of service times a state defined multiplier which gives you a set (defined) monthly benefit. The defined benefit plan is available under either the Arkansas Public Employees System (APERS) or the Arkansas Teacher Retirement System (ATRS). Both plans require a minimum of 5 years of retirement system membership.
- 2) Defined Contribution – your retirement monies are invested in a 403(b) retirement plan. You have a choice of 3 companies (American Express, TIAA-CREF, VALIC) for deposit of the college 10% and your 6% portion of retirement money. The employee is 100% vested in all contributions from initial enrollment to separation of employment. At retirement the employee has access, based on Internal Revenue Service guidelines, to the accumulation in their 403(b) for retirement.

Participation in the Arkansas Public Employees System (APERS), the Arkansas Teacher Retirement System, and the Alternate Retirement Plan (403b) are governed by state law. For current information contact the Human Resource Office.

Additional information is available by contacting the vendors.

Defined Benefit:

APERS	ATRS
PHONE: (800) 682-7377	PHONE: (800) 666-2877
	www.atrs.state.ar.us

Defined Contribution (403b)

VALIC	American Express	TIAA-CREF
PHONE: (800) 892-5558	PHONE: (501) 741-3535	PHONE: (800) 842-2776
www.valic.com	www.americanexpress.com	www.tiaa-cref.org

Section 4.2

BEREAVEMENT LEAVE

A full-time member of the college staff may request three (3) days leave of absence without loss of salary for the death of any member of his immediate family. The immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee. Additional bereavement leave days shall be deducted from the employee's accumulated sick, vacation or personal leave account.

CAFETERIA PLAN/SECTION 125

Northark offers a cafeteria plan to tax shelter medical and dental insurance premium costs, unreimbursed medical, dependent care, and qualified third party payments. The maximum unreimbursed medical deferment allowable is \$1,500. Employees enroll on a yearly basis from November 1 to November 30 effective January 1. Enrollment forms are available in the Human Resource Office.

Section 4.4

CATASTROPHIC LEAVE BANK

All full-time employees with two years of service and appropriate leave balances are eligible to participate in the Catastrophic Leave Bank. The enrollment period is November 15 to December 15 of each year. The Catastrophic Leave Bank provides for extended sick leave for eligible donor/participants in the event of a catastrophic illness. Additional information on the Catastrophic Leave Bank is available in the Human Resource Office.

CREDIT UNION

All full-time employees may elect to join the Arkansas Federal Credit Union and contribute through payroll deduction. The Arkansas Federal Credit Union offers a variety of financial services. Additional information and enrollment forms are available in the Human Resource Office. You may contact them at Arkansas Federal Credit Union, P.O. Box 9, Jacksonville, Arkansas 72076-0009, Phone: 1-800-456-3000.

DENTAL

Northark's dental insurance carrier is Delta Dental. The policy has \$50 deductible; 100% coverage on maintenance; 80% of the usual and customary charges for fillings, extractions and oral surgery; and 50% of the usual and customary charges for bridges, partials and dentures. Complete plan documents stating coverage's included are available in the Human Resource Office.

Additional information can be obtained from our website www.northark.edu under Benefits.

Northark contributes 90% of the cost of employee dental insurance and 60% of the family dental insurance cost. This makes the employee cost 10% or 40% respective of coverage. Current premium rates are available in the Human Resource Office.

You may contact Delta Dental at, P.O. Box 15956, North Little Rock, AR 72231-5965,
Phone: 1-800-462-5410.

DISABILITY INSURANCE

Northark provides long-term disability coverage for full-time employees. This policy pays up to 60% of your base salary starting 120 days after disability to age 65 or recovery. Additional information is available in the Human Resource Office.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act entitles eligible employees to a total of twelve (12) workweeks of leave during a 12-month period for one of the following reasons: (a) the birth of a child, and to care for the newborn child; (b) the placement with the employee of a child for adoption or foster care; (c) the care of the employee's spouse, son, daughter, or parent with a serious health condition; and (d) a serious health condition that makes the employee unable to perform the functions of the employee's job. In the case of birth or adoption this eligibility shall expire at the end of the 12-month period beginning on the date of birth or placement.

To be eligible for FML the employee must have been employed by Northark for 12 months, and must have worked at least 1250 hours during the 12 month preceding the commencement of FMLA.

The employee is required to exhaust all paid leave, (vacation, sick leave, personal days, and catastrophic) during the 12-week FML period. During FML leave, after all paid leave is exhausted, the employee will be on leave without pay. Northark shall continue benefit coverage at the same level and under the same conditions coverage was provided prior to commencing FML. Northark will continue to pay "employer" and the employee will pay the "employee" portion.

Upon return from FML the employee shall be entitled to be restored to (a) the position formerly occupied or (b) an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Additional information is available from the HR Office.

GENERAL BENEFIT PROVISION

It is standard practice that the total direct expense of all features of all benefit plans may not exceed the board mandated 28% total institutional salary expense. Any annual overruns of this percent limit will result in possible reduction of specific features levels and/or the total elimination of plan features for the following fiscal year.

All benefit offerings and levels are subject to revision at anytime due to state and federal regulatory mandates and/or directives issued by the Northark Board.

HEALTH INSURANCE

Northark is a member of the Arkansas Higher Education Insurance Consortium. The Consortium consists of several 2 and 4 year schools from across the state that have joined together to self insure medical expenses. The policy provisions include: \$400 deductible; \$10,000 stop loss; \$1.5 million lifetime claim coverage; PPO option, payment on usual and customary charges for medical procedures; pre-certification requirements on certain procedures, and a prescription drug card, plus mail order prescriptions. A copy of the plan booklet is available in the Human Resource Office. Additional information can be obtained at our website www.northark.edu under Benefits.

Northark contributes 90% of the cost of employee health insurance and 60% of the family health insurance cost. This makes the employee cost 10% or 40% respective of coverage. Current premium rates are available in the Human Resource Office.

If you have previously carried single health coverage and would like to add dependents, open enrollment is November 1 to November 30 effective January 1.

You may contact Insurex Benefits Administrators, Inc. at P.O. Box 41779, Memphis, TN 38174-1779, Phone: 1-800-CLAIM 44. Call Beech Street at 1-800-937-2277 to Pre-Certify all in-patient hospital admissions, physical therapy, home health care and medical equipment.

HOLIDAYS

Northark recognizes the following paid holidays for full time, 12 month, non-faculty employees:

Memorial Day	Christmas Day
Independence Day	Veteran's Day
Labor Day	Washington's Day
Thanksgiving Day	Lee/King Day
Christmas Eve	New Years Day
Non-Faculty get the employee's Birthday off as a holiday	

Eligibility for Holiday Pay

All "regular salaried" and "extra help" employees are eligible to receive holiday pay only if they are in pay status on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

When a holiday occurs while an employee is on annual or sick leave, that day will be considered a holiday and will not be charged against the employee's annual or sick leave.

When a holiday occurs on an employee's regularly scheduled day off, the employee will be given equivalent time off.

Employees must work on holidays when the needs of the agency or institution require it. This need will be determined by the President.

Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as is practical.

Employees who work less than full time, and are categorized as eligible for holiday pay, may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half time, a holiday would be granted equivalent to four (4) hours.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the following Monday.

Faculty Holidays

Faculty observe holidays as defined in the academic calendar.

LEAVE OF ABSENCE POLICY

Full-time classified employees may be granted a leave of absence without pay for health problems, maternity, study, military service, individual convenience or other reasons with approval from the president.

Upon written notification to the Human Resource Office, employees shall be granted a regular maternity leave of absence without pay. The maternity leave notification should be filed as early as possible and should indicate the expected departure and return dates. Maternity leave will normally run concurrently with FMLA.

The FMLA entitles eligible employees 12 workweeks of leave during a 12-month period for certain medical situations. See the section on Family and Medical Leave Act for more information.

During a leave of absence without pay for a period of ten (10) working days or longer, an employee is not entitled to sick or vacation accrual for that period. Also, the employee must pay for any health, dental, disability and/or life insurance if they wish continued coverage as allowed under the respective policies.

LIFE INSURANCE

Northark provides life insurance for full-time employees up to one times your base salary with a minimum coverage of \$20,000 and a maximum coverage of \$50,000. Coverage decreases for employees working after age 65.

MILITARY

Full-time employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for that calendar year.

Military leave for annual training or other official duties will be granted without loss of pay and shall be in addition to regular vacation time.

Full-time employees who are called to active duty in emergency situations as declared by the Governor or President shall be granted leave with pay. The period of leave with pay will not exceed thirty (30) working days. Periods beyond the thirty (30) day limit may be charged to annual leave at the employee's option and, if necessary, to leave without pay. Military leave for emergency situations is granted in addition to annual military leave for training purposes and normal vacation time.

RETIREMENT - EARLY

When the combined sum of age and years of continuous full-time service to the college equals 70, an employee may be eligible for early retirement provided that the employee has a minimum of ten (10) years of continuous service.

Early Retirement Benefits

The following benefits will be available to those taking early retirement:

- a. Subject to allowances and conditions of the health insurance provider, an early retiree may elect to remain with the college's group health insurance plan at his/her own expense – including eligible dependent coverage, if applicable – for as long as the retiree so chooses and pays premiums in a timely manner.*
- b. If at the time of an early retiree's death, his/her spouse is covered under the group health insurance plan, the spouse may continue coverage at his/her own expense for as long as he/she so chooses and pays premiums in a timely manner.*
- c. Subject to allowance and conditions of the dental insurance provider, an early retiree may elect to remain with the college's group dental insurance plan at his/her own expense – including eligible dependent coverage, if applicable – for as long as the retiree so chooses and pays premiums in a timely manner.

Disability Benefits

An employee leaving active employment due to approved long term disability may elect to remain with the college's group health insurance plan at his/her own expense – including eligible dependent coverage, if applicable – until the earliest of the individual becoming eligible for Medicare coverage or five (5) years from the end of active employment.

An employee who meets the eligibility requirements for both disability benefits and early retirement, is also eligible for the available early retirement benefits.

*Retirees, their spouses and/or dependents electing to remain on the college's group health insurance must enroll in Medicare upon eligibility.

Eligibility for retirement income from any retirement vendor, (Arkansas Public APERS, Arkansas Teachers ATRS, or Alternative Retirement – VALIC, TIAA-CREF, AE) is based on applicable federal and state regulations. Employees should contact their retirement carrier for information prior to retirement.

SABBATICAL

Any full-time employee who has rendered service to the college full-time for at least seven consecutive years may be granted a leave of absence not to exceed one year, upon recommendation of the president of the college, for purpose of permitting study or travel, which will benefit the college. While on sabbatical leave, the employee may receive a stipend of up to one-half of base salary for the previous fiscal year. Accrual of vacation and/or sick leave will be at one-half the employee's accrual rate while on sabbatical.

In addition, any employee who has rendered service to the college for at least four consecutive years may be granted a leave of absence not to exceed one semester, upon recommendation of the president, for the purpose of permitting study or travel which will benefit the college; employees may receive a stipend up to one-half of his semester's salary for the previous academic year.

Time spent on sabbatical leave shall count as regular service on the salary schedule. Any employee who files an application for a sabbatical leave shall at the same time file an affidavit stating that he will remain in the employ of the college for at least two years following his return from the leave of absence, unless prevented by ill health or other conditions over which he has no control. Failure for other reasons to return for all or part of the two year period will automatically make the person liable for return of all or part, or the sabbatical stipend equal to the percent of time not completed, repayment to be made within two years.

No more than three employees (2 contract, 1 classified) may be granted sabbatical leave at one time. In case more applications are received than can be granted, precedence shall be in order of seniority.

Sabbatical requests should be filed by March 15 for the following Fall or Summer Semesters and October 15 for the following Spring Semester with the Staff Development Committee Chairman.

Leaves of absence, including sabbatical leaves may be granted by the board to employees. Leaves shall not exceed one year in duration except that in cases of emergency the board may consider requests for longer periods.

No full-time employee may be granted a leave of absence to accept full-time employment. The board may make an exception in unusual circumstances.

Additional information concerning sabbaticals is available from the Human Resource Office or the Vice President of Instruction.

Employees participating in Workforce 2000 are not eligible for a sabbatical while receiving Workforce 2000 benefits.

SICK LEAVE

All full-time employees accrue eight-hours per month of employment or contract period.

The maximum number of days accrued on December 31 is 960 hours (120 days). You can carry and accrue more than 960 hours during the year, but on December 31 any hours in excess of 960 will be deducted from your sick leave accrual.

In order to qualify under the above provisions, sickness must be such as to confine the employee to his or her home, or when such absence is due to the serious illness of employee's spouse, father, mother, child, brother, sister, father or mother of spouse, or foster child. Sick leave may also be used for medical, dental or optical appointments.

Absences of five consecutive days for illness require a doctor's release before returning to work.

SOCIAL SECURITY

As a College employee, you are covered by Social Security. Social Security Tax, consisting of OASDI and Medicare, is paid by you through withholding a percentage of your gross salary. The College also pays an equal amount to your credit. The percentage of salary withholding for Social Security is subject to change due to Congressional action.

If you have questions about benefits under the Social Security System, contact the Social Security Administration at 1-800-772-1213.

TUITION EXEMPTION

All full-time employees, spouses and legal dependents pay \$5.00 per course. All other tuition and fee charges for Northark enrollment are waived. Book charges are not waived. Employees are permitted to enroll, with supervisory approval, for one course per semester during normal work hours with supervisory approval. Employees may have unlimited courses after work hours.

Part-time employees pay \$5.00 per course. All other tuition and fees are waived for one course per semester per employee for either the employee or a legal dependent during the semester of employment.

A tuition waiver sheet must be presented at the time of payment. These are available in the Business Office or Financial Aid Office. Waived fees will be charged back to the employees' departmental budget.

VACATION

Vacation Leave

Full-time employee	8 hrs/month 1-3 years
	10 hrs/month 3-5 years
	12 hrs/month 6-12 years
	14 hrs/month 13-20 years
	15 hrs/month over 20 years

The maximum number of days you can carry-over on December 31 is 30 days. You can exceed 30 days (240 hours) during the year but on December 31 any accrued vacation in excess of thirty days will be removed from your leave bank.

Faculty	Do not accrue, see Personal Leave 4:24
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PERSONAL DAYS

Full-time employees who do not accrue vacation are allowed two (2) personal days, non-accumulative, per full-time contract period for any necessary leave time that is not covered by other (such as sick or bereavement) leave provisions.

VOLUNTARY TAX SHELTERED ANNUITIES (TSA)

You may elect to contribute to a tax sheltered annuity (TSA). This contribution is an addition to any Arkansas Teachers Retirement System or Alternative Retirement Plan contribution or Arkansas Public Employees Retirement System. Your TSA does not have to be placed with the same carrier as your retirement plan. Federal law does govern the maximum amount you are allowed to tax shelter. Please confer with the company representative concerning maximizing allowable contributions. Company representatives are:

VALIC
(800) 892-5558

American Express
(501) 741-3535

TIAA/CREFF
1-800-842-2776

WORKERS COMPENSATION

Any employee who is injured during working hours, while performing job duties, must report injury accidents to the Human Resource Office immediately. Failure to report an accident could result in loss of workers compensation consideration.

Section 5

Staff

Development

EXERCISE RELEASE TIME

North Arkansas College permits 30 minutes of exercise release time five days a week for full-time employees for exercise on college grounds, provided that (1) it is matched with 30 minutes of employee time and (2) it is approved in writing by the employee's supervisor. This 30 minutes is provided to allow an employee to plan and pursue an exercise/fitness routine and cannot be used for other purposes.

PERFORMANCE EVALUATION

Personnel Evaluations

Classified

Effective July 1, 2000 salary increases for classified employees shall be based upon the guidelines of the Career Ladder Incentive Program (CLIP) which has been implemented by the Office of Personnel Management, the Department of Finance and Administration, and Northark.

Annual Performance evaluations are completed, in the Spring of each year with any Performance Bonus payable disbursed in June.

Additional guidelines and procedures regarding the classified Career Ladder Incentive Program (CLIP) are available in the Human Resource Office.

STAFF DEVELOPMENT

North Arkansas College is committed to meeting the constantly changing educational needs of the community it serves and to creating an atmosphere conducive to meeting student needs. This requires the commitment of the entire college community, the Board of Trustees, and all the staff. To this end, Northark commits itself (1) to provide a comprehensive staff development program that continually focuses both individual and collective attention on the student as individual, learner, and customer and (2) to provide opportunities for career growth for the entire staff in congruence with institutional goals.

Section 6

Campus Safety

EMERGENCY PROCEDURES

From time to time, situations occur on campus that require immediate medical attention. Any time that you encounter a situation on campus that requires or appears to require immediate medical attention:

1. Go to the nearest phone and dial 9-911 and request assistance.
2. If the above number is not posted near the phone or you can't remember it, call the switchboard and ask the operator to call for assistance.
3. Be prepared to give the location of the situation where assistance is needed and the general nature of the problem as best as you can determine it.
4. Afterwards submit a written statement on the incident to your area vice president and Human Resources.

Each classroom and main office area have an Emergency Procedure Board posted giving emergency directions. Please review and be prepared, should any emergency arise.

North Arkansas College has a complete Crisis Management Plan available for your review upon request.

Section 6.2

INCLEMENT WEATHER POLICY

Announcements that “North Arkansas College is closed” or “Classes at North Arkansas College are canceled” will mean that all classes have been canceled **and** the offices are closed.

Should inclement weather make it necessary to close the college, the following radio stations will be notified - KCWD 96.1 FM – Harrison and KHOZ 102.9 FM – Harrison.

Students, faculty and staff may also call the North Arkansas Snow Line, 743-SNOW (7669), for the latest update on college closings. The North Arkansas College web site will also be updated, whenever possible.

Every effort will be made to notify the radio stations by 6:00 a.m. for day classes/operations and by 3:00 p.m. for evening classes/operations. A radio announcement will only be made for closings.

When the offices are closed, the time will be classified as "administrative leave" and employees will not be held accountable for make-up hours.

If you are pre-scheduled for annual leave and the offices are closed for the day due to inclement weather during scheduled leave, you will not be charged for leave. Mark your timesheet as administrative leave for complete days offices were closed.

Even when the college is not closed, personal discretion should be used as to one's safety and well being.

SAFETY

Northark expects all employees to follow the basic rules of safety appropriate to all work areas within the institution. All employees are responsible for following safe work practices and or reporting to their supervisor any condition that is potentially dangerous. Northark is interested in the health and safety of all employees, students, and patrons utilizing our facility.

There are maintenance safety reports (Maintenance/Janitorial Trouble Report) located on each Forms Supply Rack that you can complete and return to the physical plant department for reporting possible hazardous situations.

Report any injury, no matter how minor, to your supervisor. Any injury requiring first aid, medical attention, or lost work day(s) should be reported to the Human Resource.

SECURITY AND AFTER HOURS

1. Between the hours of 10:00 p.m. and 6:00 a.m. Monday through Friday, and on weekends, holidays and school closings, general facility access will be restricted except for the following -
 - A. Northark full and part-time employees and board members-when in possession of an Employee Identification Card.
 - B. Guest and/or relatives of Northark employees - when accompanied by an Northark employee.
 - C. Persons attending a scheduled function - the event must have been approved and scheduled by either the Public Relations and Development Office, Community Service Office or the Athletic Department with notification to the Maintenance Department.
 - D. Students and friends of Northark - must present written authorization from a department head, director, chairman, or administrator. The authorization must be per visit and include the area and date of access and estimated length of the visit. Under very exceptional circumstances, the written authorization may be valid for multiple visits when signed by an administrator and reflecting an expiration date no longer than one (1) month from the initial date.
2. Security and/or maintenance staff will not open an internal area or office for anyone, including Northark employees, without direct authorization from faculty or management of the particular area or office.
3. When deemed necessary for the protection or safeguard of Northark property, security and maintenance personnel may ask any individual or group for identification and/or to vacate the facility.
4. Employees are reminded to lock and secure their respective areas at each close of business session.
5. Even during normal hours (6:00 a.m. to 10:00 p.m.), instructors, technicians and supervisors of specific areas or buildings which contain hazardous, sensitive or expensive items should lock and secure their own facilities when they must leave and the area is unattended.

Section 7

**Services
and
Resources**

BOOKSTORE

The Bookstore is located on the South Campus. The normal operating hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. During registration periods, the hours are 8:00 a.m. to 7:00 p.m. Also during registration, a textbook sale service is offered at the North Campus.

The Bookstore carries a complete line of course textbooks, supplements, aids and supplies. Additionally, certain convenience, school memorabilia and clothing items are available. Operated as an auxiliary enterprise, any generated profit goes to support student activities.

Office Supplies

The Bookstore carries a complete line of office supplies for college and program departmental needs. Special orders for unique items are possible. Operated on a "charge and carry" basis, departmental personnel select the needed items and sign a departmental charge form. The recorded charges for each month are allocated directly to the department's budget. This eliminates the need for requisitions and invoices on items purchased through the Bookstore.

Clothing

Only clothing items intended as a gift or promotional item with a club or an entity outside the college may be charged to a department's budget. The intended recipient and the expected benefit should be noted on the Bookstore charge ticket.

Section 7.2

CHECK CASHING

Checks for no more than \$5.00 over the amount of purchase will be cashed at the Bookstore, Snack Bar and Cafeteria, when in operation.

Employees may cash personal one-party checks for the amount up to \$50.00 at the Business Office – South Campus and Front Desk – North Campus.

An insufficient check fee of \$15.00 will be charged to the check issuer for any returned checks.

COPIES

Internal Copies/Reproduction

Departments are charged \$.05 per copy at any location.

For small, quick turnaround copy needs, employees may make copies at the following locations -

South Campus	
Business Office	8:00 AM - 5:00 PM
Library	8:00 AM - 9:00 PM
Open Learning	Any time
Student Services	8:00 AM - 5:00 PM
Athletic Office	8:00 AM - 5:00 PM
Learning Center	8:00 AM - 5:00 PM
North Campus	
Mail/Forms Room	Any time

When using these copy machines, all copies should be logged and the three (3) digit department number and the individual's name should be recorded. For those copiers with control counter devices, manual logging is not required if you have an assigned copy card or counter.

For academic copies and large copy needs, the Faculty Support Office will make copies for you. Some scheduling may be required.

External Copies/Reproduction/Printing

The Department of Corrections offers printing and reproduction services at very reasonable rates. They are typically used for large, recurring jobs such as office forms and small brochures. The regular purchasing process should be followed for this service. As much as three (3) to five (5) weeks should be allowed.

Any large, high quality, multi-color printing jobs must follow the regular purchasing process. Turnaround times may vary.

Note: No outside printing, reproduction, or copying service may be used without following the regular purchasing process. This is controlled by state contracts and any circumvention will result in personal obligation or expense.

KEYS

Main entrance, area and/or personal office keys are available to all employees with authorization from their area vice president. The area vice president should contact the Maintenance Department of the respective campus with any requests.

All keys must be returned to the area vice president when no longer needed or when there are employee changes.

LIBRARY

Library-Learning Resource Center

The Library-Learning Resource Center of North Arkansas College is designed to serve the educational needs and programs of the college employees and students by providing them with a comprehensive quality collection of instructional materials, equipment, and production facilities for the purpose of improving and broadening the scope of instruction.

Its primary purpose and objective is, therefore, identical to the educational task and philosophy of the college itself.

NORTH CAMPUS- Hours are Monday through Friday from 8:00 a.m. - 5:00 p.m.

SOUTH CAMPUS- Hours are Monday through Friday from 8:00 a.m. - 9:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

Employees may check out library materials, within the guidelines of the Library.

LOST AND FOUND

A central "Lost and Found" office is located at the main reception desk on both North and South campuses.

MAIL ROUTING AND DISTRIBUTION

Intra-Campus Mail

It is the responsibility of each originating party to place any intra-campus correspondence in the receiver's mail box located at the front of both the North and South Campus buildings.

Inter-Campus Mail (North and South)

Mail going to the South Campus from the North Campus may be placed in the marked drop box located at the reception counter.

Mail going to the North Campus from the South Campus may be placed in the marked drop boxes located near the front employee mailboxes and at the Bookstore.

External Mail - U.S.

All outgoing U.S. mail must be already posted or be coded in the top right corner with the three-digit department number of the originator. Multiple mail items may be bound together with just the top envelope coded. Items that are not posted or coded will be returned to the sender.

Outgoing North Campus U.S. mail may be placed in the marked drop box located at the reception counter.

Outgoing South Campus U.S. mail may be placed in the marked drop boxes located near the front employees' mail slots or at the Bookstore.

Inter-Campus and External Mail Pick-Up Schedule

Mail couriers will pickup and deliver mail at the North Campus twice daily, Monday through Friday.

Mail couriers will pickup and deliver mail at the South Campus twice daily, Monday through Friday.

MAINTENANCE/CUSTODIAL

Minor Maintenance and Janitorial Trouble Report

Any individual noticing or experiencing a minor facility maintenance or area custodial problem should initiate a Maintenance/Janitorial Trouble Report form and route it to the Physical Plant Department on either campus. The form is a one-half page, pink slip and is available on any forms rack and in each Physical Plant mailbox.

PARKING

General student, staff and public parking are allowed in all clearly marked parking areas and spaces on both the North and South Campuses.

Parking is prohibited in lined loading zones, fire lanes, traffic flow lanes and spaces reserved for college fleet vehicles. Handicapped parking spaces are provided throughout both campuses but are restricted to only those vehicles with valid handicapped decal.

Spaces beside the service road on the west side of the South Main Building (Lot C and Lot D) are limited to only faculty and staff with displayed permits. Permits are available for purchase at the Bookstore at a cost of \$2.00 per vehicle.

Spaces in the front of the North Main Building are generally restricted for handicapped parking, college fleet vehicles and campus visitors.

PETTY CASH

Petty Cash reimbursement is available to all faculty and staff for qualifying expenses of less than \$50.00.

Because of state regulations, certain items such as travel expense, food, general office repair expense and any item covered by a state contract may not be reimbursed through Petty Cash. Also, cash advances are prohibited.

To obtain Petty Cash reimbursement, the expense receipt may be presented at the Business Office - South Campus or Front Office - North Campus. A Petty Cash Voucher must be signed by the department head authorizing the expense.

Should you have any questions of whether an anticipated expense may be reimbursable through Petty Cash, please call the Business Office before the transaction.

PIONEER CLUB

The Pioneer Club of Northark supports and promotes the athletic programs of the college. Employees are invited to join and participate in the many activities of the club.

Free passes are available for Northark Employees and their immediate families to all Pioneer Home Basketball Games. Requests for passes should be made to the athletic office.

SNACK BAR

The Snack Bar located on the South Campus serves all students and staff. Also during special events, the general public is served. The regular operating hours are 7:30 a.m. to 2:00 p.m. Monday through Friday, when classes are in session. Operated as an auxiliary enterprise, any generated profit goes to support student activities.

The Snack Bar offers general snacks, sandwiches and refreshments. No individual charges are allowed.

The Snack Bar also offers a light catering service to departmental and program functions. The requesting area should coordinate with Snack Bar personnel in advance of the event. A signed requisition outlining the purpose of the function is required and the charges will be allocated directly to the department's budget.

SPEAKERS HONORARIUMS

Speaker's Honorariums

The college encourages North Arkansas College staff members to appear before various groups as speakers and performers--particularly within the college district.

The following policy will prevail:

- A. Engagements outside the district:
 - 1. A staff member may accept an honorarium as a personal payment.
 - 2. In case an honorarium is received, North Arkansas College is not responsible for any expenses.

- B. Within the District:
 - 1. Normally an honorarium should not be accepted by a staff member; however, if the organization before which he appears insists on paying an honorarium, it is recommended that the honorarium be put into a scholarship fund. Travel expenses are reimbursable.

 - 2. If a major presentation or a series of speeches or engagements is arranged for and approved by the administration, the staff member may accept payment for such services. For such an engagement North Arkansas College will not reimburse for travel expenses incurred.

The foregoing regulations are not intended to apply in cases of consultant fees nor payment for professional services. The college may furnish travel expenses but will not provide other expenses; that is, lodging and meals.

TELEPHONES

Trouble Reporting

Any telephone service problems should be reported to the Switchboard Operator at the South Campus.

New Service/Extensions

All requests for dedicated lines, new or additional extensions, or extension relocations should be coordinated through the Business Office.

Long Distance (out-going)

All long distance calls are reported and charged to the home department of the caller and should be for official business only. Any personal calls should be collect or charged to your home number.

Long distance calls are also controlled by individual access codes which are assigned to full-time employees with anticipated, recurring need. Requests for long distance access codes should be directed to the Business Office.

Personnel without a long distance code may coordinate through the Switchboard Operator for their occasional long distance calls.

Section 8

Governance Structure

GOVERNANCE STRUCTURE

The governance structure shall consist of these components: Faculty Senate; Administrative and Classified Associations; Standing Committees; and Ad Hoc or Advisory Committees and Task Forces. Each component shall participate in the governance process in accordance with the guidelines described in this policy.

Section 8.1

Faculty Senate

The Faculty Senate is an elected representative body of the Faculty of North Arkansas College. Faculty are defined as all individuals hired (both full-time and part-time) to teach credit classes at North Arkansas College. The Faculty Senate is elected from the membership of the faculty as described in their constitution.

Section 8.2

Associations

1. The membership of each association shall be constituted as follows.
 - a. Administrative - all administrators at vice-president level and those supervisors reporting to a vice president and who are not classified.
 - b. Classified - all classified staff members
2. All staff members shall hold membership in one of the associations.
 - a. Individuals may, by virtue of their work assignments, be members of both an association and/or the faculty Senate.
 - b. Staff members who don't clearly fall into the membership of one of the associations shall be appointed to one by the President.

The Faculty Senate and the Associations shall:

1. post minutes of their meetings to the intranet,
2. conduct their business according to a written constitution, set of by-laws, and/or set of operating procedures,
3. present its constitution, by-laws, and/or operating procedures to the Board of Trustees whenever revised,
4. participate in the governance process according to the guidelines set forth in this Policy.

Section 8.3

Standing Committees

1. The Standing Committees of the Faculty Senate shall consist of the Curriculum Committee, Faculty Development Committee, and Academic Assessment Team (AAT).
2. Other Standing Committees shall consist of the Professional Development Committee, Institutional Standards & Appeals Committee, and Student Aid Committee.
3. Additional standing committees may be added if approved through the governance process.
4. The purpose, function, and membership of each standing committee shall be as follows.

Faculty Senate Standing Committees:

1. Curriculum Committee
 - a. Purpose: Develop and maintain curriculum offerings in keeping with the college philosophy and objectives
 - b. Function:
 - i. Recommend additions and deletions of curricular offerings
 - ii. Recommend criteria for the admission and retention of students in individual programs
 - iii. Initiate and periodically evaluate all curricular offerings
 - iv. Participate in the planning of facilities for instruction
 - v. Recommend requirements to be completed for college degrees
 - vi. Act on any other issues or concerns that relate to the purpose of the committee
 - c. Membership shall consist of:
 - i. Faculty representatives from each division
 - ii. The division chair from each division
 - iii. A representative from the Faculty Senate
 - iv. The Vice-President of Instruction serving as Chair
 - v. 2 Ex-officio (non-voting) members
 - a. The Vice President of Student Services
 - b. Another Student Services representative
- 2.. Faculty Development Committee
 - a. Purpose: Formulate and maintain an active faculty development program

- b. Function:
 - i. Periodically identify the professional development needs of the faculty
 - ii. Recommend and evaluate faculty development programs in keeping with identified needs
 - iii. Make recommendations to the administration regarding budgetary needs for the implementation of such programs
 - iv. Evaluate applications for faculty sabbaticals and forward a recommendation to the Vice President of instruction
 - v. Act on any other issues or concerns related to the purpose of the committee
 - vi. Select an Outstanding Faculty Award winner each year
 - c. Membership shall consist of:
 - i. Faculty representatives from each division
 - ii. A representative from the Faculty Senate
 - iii. A Chair elected from the members of the committee
3. Academic Assessment Team (AAT)
- a. Purpose: Develop, coordinate, and monitor academic assessment activities as part of the on-going process to improve student learning
 - b. Function:
 - i. Coordinate and monitor the academic assessment plan
 - ii. Collaborate with the Vice-President of Instruction and the Director of Institutional Research
 - iii. Develop appropriate faculty workshops related to academic assessment
 - iv. Periodically review and revise as needed the academic assessment process
 - v. Make recommendations to improve learning outcomes based upon collected data
 - vi. Approve the report of academic achievement as written by the Chair of AAT and the Director of Institutional Research
 - c. Membership shall consist of:
 - i. Faculty representatives from each division
 - ii. The Vice-President of Instruction
 - iii. The Director of Institutional Research
 - iv. A Chair elected from the faculty members of the AAT

Other standing committees:

- 1. Professional Development Committee
 - a. Purpose: Formulate and maintain an active professional development program
 - b. Function:
 - i. Periodically identify the professional development needs to the

- college.
 - ii. Recommend and evaluate a professional development program in keeping with these needs.
 - iii. Make recommendations to the administration regarding budgetary needs for the implementation of this program.
 - iv. Develop and administer an evaluation program for all non-classified staff members.
 - v. Evaluate applications for staff sabbaticals and forward a recommendation to the appropriate Vice President
 - vi. Act on any other issues or concerns that relate to the purpose of the committee.
- c. Membership: The Human Resource Director as Chair, and 3 members each chosen by Faculty Senate and each Association.
2. Institutional Standards & Appeals Committee
- a. Purpose: Develop academic standards for students and hear student appeals in cases which deviate from policy.
- b. Function:
- i. Establish guidelines within the framework of the institutional policies concerning student admission, probation and suspension.
 - ii. Consider student petitions regarding admission, probation or suspension in cases which deviate from these guidelines.
 - iii. Recommend new policies and changes of existing policies concerning academic standards of students.
 - iv. Encourage the maintenance of the academic integrity of the institution.
 - v. Act on any other issues or concerns that relate to the purpose of the committee.
- c. Membership:
- i. Vice President of Instruction
 - ii. Vice President of Student Services
 - iii. 1 member from Administrative Association
 - iv. 2 members from Classified Association.
 - v. 3 members chosen by the Faculty Senate
 - vi. 1 member from Student Services
 - vii. Chair selected by the committee members
3. Student Aid Committee
- a. Purpose: Hear student appeals related to restoring financial aid benefits and to select recipients for scholarships.
- b. Function:

- i. Recommend the continuation or termination of student aid benefits.
 - ii. Review applications and select recipients and alternates for institutional scholarships as well as scholarships and awards from external agencies.
 - iii. Recommend modifications to institutional or external scholarships.
 - iv. Act on any other issues or concerns that relate to the purpose of the committee.
 - c. Membership:
 - i. Vice President of Student Services
 - ii. 1 representative from Financial Aid Office
 - iii. 4 representatives chosen by the Faculty Senate
 - iv. 3 representatives from the Classified Association
 - v. 2 representatives from the Administrative Association
 - vi. Chair selected by committee members
4. Each standing committee shall post meeting minutes, recommendations and/or reports to the intranet.
5. The official records of each standing committee shall reside in the office of the appropriate Vice President.
6. Each standing committee shall have representation from each campus. If that representation is not fulfilled through the selection process of the Faculty Senate and the Associations or by position; the Chairperson of the committee shall select a representative.
7. Committee members representing the faculty and the associations are selected in accordance with the procedures of their respective organizations. Members selected to serve on each standing committee shall serve two year terms. A drawing should be held at the initial meeting of each committee to determine the staggering of member's terms.
8. No individual shall serve on more than one standing committee except as required by their position.
9. Each standing committee shall have a chairperson, a recorder, and any other officers deemed necessary.
10. Each standing committee shall adopt a set of operating procedures for conducting its business.
11. Standing committees shall participate in the governance process according to the guidelines set forth in this Policy.

Section 8.4

Ad Hoc or Advisory Committees and Task Forces

1. The President may establish ad hoc or advisory committees or task forces to address certain specific tasks, issues, or objectives.
2. The President shall select the members for an ad hoc/advisory committee or task force.
3. Membership shall include at least one member from the Faculty and each Association.
4. Each ad hoc/advisory committee or task force shall post meeting minutes recommendations and/or reports to the intranet.
5. The official records of each ad hoc/advisory committee or task force shall reside in the office of the appropriate Vice President.
6. Each ad hoc/advisory committee or task force shall have a chairperson, a recorder and any other officers deemed necessary.
7. Each ad hoc/advisory committee or task force shall adopt a set of operating procedures for conducting its business.
8. Each ad hoc/advisory committee or task force shall participate in the governance process according to the guidelines set forth in this Policy.
9. When a grievance panel needs to be selected as step 5 of the grievance procedure described in the employee handbook, the members of the panel will be chosen in accordance with the grievance procedure and structure available from the office of the Director of human resources.

Section 8.5

GOVERNANCE PROCESS

The governance process for policy and non-policy matters shall operate as outlined below.

1. Policy matters - to modify or delete current policies or to propose new policies.
 - a. Proposals for policy change may emerge from any group, ad hoc or advisory or standing committee or task force.
 - b. The formal proposal for policy change is forwarded to the President.
 - c. Following a timely administrative review, and, if appropriate, consultation with the Faculty Senate and/or Associations, the President will provide notification of

the decision regarding the proposal and post the decision to the intranet. Decisions requiring policy change will be forwarded to the Board of Trustees for action at a regular Board meeting.

- d. Any group, ad hoc advisory or standing committee or task force, may file a timely appeal of the decision to the Board of Trustees.
2. Non-Policy Matters - non-policy changes in process or procedures that impact a majority of employees or that affects students, curriculum, or educational programs.
- a. Proposals may emerge from any group, ad hoc advisory or standing committee, or task force.
 - b. Formal proposals are routed through the appropriate vice-president to the President.
 - c. Following a timely administrative review, and, if appropriate, consultation with the Faculty Senate and/or Associations, the President will provide notification of the decision regarding the proposal and post the decision to the intranet.
 - d. Any group, ad hoc advisory or standing committee or task force, may file a timely appeal of the decision to the Board of Trustees.