

PULASKI TECHNICAL COLLEGE FACULTY HANDBOOK

JANUARY 2015



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WELCOME TO PULASKI TECHNICAL COLLEGE

Dear Faculty Colleagues:

The *2015-16 Pulaski Technical College Faculty Handbook* provides you with formative information and processes that supports your important teaching, service, and professional responsibility to our college.

The content of the handbook is a true reflection of the strong commitment by PTC faculty and the Faculty Senate to making quality educational practice an absolute to our many academic and technical courses and programs. This dedication also continues to undergird PTC's commitment to being a student learning centered college with student success key to all we do. Going forward, this handbook will be reviewed annually to align with any necessary transitions that affect that seminal practice.

I sincerely thank each of you for your devotion, time and input in developing this first edition of the PTC Faculty Handbook.

Dr. Ellibee

Dear Colleagues:

Welcome to Pulaski Technical College! This Faculty Handbook provides you valuable information about academics and the College that will assist you in your career here at PTC. This handbook is a culmination of time, dedication by a strong faculty, and a commitment to our students and each other. PTC is a true asset to our community and state. By being the largest two-year college in Arkansas, PTC impacts more lives than any other state two-year college. This handbook lays the foundation of practices and policies that will facilitate your major role in transitioning students, young and old, into a better future for themselves and Arkansas.

This handbook was written by your peers for you. Please familiarize yourself with this handbook and use it as a resource to better prepare yourself and your students to be successful in the classroom and the communities we serve. I look forward to visiting with you and assisting you any way I can.

Dr. Mike DeLong (Mike)

ABOUT YOUR HANDBOOK

This Faculty Handbook is intended to summarize and assist you with the more significant policies that apply to you as a member of the Faculty of Pulaski Technical College. This Handbook is only a summary; a more detailed description is contained in the College Policy and Procedure Manual to which you may refer for further information.

The policies, procedures and benefits described in this Handbook are fully supported by the college board of trustees, administration, faculty and staff. They do not, however, create an employment agreement. Modifications to this Handbook may only be made by written approval from the President of the College.

PULASKI TECHNICAL COLLEGE
VISION, MISSION AND VALUES
CULTURE AND PHILOSOPHY

VISION: Pulaski Technical College will be Arkansas' leading comprehensive two-year college dedicated to student success.

MISSION: Pulaski Technical College provides high quality university transfer, career and technical, and workforce education that promotes student learning, student success, and the economic development of the state of Arkansas.

VALUES: Integrity, Improvement, Individuality

CULTURE AND PHILOSOPHY OF PULASKI TECHNICAL COLLEGE

Pulaski Technical College strives to create a culture of honesty and personal and professional responsibility among Pulaski Technical College faculty and staff. As a community of educational professionals we uphold academic integrity as foundational to appropriate conduct within the college setting.

HISTORY OF THE COLLEGE

Pulaski Tech's history dates back to October 1945 when it was established as the Little Rock Vocational School under the supervision of the Little Rock Public Schools. In October 1969, administration of the school was transferred to the Arkansas Board of Vocational Education and the school was named Pulaski Vocational Technical School. Early in the 1970s, 137 acres declared surplus by the Veterans Administration were transferred to the North Little Rock School District and Pulaski was given 40 acres for a new school site. Pulaski Vo-Tech moved from 14th and Scott streets in Little Rock to its present location in January 1976. When the Arkansas General Assembly created the Arkansas Technical and Community College System in 1991, Pulaski and 12 other vocational-technical schools became community colleges under the coordination of the Arkansas Board of Higher Education. Pulaski Tech, a comprehensive two-year college, offers associate degree and certificate programs for students who plan to transfer to four-year colleges and universities and/or for career preparation and advancement. Today the college is the largest community college in the state and is governed by a seven-member board of trustees, appointed by the governor. Serving students from six sites, the college derives its support largely from student tuition and fees and legislative appropriations. - See more at: http://www.pulaskitech.edu/about_us/history.asp#sthash.eRAWI8HH.dpuf

PULASKI TECHNICAL COLLEGE

ACCREDITATION

Pulaski Technical College is accredited by the Higher Learning Commission and is a member of the North Central Association. The Higher Learning Commission may be contacted at 30 North LaSalle Street, Suite 2400, Chicago, IL. 60601 or may be reached by telephone at (800) 621-7440.

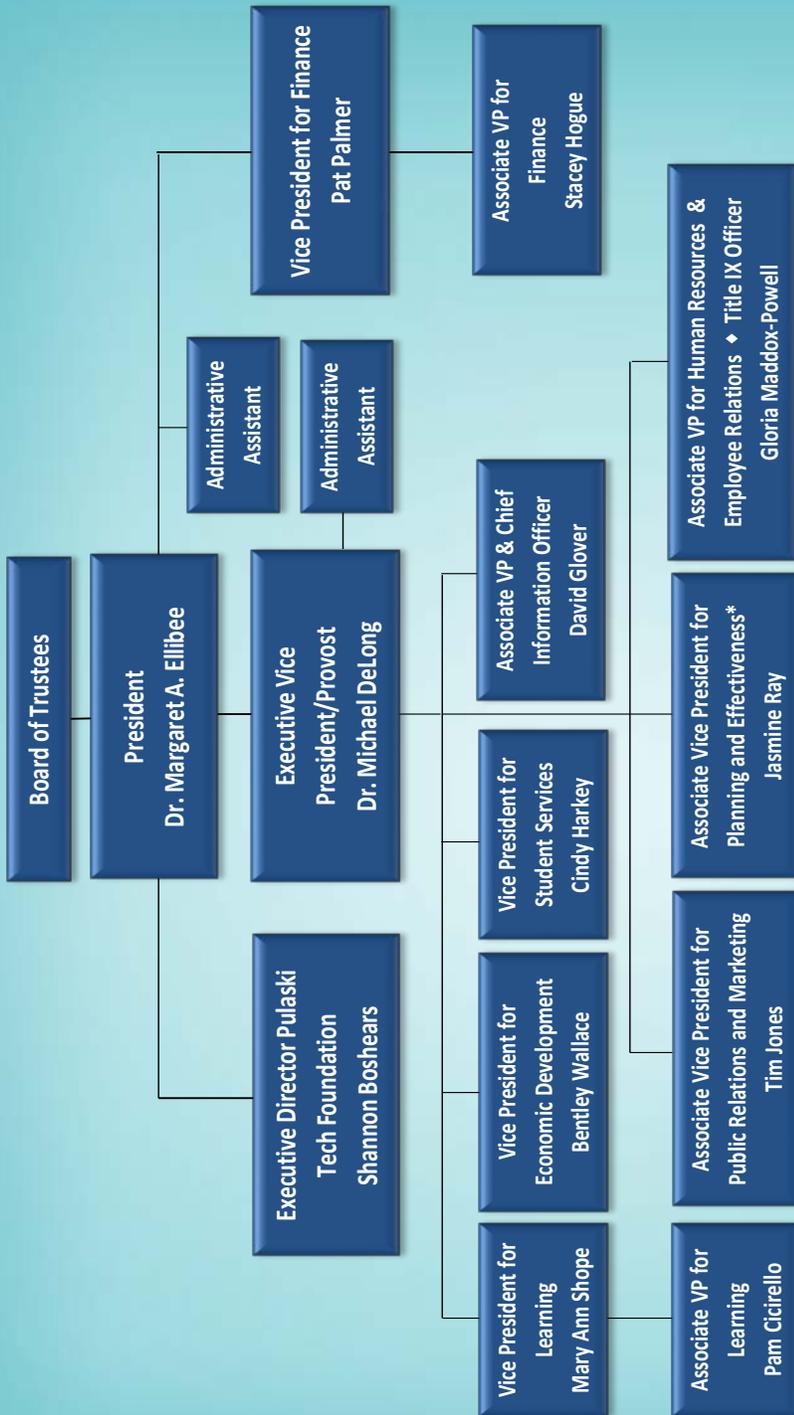
Many programs offered by the college are also accredited or certified by third party entities. A full listing can be found in the College Catalog.

Accrediting Criteria

Accreditation of the college is based on six major categories. They are:

- Category 1: Helping Students Learn
Helping Students Learn focuses on the design, deployment, and effectiveness of teaching-learning processes (and on the processes required to support them) that underlie the institution's credit and non-credit programs and courses.
- Category 2: Meeting Student and Other Key Stakeholder Needs
Meeting Student and Other Key Stakeholder Needs focuses on determining, understanding and meeting needs of current and prospective students and other key stakeholders such as alumni and community partners.
- Category 3: Valuing Employees
Valuing Employees explores the institution's commitment to the hiring, development, and evaluation of faculty, staff, and administrators.
- Category 4: Planning and Leading
Planning and Leading focuses on how the institution achieves its mission and lives its vision through direction setting, goal development, strategic actions, threat mitigation, and capitalizing on opportunities.
- Category 5: Knowledge Management and Resource Stewardship
Knowledge Management and Resource Stewardship addresses management of the fiscal, physical, technological, and information structures designed to provide an environment in which learning can thrive.
- Category 6: Quality Overview
Quality Overview focuses on the Continuous Quality Improvement culture and infrastructure of the institution. This category gives the institution a chance to reflect on all its quality improvement initiatives, how they are integrated, and how they contribute to improvement of the institution.

PULASKI TECHNICAL COLLEGE ORGANIZATIONAL STRUCTURE



* Accreditation Liaison



PULASKI
Technical College



PULASKI TECHNICAL COLLEGE
SHARED GOVERNANCE/COMMITTEE STRUCTURE

PTC SHARED GOVERNANCE

The administration, faculty, and staff of Pulaski Technical College have a long history of productive collaboration on various committees. Shared Governance at PTC is guided by the Higher Learning Commission's Statement on Shared Governance that asks for policies and procedures to engage internal constituencies in governance. These internal stakeholders include the governing board, administration, faculty, staff, and students

Through the collaborative efforts of shared governance, administration, faculty, staff and students set academic requirements, policy, and processes through effective structures.

FACULTY ROLE IN SHARED GOVERNANCE

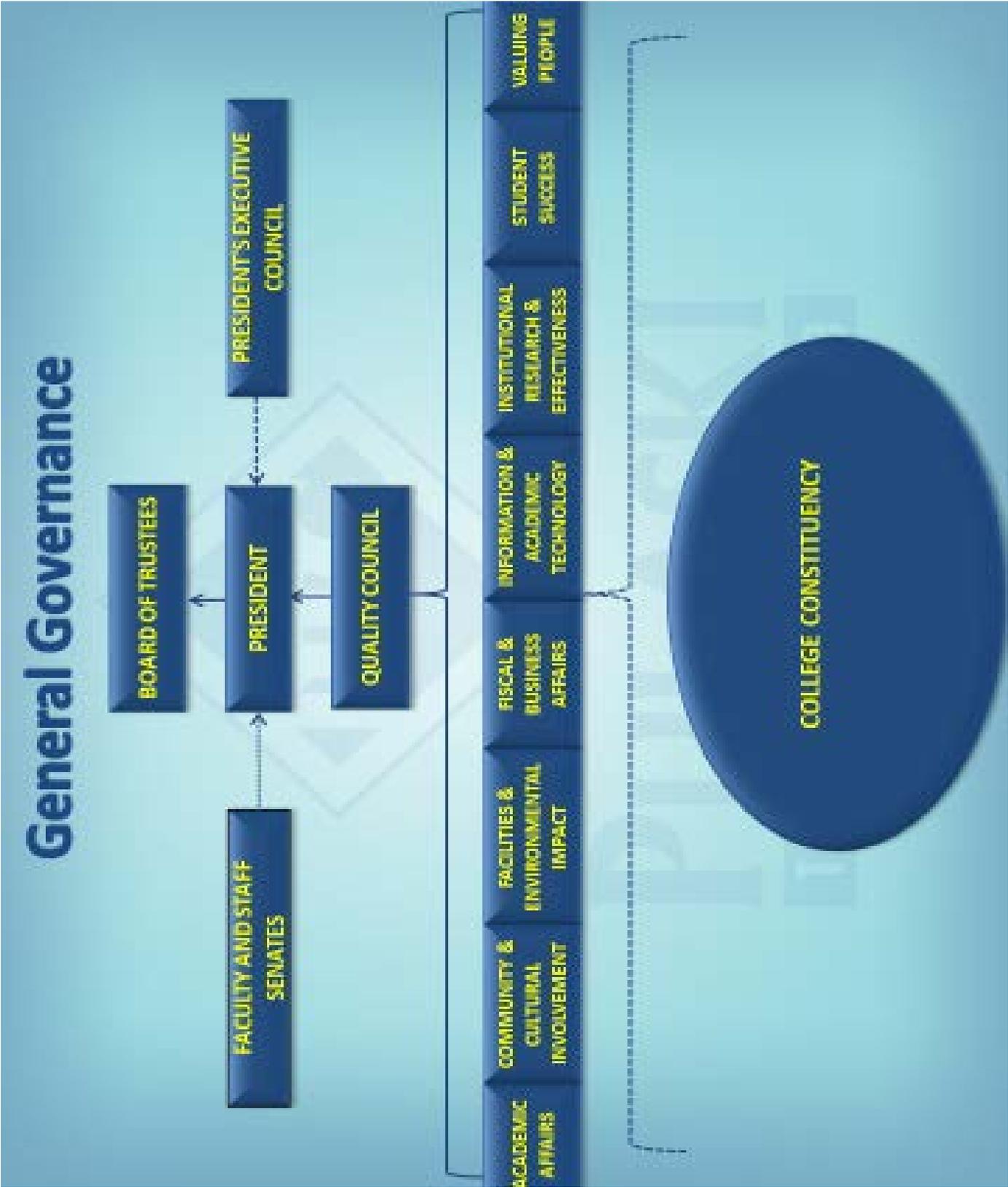
Pulaski Technical College relies on a committee structure to provide the necessary vehicle for shared governance. The administration, faculty, and staff of Pulaski Technical College have a long history of productive collaboration on various committees. These efforts have proven the value and demonstrated the challenges of committee work. With the exception of the President's Executive Council, faculty is represented in all committees and through Faculty Senate, has direct access to the president of the college. (The Faculty Senate Constitution can be found in the appendix of this Handbook.)

Additionally, faculty members from each academic division comprise half the Academic Affairs Standing Committee (AASC). The AASC is responsible for reviewing all proposals affecting learning at the college and making recommendations to the president through the Quality Council. Areas of purview for the AASC include curriculum, planning, operations, strategic alliances, assessment, faculty involvement, programs, distance learning, professional development, and library. Other examples of faculty involvement include, but are not limited to:

1. Faculty from each academic division are represented on all committees, sub-committees, and working groups in the committee structure.
2. Faculty members from each academic division comprise more than 80 % of each sub-committee of the Academic Affairs Standing Committee.
3. Faculty members from each academic division, along with the president of Faculty Senate, sit on the college Quality Council, which serves as the hub of the decision-making process passing information and recommendations to the president and the board of trustees.
4. Through the Academic Planning Sub-Committee, faculty drives the creation, implementation, and evaluation of the Academic Master Plan.

Further information on shared governance may be found on the college website.

SHARED GOVERNANCE MODEL



PULASKI TECHNICAL COLLEGE
FACULTY APPOINTMENTS, CONTRACTS, CREDENTIALS,
AND INSTRUCTIONAL LOADS

A. APPOINTMENT TO FACULTY

Faculty positions will be filled after a search for potential candidates. Position postings will be based on the fulltime faculty job description found in the appendix of this document. Candidates and/or resumes will be reviewed by a screening committee appointed by the Dean. The committee will determine the interviewing process and along with a HR representative participate in the interviewing process. This committee will make recommendations to the Dean for final approval. The President or his/her designee will present all new hires to the Board of Trustees for ratification. Appointments to the faculty will be made without regard to race, creed, sex, religion, disability or national origin. Pulaski Technical College is an Equal Opportunity/Affirmative Action Employer.

B. FACULTY CONTRACTS

Employment contracts for full-time faculty will be distributed for the next year before the end of the spring semester of the current year unless unforeseen circumstances delay distribution. The contract will state the proposed salary for the faculty member, contingent upon availability of funds. All contracts are for one academic year.

C. ACCEPTANCE OF CONTRACTS

The faculty contract states that upon signing, the member agrees to abide by all policies, rules, and regulations established by the College. Faculty members must return the signed contract by a specified date, indicating acceptance of the position and agreement of the terms. Failure to comply with this provision automatically voids the contract.

D. COURSE LOAD MAXIMUMS

To maximize academic resources, each full-time faculty member may (if courses are available) teach a maximum of two courses beyond their mandatory teaching load (including reassigned time) per fall and spring semesters. If the full-time faculty member completes the appropriate, one-time, professional development training, he or she may teach one additional course per fall and spring semester for a maximum three-course overload per semester.

Summer teaching loads for both full-time and adjunct faculty will not exceed a maximum of six combined courses in the summer, but not more than three courses per four-week summer term.

Online teaching loads will not exceed two courses (excluding course overloads) per fall and spring semester. During the summer, instructors may teach any combination of online and physical classes (including online only) that conforms to the above summer teaching policy.

Occasionally, special circumstances may arise that will require an instructor to maintain a course load that exceeds the above policies. These exceptions must be approved by the Division Dean, the Vice President for Learning, and the Provost. At the conclusion of each semester, the Vice President for Learning will make available to all faculty a summary report indicating, by each academic division, the number of exceptions to the course-load policy approved for that semester.

During the academic year, full-time faculty overload requests will be given priority over the teaching requests of part-time faculty. On those occasions when the demand for course overloads by full-time faculty exceeds the availability of courses, assignment of course overloads will be performed as equitably as possible through a collaborative effort by the Chair of the Department,

the Division Dean, and the Vice President for Learning. During the summer all 9-11 month faculty are considered part-time for course assignment purposes.

E. FILING OF CREDENTIALS

It is the responsibility of each member of the administration and faculty to have current credentials on file in the Office of Human Resources. These credentials are records of information. All transcripts for official college usage must be mailed directly to the Office of Human Resources by the institution issuing the transcript.

For a faculty member to be considered for advancement across the salary schedule because of additional education, the member must submit notification in writing to the Vice President for Learning and arrange for an official transcript to be sent to the Office of Human Resources before the advancement can be considered.

FACULTY RESPONSIBILITIES

Meeting the essential duties and responsibilities of full-time instructor at Pulaski Technical College requires at least 40 hours a week, including work on and off campus. Much of faculty work occurs at designated times each week (such as classes, office hours, meetings, etc.). However, since the college offers learning opportunities around the clock, seven days a week, in the online environment, and because much of faculty work can be accomplished off campus, an 8-to-5, Monday-through-Friday schedule is impractical. A typical faculty work schedule may vary from semester to semester and week to week in order to best accommodate student learning, advising, committee work, professional development, and other service to the college.

In general, the minimum campus presence expectation for a full-time faculty member is 25 hours per week (distributed throughout each day of a 5-day work week) to accommodate class schedules, professional development, and college service with at least 5 of those hours devoted specifically to on-campus office hours. The remaining 15 hours of each instructor's 40 hour weekly commitment to the college may be fulfilled either on or off campus by such activities as preparing for class, grading, monitoring online classes, holding virtual office hours, etc.

Occasionally, special circumstances may arise that will require an instructor to maintain a campus presence that differs from the above policies. These exceptions must be approved by the Division Dean, the Vice President for Learning, and the Provost.

INSTRUCTIONAL RESPONSIBILITIES

CERTIFICATION OF ROSTERS

Instructors must certify their rosters using Campus Connect by the certification roster due date listed in the Academic Calendar. The certification roster is used to identify students who have never attended. Roster certification also provides official data for state reporting upon which funding is based. Therefore, it is essential that faculty certify their rosters by the roster certification date.

CLASS ATTENDANCE

Class attendance by faculty members is essential for proper learning to occur. Class time will be used effectively to enhance the learning process by ensuring classes and labs meet for the scheduled duration to include finals being administered during finals week. Classes can only be canceled or rescheduled with prior approval of the Division Dean.

CURRICULUM AND ASSESSMENT

In terms of curricula, it is faculty's responsibility to do the following:

- stay abreast of research on teaching, learning, and their discipline in order to create and revise curricula;
- use student data to align curricula with our peer institutions and the four-year institutions the college serves;
- evaluate the needs of the students, community, and other constituencies;
- respond to those needs when necessary by creating and proposing new programs or courses;
- propose the discontinuation of programs or courses no longer relevant to the needs of the college's constituencies.

Faculty is responsible for creating learning outcomes and to identify and use assessable criteria with which to measure those outcomes. Upon assessment of a class or course, faculty devises strategies to improve the quality of instruction.

Faculty share best practices with their colleagues at Pulaski Technical College and its peer and four-year institutions by presenting at various state and national conferences devoted to pedagogy.

Moreover, faculty is charged with “assurance of consistency in the level and quality of instruction and in the expectations of student performance,” as stated above. It is faculty’s responsibility to assess the level of performance of their colleagues as instructors of their specific discipline and as educators by actively participating in a 360 degree evaluation process. This responsibility extends to the faculty’s role in establishing qualifications for instructional positions within a division and hiring new faculty.

COURSE MANAGEMENT

It is the expectation that faculty create a teaching climate that fosters learners’ thoughtful and respectful consideration of new or alternative viewpoints and ideas, personal and collaborative ownership of learning, and construction of personally meaningful knowledge. Targeting key dimensions and proven principles of effective instruction, faculty may focus attention on specific outcomes of faculty development programs, consultations, and mentorship services. In the conceptual framework of our vision, creating and sustaining a diverse community of learners requires faculty to commit to facilitating learning opportunities for all of their students.

COURSE SYLLABI

An up-to-date syllabus will be prepared for each course in the curriculum that follows the Pulaski Technical College approved syllabus template. The syllabus will be distributed at the beginning of the class and updated as needed. A copy of the syllabus will be provided to the division chair, division dean, and the vice president for learning.

GRADING

College grading should reflect the quality of performance and achievement of course outcomes by students.

It is the responsibility of each instructor to determine and report grades and status based on appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course and in the course syllabus. The College is on a four-point (4) grading scale.

In the event that an instructor is unable to report grades or status, the Vice President for Learning will consult with the Division Dean and Department Chair and report the student’s grade or status.

Final grades must be submitted by the deadline in the published calendar.

ADMINISTRATIVE DROP FOR NON-ATTENDANCE

Instructors have the authority to drop students who are not attending their classes consistently during the fall and spring semesters. For those departments that do not have an attendance policy, students may be dropped any time after the student consecutively has not attended twice the number of class meetings per week. (For example, if the class meets three days per week, an administrative drop will be processed after six days of non-attendance.) After it is determined that the student will not be returning to class, the instructor should complete the administrative drop form and submit it to the Office of Admissions and Records. Instructors in departments that have

more restrictive attendance policies, such as dental assisting, nursing and respiratory therapy, should initiate the administrative drop as departmental policy dictates. There is no administrative drop policy for the summer sessions.

ADMINISTRATIVE DROP POLICY FOR ONLINE COURSES

Students enrolled in online courses must demonstrate active engagement and participation in online course activity every seven (7) days or they may be dropped from the course. Simply logging into the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance.

Individual instructors determine activities that require student engagement and participation. Examples of engagement and participation include, but are not limited to; posting to a discussion board, contributing to collaborative activities, submitting assignments, or taking tests, quizzes, or assignments.

ATTENDANCE POLICY

Faculty members are responsible for maintaining attendance records and will supply students with a syllabus at the beginning of the course which identifies attendance expectations.

The program/class attendance policy should be given to each student in writing. Refer to the attendance policy as stated in the Student Catalog.

STUDENT DISCIPLINE

Any disciplinary action that might involve probation or dismissal of the student must be first brought to the attention of the Vice President for Student Services and Enrollment Management before action is taken.

NON-INSTRUCTIONAL RESPONSIBILITIES

ADVISING

The purpose of advising is to provide students with information regarding program requirements and career options in order to make informed decisions. Full-time faculty members, as part of their professional responsibilities, will serve as academic advisors for the student body in accordance with the respective division advising plan.

OFFICE HOURS

Full-time Faculty will post and maintain no less than five office hours per week for meeting with students. Additional assigned office hours for consultation with administration and peers, and for preparation and research may be required. *See Campus Presence Policy.*

INTELLECTUAL PROPERTY AND COPYRIGHT POLICY

It is the intent of the College to comply with the U.S. Copyright Law (Title 17, U.S. Code, Sect. 101, et. seq.). Employees are prohibited from copying copyrighted work unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.

CONFLICT OF INTEREST (TEXTBOOK) ACADEMIC ADMINISTRATIVE RULE

For those faculty who author textbooks, the college, by legislative act and Arkansas Department of Higher Education mandate, requires faculty to designate the college as the recipient of royalties from self-authored texts used by the faculty-author in his/her own courses. Further, faculty-authors must abide by the Textbook Selection Academic Administrative Rule which prohibits undue influence by textbook authors during the selection process.

FIELD TRIPS

Field trips should be approved by the Vice President for Learning at least one week in advance of the trip. Field trips are scheduled by using the Field Trip Request Form.

NEPOTISM IN THE CLASSROOM

Unless approved in writing by the President of the College, faculty members may **not** under any circumstances have members of the same household or close relatives as defined herein enrolled as students in his/her classes. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

GUIDANCE AND COUNSELING OF STUDENTS

Student advising is an important facet of enrolling in the College. Act 1052 requires that special care be taken to select only those courses for which a student is adequately prepared. Upon enrollment each student should receive counseling from the program instructor, the counselor, or the Vice Present for Student Services. The instructor should also see that careful monitoring takes place throughout the time the student is enrolled.

RECOGNITION OF ACADEMIC FREEDOM

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedoms must be subject to the self-restraints imposed by good judgment. The faculty member must fulfill his/her responsibilities to society and to the profession by manifesting academic competence, scholarly discretion, and good judgment. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the College and their position as men and women of learning. The statement of academic freedom is intended to protect the integrity of the discipline and those who profess it from the bias of any external agency. Without authorization, members of the workforce should not represent themselves as speaking for Pulaski Technical College.

PERFORMANCE OF OTHER DUTIES

From time to time faculty may be called upon to work on projects and activities other than those directly associated with their primary assignments of teaching, advising and actively participating in college committee work.

FACULTY RESOURCES

LIBRARY

Pulaski Technical College maintains an expanding collection of print, online, and multimedia resources to help students and faculty achieve their educational and professional goals. Faculty, staff, and students are encouraged to request instructional and general interest materials for the library collection.

PTC maintains libraries at two of its sites: PTC Main Campus and PTC-Little Rock South. All PTC Libraries offer research computer areas, wireless access, and access to a broad range of print, audiovisual, and online resources. PTC libraries have been the recipient of generous funding from the Ottenheimer Foundation. As a result, PTC libraries carry the Ottenheimer name. Ottenheimer and Ottenheimer-South Libraries also offer laptop, iPad, Kindle, and Flip camera checkout, individual and group study rooms, and coin-operated black and white or color copiers.

PTC Libraries staff collaborates with faculty members to support the College's Information Literacy program. PTC Libraries offers e-mail reference, professional development workshops, group and individual instruction, LibGuide development, and research assistance for students, staff, and faculty. Interlibrary loan and reciprocal borrowing programs provide expanded access to information resources. Check the Library web page for hours of operation, policies, staff contact information, faculty services and links, research guides, and search tools.

PROFESSIONAL DEVELOPMENT INSTITUTE/CENTER FOR TEACHING EXCELLENCE

The Professional Development Institute provides and promotes professional development activities for PTC faculty and staff. These events are advertised through campus e-mail, but a list of upcoming events can be located on the PDI website. The Professional Development Institute also houses the Center for Teaching Excellence (CTE). As an instructional development center, the CTE supports faculty in developing new approaches to the delivery of instruction, consulting in the application of instructional design and the use of instructional technology tools.

DISABILITY RESOURCE CENTER

Pulaski Technical College is committed to fulfilling all federal requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments of 2008. In doing so, Disability Services maintains a Disability Resource Center for faculty to consult when questions arise about services offered, reasonable accommodations, assistance with testing, etc.

DISTANCE LEARNING

Online education at Pulaski Technical College is guided and directed by the Director of Distance Education through implementation of the PTC Quality Online Standards. Faculty anticipating teaching in an online environment must complete mandatory training offered by the Distance Education Department to include both course design and course management.

LEARNING ASSISTANCE CENTER/TUTORING

The Learning Assistance Center (LAC) was established to provide students the support and services needed to achieve their educational goals at Pulaski Technical College. The LAC is located in CCB 306.

WRITING CENTER

The Center for Humanities and Arts maintains a Writing Center to assist students in all disciplines become more effective, more confident writers. A foundational belief of the writing center is that writing is a powerful tool not only for communicating existing ideas but also for discovering new ones; that learning to write is a life-long process; and that all writers benefit from sharing work in progress with knowledgeable, attentive readers. The methods used in the writing center, are multi-faceted, flexible, and above all, collaborative and reflect respect for the individual writer, whose talents, voice, and goals are central to the mission of the center.

FACULTY JOB DESCRIPTION—FACULTY EVALUATION

A copy of the faculty job description is in the Handbook appendix along with more detailed information supporting the responsibilities and expectations referenced below. In general, faculty is responsible for teaching/learning, student advising, college service and committee work and maintaining expertise in their discipline. There is an expectation of commitment to student success and a culture of collegiality at the college. Other expectations are simple: do your job to the best of your ability, abide by the conduct standards of the college outlined in the appendix, do nothing illegal, and respect the students, your co-workers and the members of the community with whom you interact. In other words, maintain professionalism.

Instructional requirements include the following:

- a. Stay abreast of research in your discipline
- b. Stay abreast of best practices in teaching/learning
- c. Fully participate in the assessment processes of the college
- d. Use student data to inform the teaching/learning process
- f. Properly manage your classes and maintain student discipline
- g. Prepare and up-date syllabi for each course you teach, appropriate to the term it is taught.
- i. Evaluate student performance, determine and report grades.
- j. Perform certain administrative functions such as certify rosters, administratively drop students

Other general requirements are:

- a. Report to work as scheduled
- b. Attend faculty meetings, convocation, and commencement.
- b. Provide guidance and counseling to students
- c. Serve on at least one college committee
- d. Post and maintain at least five office hours per week

FACULTY EVALUATION AND IMPROVEMENT PLAN

Per Arkansas law, faculty at state-supported institutions must be evaluated on an annual basis. At Pulaski Technical College, faculty evaluations are for academic years with the process starting in August of each year and ending in May the following year.

The Faculty Evaluation Plan at Pulaski Technical College is divided into two general categories: 1) Observation/Feedback on Instruction, and 2) Data Analysis/Feedback for improvement.

The general timeline for faculty evaluation is 1) Observations/Feedback occur in the fall, and 2) Data Analysis/Feedback occurs in the early spring, 3) Final evaluations with professional development plans are completed in the late spring. It is expected that faculty will create and implement an annual professional development plan based on the results of the faculty evaluation plan.

All faculty evaluations are due in the office of the Vice President for Learning by April 1. A report on faculty evaluation at Pulaski Technical College is due to the Arkansas Department of Higher Education in late May.

A full copy of the Faculty Evaluation Plan can be found in the appendix.

FULL-TIME FACULTY BENEFITS

This section of the Faculty Handbook describes for you the many benefits you may receive as an employee of Pulaski Technical College. Read this section thoroughly and consider how these benefits give you a “hidden paycheck” worth up to 35% of your salary each payday.

ACADEMIC RECESS

Upon hire Fulltime Faculty members receive all scheduled academic recesses in lieu of annual leave.

CATASTROPHIC LEAVE BANK

Eligible employees who exhaust their annual and sick leave due to catastrophic illness of themselves or family members may apply for paid catastrophic leave for up to 6 months

- The eligible employee must be a regular, benefits-eligible, full-time, employee of the college for at least **two years**.
- Employees must have at least **80** hours of accrued, unused combined annual and sick leave at the onset of the catastrophic illness to be eligible for Catastrophic Leave. This requirement may be waived based on extraordinary circumstances if approved by the President

Employees may **voluntarily donate** accrued annual and sick leave to the Catastrophic Leave Bank as long as they have at least 80 hours of leave remaining after the donation. (*Also see shared leave*)

CHILDREN’S EDUCATIONAL ACTIVITY LEAVE

Full-time employees are granted eight (8) hours of children’s educational activity leave per calendar year to participate in their children’s educational activities. “Child” means a person enrolled in prekindergarten through grade 12 (preK-12). “Educational activity” means any school-sponsored activity.

Full-time employees shall be entitled to eight (8) hours of leave during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Leave that is unused may not be carried over to the next calendar year; and is not compensable at the time of retirement.

DISCOUNT

With the exception of culinary classes, which have no discount, PTC employees receive up to a 30% discount for most continuing education classes offered through the Business and Industry Center (BIC). Please verify the cost with BIC prior to enrolling in the class. Computer courses (Word, Excel, Outlook, etc.) are free unless you choose to keep the course book. There is a charge for the computer courses’ book.

EMPLOYEE ASSISTANCE PLAN

The College recognizes that there are times when you and your family experience personal concerns that affect your ability to lead a healthy and productive life. Often you can solve problems independently; however, on occasion individuals may need help. The Employee Assistance Program (EAP) can help you and your dependent family members deal with difficult issues in your personal life. These can include the full range of human concerns, such as alcohol/drug abuse, marriage and family difficulties, interpersonal conflict, financial, grief or emotional/behavioral issues. Some can be very severe, and other concerns may only show up from time to time. The EAP can also assist you in handling issues or problems at work. The EAP can put you in contact with a trained professional to help resolve a problem you may be facing, in a completely confidential manner. The EAP provides

confidential employee services at no charge to the employee to include; brief, solution-focused individual, couples and family consultation; Individual life skills training; Life/Career coaching; Referral/resource assistance; Emergency Services. Visit the EAP at: www.uams.edu/eap or contact by phone at (501)686-2588; (800)542-6021.

DELTA DENTAL

PTC offers Dental Insurance through Delta Dental. Benefits become effective the month following original hire date for new employees

HEALTH INSURANCE

All full-time employees of Pulaski Technical College are eligible to participate in the group health insurance plan with the College. Health Insurance is effective the 1st day of the month following your hire date. Failure to enroll in a timely manner will result in non-coverage.

IRS SECTION 125 PLAN

A 125 program is an opportunity to increase your spendable income by reducing your taxable income. When you authorize PTC to include you in the plan, certain expenses will be withdrawn from your check before taxes rather than after taxes. This lowers your Federal, State, and Social Security withholdings and thereby increases your spendable income.

JURY DUTY AND COURT APPEARANCES

No deduction shall be made from the salary of an employee for required appearances in court, including jury duty, when the reasons for such appearances are not personal to the employee.

LIFE INSURANCE

\$20,000 Basic Term Life Insurance benefit provided to all state employees at no cost to the employee -Provided by Lincoln Financial. Additional Life Insurance is available to purchase.

LONG TERM DISABILITY

100% Paid by PTC and is effective the 1st day of the month following your hire date.

MILITARY LEAVE

Military leaves of absence will be granted in accordance with applicable federal law. A copy of your military orders must be presented to your site/department director. You may use accrued annual leave if you so elect. Full-time employees who are members of the National Guard or any of the reserve branches of the US Armed Forces are granted paid leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes.

OPEN ENROLLMENT

Each year during the month of November, Pulaski Technical College conducts an Open Enrollment period for all benefits. During this time, employees may elect to make changes to their existing benefits coverage. For example, if someone has "employee only" coverage and wishes to change to "family coverage", they may make this change during the month of November. During the course of the year, employees may make changes to their benefits due to "qualifying events". Qualifying events may occur due to change in marital status, the birth or adoption of a child, a change in the spouse's job, etc. If you feel you have a qualifying event and would like to make a change, please contact the Human Resources Office. Specific details regarding all forms of insurance coverage are available from the Office of Human Resources.

PERSONAL DAYS

Full-time faculty members may request one professional leave day each fall and spring semester. Request for the professional leave day will be made at least one week in advance. A plan for class instruction will also be submitted to the Division Dean.

PRESCRIPTION DRUG PLAN

As a part of the offered Health Insurance plan, a prescription drug plan is provided by *Express Scripts* www.expressscripts.com 1-800-451-6245

RETIREMENT PLANS

There are several retirement plans available to employees. Participation in one of the systems is mandatory.

ARKANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

The College contributes to the Arkansas Public Employees Retirement System at a rate of 12.46 percent of the member's gross salary. All new employees first hired on or after July 1, 2005 are contributory. All new employees must contribute an additional 5 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years.

ARKANSAS TEACHER RETIREMENT SYSTEM

The College contributes to the Arkansas Teacher Retirement System at a rate of 14 percent of the member's gross salary. All new employees must contribute an additional 6 percent of their gross salary. Member contributions to this fund are tax sheltered. This plan vests in five years.

ALTERNATE RETIREMENT PLAN (ARP)

Employees electing the ARP must contribute 6 percent of their gross salary, with the College contributing 12 percent for employees hired prior to July 1, 1991, and 10 percent for employees hired after July 1, 1991. This plan vests in one year.

TIAA-CREF, VALIC & MET-LIFE

Employees electing this option must contribute 6 percent of their gross salary, with the College contributing 10 percent.

VOLUNTARY ANNUITY

All employees (full-time and part-time) may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match contributions. Please see the Office of Human Resources if you are interested in setting up a voluntary annuity.

RETIREMENT PLAN LOANS

Pulaski Technical College employees who are enrolled in the Alternate Retirement Plan may be authorized by the College to take a loan secured by their retirement plan accumulations, under the following conditions:

-  The retirement plan must be vested (ARP's vest after one year)
-  Loans can be taken against accumulated employee contributions only
-  The maximum loan is \$50,000
-  Loans can be used for home mortgages, educational expenses, and emergencies only

Loans will be authorized only if the company arranges for direct repayment of the loan to the company. The College will not participate in collecting loan payments.

SABBATICAL LEAVE

Beginning Spring Term 2015, Sabbatical Leave is being frozen for an indefinite period of time while it is being studied. However, when operable, any full-time faculty member who has rendered service to the College for at least seven consecutive years may be granted a sabbatical leave of absence for one semester (Fall or Spring) at base contract salary or for two consecutive semesters (Fall and Spring) at fifty percent of base contract salary not to exceed one year. Upon the recommendation of the President, this leave of absence is granted for the purpose of study that will benefit the College and enrich instruction for students. While on sabbatical leave, the faculty member may receive a full stipend of up to one hundred percent of base contract salary for a maximum period of one long semester or up to one-half of his or her base contract salary for a maximum period of two consecutive long semesters at fifty percent of base contract salary for the previous year.

SHARED LEAVE

The Shared Leave Program allows for the donation of an employee's earned sick or annual leave to another employee who is employed by the same state employer or same state-supported institution, who is suffering from a severe illness or has an immediate family member who is severely ill. An employee is eligible to receive shared leave if the employee has:

- Been continuously employed for more than one (1) year by the same state agency;
- Cumulative earned sick and annual leave in excess of eighty (80) hours at the onset of the severe illness;
- Applied in writing for shared leave;
- Received written approval for shared leave from his or her employer; and,
- Not been disciplined for leave abuse by a state agency within two (2) years from the date of application.

SICK LEAVE

Fulltime Faculty Members accrue 8 hours of Sick leave each month from September – May. Sick leave credit begins to accrue immediately with the start of employment. Sick leave must be earned before it can be used. Sick leave accrues only when an employee is in the pay status, and does not accrue while an employee is on personal leave-without-pay for ten or more days in a calendar month.

Absence due to illness or disability is charged in the following order: (1) Earned Sick Leave, (2) Compensatory Time, (3) Earned Annual Leave, (4) Leave without Pay (LWOP). Maternity leave is treated the same as any other sick leave or disability.

- **Maximum Sick Leave Accrual**

Accrued sick leave may exceed 120 days (960 hours) during the calendar year, but those days in excess of 120 will be forfeited if not used by December 31 or each year.

- **Reasons for Using Sick Leave**

Sick leave may be used for the following purposes: When the employee is unable to work because of sickness, or injury; or for medical, dental, or optical treatment. Sick leave may also be used for a death or serious illness of a member of the employee's immediate family. 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.

The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to sick leave benefits. When possible, requests

for sick leave for purpose of medical, dental, or optical examination, hospital stays, funerals, etc. should be made in advance.

- **Reporting Sick Leave**

When an illness occurs, the employee should report his or her absence to his or her supervisor as soon as possible. A leave form is to be filled out within two days after the employee returns to work. If the employee does not make proper notification for use of sick leave, such absences can be charged to annual leave (classified employees) or leave without pay. Such determination will be made at the President's discretion.

- **Sick Leave at Resignation or Termination**

Accrued, unused sick leave will not be paid at time of termination, resignation, or other action by which a person ceases to be employed by the College.

- **Sick Leave at Retirement**

Upon retirement or death, any full-time employee or beneficiary of any full-time employee of the College shall receive compensation for accumulated unused sick leave at retirement if accumulated days of sick leave are greater than 50 days up to a maximum of \$7,500 according to the schedule authorized under the sick leave policy. Compensation for accumulated unused sick leave under this section shall not be used by the Arkansas Teacher Retirement System in the calculation of final average salary under ACA §24-7-202(14).

The College reserves the right to change or stop the Sick Leave at Retirement Compensation Program if the need is determined by the Board of Trustees.

SICK LEAVE TRANSFER

A public school employee transferring to a two year college can transfer sick leave not to exceed ninety (90) days. " Employees of a school district, an educational cooperative, a state education agency, or a two year college who leave the school district, educational cooperative, state education agency, or two year college and accept employment in another school district, an educational cooperative, a state education agency, or a two year college shall be granted credit by the new school district, education cooperative, state education agency, or two year college for any unused sick leave accumulated by the employee while employed by the former employer, but not to exceed a maximum of ninety (90) days...The provisions of this section shall apply to employment with another school district, educational cooperative, state education agency, or two year college on or after July 1, 1997." (Arkansas Code 6-17-1206)

SOCIAL SECURITY

Social Security is an important part of every employee's retirement benefit. The employee's contribution for Social Security and Medicare is matched by the college.

TUITION WAIVERS

Full-time employees, their spouses and dependent children will be exempt from paying Pulaski Technical College tuition. Employee enrollment in Pulaski Technical College courses will be subject to approval of his or her supervisor and will not interfere with College operations. An employee who attends class during his or her normal workday will be expected to make up the time. Specialty Lab fees will not be included as part of tuition. Forms are available in the Offices of Financial Aid and Human Resources or via Technet. The dependent child must be under the age of 24 and a full-time student or any age if permanently and totally disabled and must have met other tests as determined by the Internal Revenue Service. A copy of the employee's income taxes will be required if student is over 24 years of age.

TIME OFF TO VOTE

*In the event the polling place is **not** open to allow an employee to vote before or after his/her regularly scheduled shift, and employee may be granted time off in accordance with state law.*

Arkansas - Any full -time employee may request and receive one hour off with pay to vote.

Those requesting leave must complete a Request for Leave form for his/her supervisor no less than (2) two working days before the date of election so that the department work schedule can be adjusted.

VISION PLAN

VSP Signature Plan is available for full-time employees and their dependents.

WORKERS' COMPENSATION

Workers' Compensation provides all necessary medical, surgical, and hospital treatment following an injury on the job.

In the event an employee is in an accident arising out of the course of employment, a report of the injury must be made to the Office of Human Resources. The employee should provide the report on a form provided by the Workers' Compensation Commission before treatment is provided, unless an injury renders the employee mentally or physically unable to do so. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's report of injury.

Employees who are absent from work due to an occupational injury or illness will be subject to Arkansas Human Resource Management System policy statement, section 105, subsection 4.0 Workers' Compensation. *See on-the-job injury.*

PART-TIME FACULTY BENEFITS

This section of the Faculty Handbook describes for you the many benefits you may receive as a **part-time faculty member** of Pulaski Technical College. Read this section thoroughly and consider how these benefits give you a “hidden paycheck” each payday.

DISCOUNTS

With the exception of culinary classes, which have no discount, PTC employees receive up to a 30% discount for most continuing education classes offered through the Business and Industry Center (BIC). Please verify the cost with BIC prior to enrolling in the class. Computer courses (Word, Excel, Outlook, etc.) are free unless you choose to keep the course book. There is a charge for the computer courses’ book.

EMPLOYEE ASSISTANCE PLAN

The College recognizes that there are times when you and your family experience personal concerns that affect your ability to lead a healthy and productive life. Often you can solve problems independently; however, on occasion individuals may need help. The Employee Assistance Program (EAP) can help you and your dependent family members deal with difficult issues in your personal life. These can include the full range of human concerns, such as alcohol/drug abuse, marriage and family difficulties, interpersonal conflict, financial, grief or emotional/behavioral issues. Some can be very severe, and other concerns may only show up from time to time. The EAP can also assist you in handling issues or problems at work. The EAP can put you in contact with a trained professional to help resolve a problem you may be facing, in a completely confidential manner. The EAP provides confidential employee services at no charge to the employee to include; brief, solution-focused individual, couples and family consultation; Individual life skills training; Life/Career coaching; Referral/resource assistance; Emergency Services. Visit the EAP at: www.uams.edu/eap or contact by phone at (501)686-2588; (800)542-6021.

PART-TIME FACULTY TUITION WAIVER

Part-time faculty members (employee only) will be eligible for tuition waivers after three (3) years of continuous employment with Pulaski Technical College while still employed by the College. Immediate family members of part-time faculty will be eligible for tuition waivers after five (5) years of continuous employment with Pulaski Technical College, while still employed by the College. Specialty Lab fees will not be included as part of tuition.

Forms are available in the Offices of Financial Aid and Human Resources or via Technet. If the student named above is a dependent child. The dependent child must be under the age of 24 and a full-time student or any age if permanently and totally disabled and must have met other tests as determined by the Internal Revenue Service. A copy of the employee’s income taxes will be required if student is over 24 years of age.

SOCIAL SECURITY

Social Security is an important part of every employee’s retirement benefit. The employee’s contribution for Social Security and Medicare is matched by the college.

VOLUNTARY UNMATCHED ANNUITY

All employees (full-time and part-time) may exercise the option of carrying a voluntary annuity. This option will be unmatched and may not exceed the federally established limitation. This is voluntary and the College does not match contributions. Please see the Office of Human Resources if you are interested in setting up a voluntary annuity.

WORKERS' COMPENSATION

Workers' Compensation provides all necessary medical, surgical, and hospital treatment following an injury on the job. In the event an employee is in an accident arising out of the course of employment, a report of the injury must be made to the Office of Human Resources. The employee should provide the report on a form provided by the Workers' Compensation Commission before treatment is provided, unless an injury renders the employee mentally or physically unable to do so. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's report of injury.

Employees who are absent from work due to an occupational injury or illness will be subject to Arkansas Human Resource Management System policy statement, section 105, subsection 4.0 Workers' Compensation. *See on-the-job injury.*



ADMINISTRATIVE POLICIES RELATED TO FACULTY

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The policy of Pulaski Technical College (PTC) is to provide equal employment opportunities without regard to race, creed, color, religion, age, sex, sexual orientation, marital status, disability, national origin, ancestry or any other consideration made unlawful by federal, state or local laws. The policies relate to all phases of employment including, but not limited to, recruiting, employment, placement, promotion, demotion, transfer, termination, layoff, recall, rates of pay or other forms of compensation, selection for training, use of all facilities and participation in all College sponsored employee activities. Pulaski Technical College is committed to treating all colleagues with Dignity and Respect. Before any new employee can be assigned to any position at Pulaski Technical College, the individual must provide proof of identity and eligibility to work as specified by the *Immigration Reform and Control Act of 1986*.

The affirmative action officer is the Associate Vice President for Human Resources and Employee Relations (AVPHR).

HARASSMENT AND HARASSMENT RELIEF

Pulaski Technical College requires that harassment, sexual or otherwise, be treated as a serious matter. All claims of harassment are thoroughly investigated. Any form of harassment by any member of the Faculty, a student, vendor or outside contractor directed at the individual's race, color, sex, sexual preference or orientation, religion, veteran status, age or physical or mental disability is a violation of this policy and will be treated as a serious matter and will result in appropriate action up to termination. For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, abusive/degrading or profane language, other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religious opinions or affiliations, national origin, age, veteran status or physical or mental disability.

AMERICANS WITH DISABILITIES ACT AMENDED

Pulaski Technical College prohibits the harassment of individuals based on disability in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990. The ADA prohibits discrimination against applicants and employees who are "qualified individuals with a disability". In 2008 President George W. Bush signed the ADA Amendments Act, which gave workers with disabilities broader protections by adding the following to the list of "major life activities": "caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working." An employee/candidate must be able to perform the essential functions of the position, with or without accommodations to be work in or hired for a position.

Harassment based on disability shall be defined as criticizing, taunting, belittling, or denying Education or work related opportunities to an individual based on a documented disability.

The College will seek to prevent such Harassment by: Publishing this policy in student and faculty/staff handbooks; Bringing awareness of this policy in new student and faculty/staff orientations; Proactively investigating and, where justified, redressing reported incidents of such harassment; Investigations will be the responsibility of the College's Dean of Students or AVP for HR, depending on the nature of the incident.

Individuals who feel they have been harassed on the basis of a documented disability will have access to the College grievance procedures. Individuals who are found to have harassed another individual based on a disability will be subject to the disciplinary procedures of the College.

PROCEDURAL DUE PROCESS

Pulaski Technical College's core procedural due process privileges are the rights to notice and a hearing. In other words, in any disciplinary proceeding, the individual who might be negatively affected by the outcome of the proceeding has the right to be told that the event is going to take place and the opportunity to explain his or her side of the situation before a decision is made. Pulaski Technical College has a progressive process for taking disciplinary actions (*see Counseling Review Process*) and a Conflict Resolution Process (*see Conflict Resolution Procedure*) for appealing actions taken. Neither of these processes creates an employment agreement and in accordance with Arkansas law, employment at Pulaski Technical College is "at-will". There can be no change to the relationship unless the President of the College specifically states, in writing, that your personal employment will not be on an at-will basis.

A. GRIEVANCE PROCEDURE AGAINST FACULTY (DISCRIMINATION-ACADEMIC FREEDOM/SPEECH ISSUES)

1. Upon determining a complaint against an instructor by any student, employee or other instructor, involving any type of discrimination, including but not limited to sexual harassment as defined in Policy APHRSS 2.34.1 and containing a possible issue of Academic Freedom/Free Speech as specifically defined herein, or a defense of Academic Freedom/Free Speech, the Complainant shall be referred to the Title IX Compliance Officer or a Deputy who shall implement this procedure: Any Grievance/complaints consisting solely of Academic Freedom/Free Speech without any claim of discrimination/harassment shall begin at Section 4A herein. All other grievances or complaints against faculty shall be according to Procedure B.
2. All complaints should be filed within 5 class days of the occurrence of the alleged discrimination or most recent occurrence of alleged discrimination. Complaints filed after 5 class days shall be accepted if, in the opinion of the Title IX Compliance Officer, such conditions existed as to have warranted the delay of the filing. All notices may be made personally, by PTC email or certified mail. The burden of proof for determining a violation of any discrimination policy shall be by a preponderance of the evidence. The Complaint shall be in writing and signed by the Complainant(s).
3. A Deputy Title IX Compliance Officer shall within 3 class days after receipt of the complaint, convene a Review Board consisting of the Deputy Title IX Compliance Officer and one other Deputy and at least one other individual trained in discrimination cases, to initially investigate and review the complaint and such other evidence as may be collected by the Review Board. The Review Board shall determine charges, if any, with possible disciplinary measures, to be levied against the Instructor and may finalize the complaint with the complainant. The Review Board may impose interim measures necessary to protect a complainant or an instructor, but not termination or suspension without pay, upon determination of severe or pervasive incidents. If the Review Board finds insufficient evidence to support reasonable cause the complaint/grievance shall be closed with no further action.
4. The Instructor and appropriate Dean shall be notified in writing within 2 class days by the Title IX Compliance Officer or Deputy, of the charges, results of any investigation and possible disciplinary actions. The instructor shall have 3 class days to respond in writing

with statements, information, mitigating circumstances, and defenses including the defense of Academic Freedom/Free Speech. The instructor may in his/her response request an informal meeting with the Provost and VPL to mutually resolve the issue. If so requested and a resolution is not forthcoming, or if not requested, the Deputy Title IX Compliance Officer shall within 3 class days appoint an Investigation Team of at least three qualified investigators who may be the Compliance Officer, the Deputy Compliance Officer already assigned to the case or other Deputy Compliance Officer, or other individual who has been trained in discrimination cases, who shall affirm in writing that he/she maintains no bias as to the charges or any party.

- 4A. Upon an action transferred to this Grievance A from Grievance B or any complaint solely involving Academic Freedom/Free Speech but no claim of discrimination/harassment the action shall be received by the VPL who shall immediately provide notice to the Instructor in question, if the complaint does not originate from Grievance B, and receive the immediate response of the Instructor. The VPL shall then form an Investigation Team consisting of 3 faculty members, one chosen by the instructor, one chosen by the VPL and one chosen randomly by the Associate Vice President for Human Resources. Reports of the Investigation Team shall be forwarded directly to the Provost for final determination as opposed to a Title IX Deputy. No appeals under Section 7 herein shall be available as to these actions.
5. The Investigation Team shall convene within 10 class days of their appointments with written notice of a hearing to be given to the instructor and complainant no less than 3 class days in advance. The Investigation Team shall review all claims or allegations and summon all necessary documents and witnesses as it deems necessary and postpone the hearing, but for no more than 15 class days after the date of the written notice to the instructor. The instructor shall have the right to attend any hearing, call and examine witnesses, as approved by the Investigation Team, or examine any documents in connection with the grievance. The instructor and PTC may retain an observer/witness from the campus community. The Investigation Team may conduct hearings as it so determines without requiring rules of judicial process or evidence nor shall the hearing be considered a full dress judicial hearing. All hearings shall be private. The Investigation Team shall provide a written report of findings and conclusions, based upon a preponderance of the evidence, or lack thereof, and recommended discipline, if any, to the Deputy, complainant and instructor within 3 class days after the hearing. A finding or lack of finding of Academic Freedom/Free Speech, if applicable, shall be noted in the findings and conclusions. The Deputy shall forward the findings and conclusions to the President with his or her comments.
6. ⁽⁴⁾ The Provost, with the advice of the Deputy Compliance Officer in charge of the case, shall, by Letter of Determination, accept or reject the findings and conclusions of the Investigation Team, in whole or in part within 2 class days of the receipt thereof. If any acceptance or rejection shall result in discipline against the instructor notice of the acceptance or rejection, with rejection rationale based upon clear and convincing evidence, discipline to be applied, which shall be reasonably related to the offense, shall be made to the instructor by the Provost within 2 class days as shall decisions in favor of the instructor. The decision of the Provost on, and discipline for, the charges shall be final except as provided below in Paragraph 7. All documentation of the investigation, decisions and discipline shall be forwarded to the AVPHR and shall remain confidential except as required under Arkansas law.

7. Final decisions of the Provost may be appealed by the instructor to the President through the Title IX Compliance Officer within 5 class days after notice by the Provost of the Letter of Determination. Appeals may only be made and must be shown by clear and convincing evidence of the following:
 - a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing or
 - b. New information has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction or.
 - c. The sanctions imposed are substantially disproportionate to the severity of the violation.

Upon a determination under (a) above the Title IX Compliance Officer may refer the matter back to the Investigation Team with instructions for correction or in the event of bias shall order a new Investigation Team and hearing. The results of the additional hearing shall be referred to the President who will make the final determination. The President's decision is non-appealable. Upon a determination under (b) above the Title IX Compliance Officer shall refer the new evidence to the Investigation Team for reconsideration. The results of the additional hearing shall be referred to the President who will make the final determination. The President's decision is non-appealable

Upon a determination of (c) the issue shall be referred to three members of the President's Council which may increase, decrease or otherwise modify the sanctions. The recommended actions shall be forwarded to the President for final determination. The President's decision is non-appealable.

8. All parties shall maintain confidentiality as to identities but confidentiality cannot be guaranteed. Any party may use any information in a separate legal or administrative process. It shall be a violation to retaliate or attempt to retaliate against any person making a claim of discrimination. A person who believes retaliation has occurred should notify the Title IX Compliance Officer immediately
9. Class days shall not include Saturdays, Sundays or Holidays, but shall include class days of summer sessions. Class days shall include "in-service" days and final exam periods. (17)(4) All reasonable efforts shall be made to complete this process within 60 calendar days of the grievance/complaint being filed excluding the appeal procedures which shall be reasonably expected to take no more than 20 days.
10. Should any provision of this procedure, as applied to faculty, be deemed inconsistent with Policy Number APHRSS 2.34.1 the Title IX Compliance Officer shall rule as to the proper procedure to be utilized and said ruling shall be final.

B. GRIEVANCE PROCEDURE AGAINST FACULTY (CONDUCT/PERFORMANCE ISSUES)

It shall be the policy of PTC not to discipline a full time instructor without a showing of cause based upon substantial evidence.⁽¹⁸⁾ Cause shall be determined as follows:

1. Grievances against faculty which result from actions which are disruptive and detrimental to the functioning of an orderly, efficient and safe (program and/or working relationships that must be maintained, and those actions that disrupt normal activities or bring discredit to the college shall be handled under this procedure.

- a. Incidents of serious cause as determined by three of the following, after a prompt and reasonable investigation: Dean, Department Head, VPL, Provost, AVPHR, or Public Safety Officer
 - i) Use or effects of alcohol (except when germane to the subject matter of the course) or drugs during working hours or drug or alcohol abuse
 - ii) Felony convictions
 - iii) Hostile, intimidating or threatening conduct, including physical or verbal conduct other than acts constituting hostile environment in discrimination issues
 - iv) Willful violations of state or federal law
 - v) Theft, misuse, or misappropriation of college property or funds
 - vi) Insubordination by a refusal to comply with current or previous requests or directions of a superior in actions involving ordinary cause or repeat actions of ordinary cause
 - vii) Knowingly or purposefully making false representations to any college official or hearing panel in connection with a grievance
 - viii) Other acts that create danger to any college individual or harm to the college

Upon incidents of serious cause the VPL or Provost may consult with the AVPHR and shall ⁽¹⁸⁾ notify the instructor and the appropriate Dean with documented discussion of the charges, evidence, considered disciplines and response of the instructor, which may include mitigating circumstances. The instructor may then be disciplined, which discipline shall be reasonably related to the offense, ⁽¹⁸⁾ by the Dean, VPL or Provost. Discipline may include, but not be limited to, suspension without pay, or termination. The instructor may appeal this decision to the President for relief with clear and convincing evidence that the procedure was not followed and/or substantial evidence ⁽¹⁸⁾ does not exist, and/or that the discipline is not reasonably related to the offense. All decisions by the President shall be final. Failure or refusal of any instructor to cooperate with an investigation or discussion ⁽²⁰⁾ may result in negative inferences drawn against the instructor. No defense of Academic Freedom/Free Speech shall be allowed in severe cause actions.

- b. Incidents of ordinary cause as determined by two of the following after reasonable investigation: Department Chair/Director or Dean, VPL, Provost, or AVPHR
 - i) failure to report for work without reasonable notification to and/or approval of a superior
 - ii) failure to timely hold classes
 - iii) failure to perform requirements of a course or syllabus including, but not limited to, failure to assess students with feedback and respond to student requests
 - iv) excessive number of unfavorable ADP decisions as compared to peers
 - v) continuous low student evaluation ratings as compared to peers
 - vi) use of profanity in the workplace or classroom when not germane to the subject matter of the course or of a matter of public concern
 - vii) other actions evidencing negligence, unprofessional conduct or incompetence
 - viii) any combination of the above no single incident of which creates cause

Upon incidents of ordinary cause the Dean or the VPL shall discuss the issues with the instructor to reach a timely and appropriate resolution considering any mitigating circumstances of the instructor. Disciplinary resolutions, which shall be reasonably related to the offense, ⁽¹⁸⁾ may include, but are not limited to, probation, training seminars, and requests/directions for correcting the conduct, but not to include termination or suspension without previous warning. Such discussions and resolutions, with instructor response, shall be documented in the instructor's official employment file and/or next evaluation. Failure or refusal of an instructor to participate in the discussion shall be grounds for insubordination. Upon an assertion of Academic Freedom/Free Speech, allowed only under vi or vii herein the action shall transfer to Grievance A beginning with the appointment of a Faculty Investigation Team under subsection 4A. The transfer shall subject the instructor to additional disciplines of suspension or termination. All resolution discussions shall be considered notice and opportunity to be heard for repeat violations under Grievance B (1) (a) (vi) above.

1. The publication of Grievance Process A and B in this faculty handbook shall be notice to all instructors of the consequences that could result from an instructor's action or behavior.
2. Documented disciplines or resolutions under Grievance Process A or B are considered sanctions under Reductions in Force procedures. Nothing in Grievance Process B shall prohibit a supervisor of any level from informally resolving an issue with a verbal warning. Verbal warnings shall not be considered a documented issue or a sanction. No informal resolutions of discrimination cases may be implemented except according to Grievance A. All discrimination/harassment cases must be reported to a Title IX Compliance Officer or Deputy.
3. Any party knowingly or purposefully making false representations in any grievance or to any College Official or Investigation Team shall be subject to discipline under appropriate procedures of PTC.
4. Previous grievances, including decisions under Academic Due Process (ADP) matters decided in favor of an instructor, or dismissed grievances shall not be evidence in any grievance against an instructor. Unfavorable decisions under ADP matters, or any previous unfavorable grievances and mutually resolved grievances shall not be considered for guilt in any grievance or in a discrimination/academic due process hearing unless determined by the Investigation Team to be relevant whereupon the Investigation may consider those with the totality of the circumstances. All previous unfavorable decisions of any type may be used for determining discipline in any grievance.
5. Discipline may include, but is not limited to, written censure, probation, suspension with or without pay, immediate termination, re-assignment of duties or non-continuation of appointment.
6. PTC may make changes to these procedures as necessary with appropriate notice to faculty.

ACADEMIC FREEDOM/FREE SPEECH- DEFINED

A. INSTITUTION ACADEMIC FREEDOM

PTC shall have academic freedom in determining who teaches, what is taught, how it is taught and who is permitted as a student in any class or program offered. The interests of the instructor as listed herein shall be balanced against the interests of PTC in the operation of an efficient educational institution.

B. INSTRUCTOR ACADEMIC FREEDOM - CLASSROOM SPEECH

Speech by instructors, including viewpoints, of public, social, economic, political or scientific concern, which is germane to the subject matter of the course,⁽¹³⁾ and

1. does not create danger to the instructor, any student or other college personnel or,
2. does not disrupt and/or make unsafe the learning environment of the classroom or the processes of the college or,
3. is not discriminatory conduct, defamatory, or unprotected speech under law or
4. does not serve to proselytize or indoctrinate a student to the instructor's viewpoints

All speech, if germane to the subject matter of the course that is considered controversial or offensive is speech within the meaning of instructor academic freedom.

C. INSTRUCTOR ACADEMIC FREEDOM - INTRAMURAL SPEECH

Non-classroom, on campus speech by instructors, including speech in connection with

1. Shared Governance issues, or
2. Extra-curricular activities such as organizations, committees, meetings, or forums that is germane to the subject matter of these entities but also including off campus events sanctioned by PTC
3. All speech under this subsection shall be consistent with the guidelines of Section B above.

D. INSTRUCTOR ACADEMIC FREEDOM - EXTRAMURAL SPEECH

Off-campus speech which shall include speech in connection with

1. the publication of material connected to academic research or compilation or
2. issues of public, social, economic, political, or scientific concern or Shared Governance

Provided however, an instructor shall clarify that he/she is speaking as a citizen and not as an employee and the speech does not disrupt and/or make unsafe the learning environment of the classroom or processes of the college.

COUNSELING REVIEW PROCESS

If disciplinary action becomes necessary, the type of discipline will be determined by management on an individual basis according to the nature of the circumstances surrounding the problem. While you are free to terminate your employment at the College anytime and for any reason and we are free to discharge you at any time for any reason, the College, at its discretion, may follow a progressive counseling system in a timeframe seen as appropriate by your supervisor and by administration. Counseling review actions may include verbal warnings, written warnings, PIP, suspension and termination. Depending on the facts and circumstances involved in each situation, management may choose to begin correctional action at any step up to and including immediate discharge. However, **in most cases** the steps listed below should be followed (excluding executive management personnel).

Verbal Warning

A verbal warning is a notation, made by your supervisor, of the date, time and circumstance of a problem situation, which has been discussed with you. You will be asked to sign a verbal warning summary sheet.

Written Warning

A written warning, reviewed with the AVPHR or designee, discussed privately between the employee and the supervisor and AVPHR signed and dated by both the employee and supervisor, with a copy placed in the HR file. The purpose of the employee signing and dating the written warning is to show that the written warning has been received, not that the employee necessarily agrees with the supervisor's conclusion. If the employee refuses to sign the counseling form, a witness who can verify the employee was made aware of the issue, will sign the counseling form stating the employee in question viewed the form and was unwilling to sign the form.

Performance Improvement Plan

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). A PIP is developed with the assistance of the AVPHR or his/her designee. PIP status will last for a predetermined amount of time generally not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the college. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur. Performance Improvement Plans are not required prior to termination and employees may be terminated without a prior PIP.

Suspension

Suspensions may be implemented as part of a fact-finding process when the College finds it necessary. Suspensions are not required prior to termination and employees may be terminated without a prior suspension. Investigative suspensions may extend for whatever period is necessary to complete the investigation. The AVPHR will review and approve all suspensions in advance. On-the-spot suspensions will be reviewed by the AVPHR for appropriateness as soon as possible after the suspension begins.

If it is determined that an employee shall not be reinstated, the employee will be terminated as of the date last worked with any money paid to the employee during his suspension deducted from his/her final paycheck. Suspensions are without pay unless indicated otherwise by the President, Provost or AVPHR at the time of the suspension. In most cases the approval of the AVPHR will be obtained prior to the discharge of any employee. The President approves all terminations prior to discharge of any employee.

Termination

While termination may result from an employee's repetition of a problem, which has been subject to prior counseling review, all employment at the College is "at-will". The College may terminate any employee at any time for any reason, regardless of whether the employee has been subject to previous counseling review action.

CONFLICT RESOLUTION PROCEDURE

Pulaski Technical College strives to resolve employer/employee dissatisfactions before they develop into more serious issues. The College seeks to treat each employee fairly. Before any problem can be solved, it must be expressed, and remedies must be explored. Employees who believe that there has been a violation, misinterpretation, or misapplication of any of the college's policies, rules, or procedures may utilize the conflict resolution procedure. Satisfactory solutions to any problems employees may encounter can only be found by discussing the problems with the proper people. The AVP for Human Resources or designee is available to answer questions, give exact wording of policies and procedures, etc.

Issues considered grievable include but are not limited to decisions affecting the employee relating to annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, and disciplinary actions. Issues regarding sex discrimination, sexual assault and sexual harassment are resolved in accordance with the administrative policy entitled Complaints on Sex Discrimination, Sexual Harassment and Sexual Misconduct. While performance evaluations are not considered grievable, the recipient may appeal his/her performance evaluation to the evaluator's supervisor. The decision of the evaluator's supervisor is final. Additional issues that are not grievable include college policies, work assignments and reassignments, reductions in force, matters that are outside the control of the College, and the results of a conflict resolution/grievance proceeding.

Step One: Immediate Supervisor

An employee with a grievance must present his/her complaint in writing to his/her immediate supervisor within five (5) working days of the occurrence of the event which precipitates the complaint. If the grievance is not based on a specific incident but is founded on a series of events or a pattern of behavior, a specific example occurring within five (5) working days of the filing of the grievance must be cited. Any grievance not raised within this period is considered to be waived. The supervisor will be allowed up to five (5) working days to respond (Saturdays, Sundays and Holidays excluded). The employee will receive the supervisor's written response and a copy is furnished to the AVP for Human Resources. If there is more than one level of supervision between the employee and the Department Director/Dean, then Step One shall be followed with each level until the matter is successfully resolved. Assistance, if needed, will be provided by Human Resources.

Step Two: Department Director / Dean

If a satisfactory answer or settlement is not received from the immediate supervisor, the employee should put the grievance in writing and present it to the area Dean/Department Director within five (5) working days. The employee may obtain help from the Human Resources in preparing a statement of the grievance. However, Human Resources will not write

or type the grievance for the employee. The Dean/Department Director will provide a written answer within five (5) working days of receipt of the written grievance.

Step Three: Area Vice President

If the employee is not satisfied with the decision made in Step Two, he/she may appeal the decision in writing to the appropriate Vice President. Within five (5) working days, the VP, will discuss (in the presence of AVPHR) the problem with the employee, investigate the matter, and provide a written summary to the employee

Job Responsibilities: Job assignments must not act as a barrier to an employee's right to fully utilize PTC's conflict resolution procedures. However, involvement in a grievance does not excuse the employee from assigned job responsibilities.

Timeliness: Specific time frames are included in each step of the grievance procedure to ensure that complaints are heard and resolved quickly. They are not intended to be so rigid as to defeat the purpose of the procedure and so can be extended by mutual agreement or due to circumstances that cause unavoidable delays.

Step Four: Provost/EVP

If the employee is not satisfied with the decision made in Step Three, he/she may appeal the decision in writing to the Provost/EVP. Within five (5) working days, the Provost/EVP, will discuss (in the presence AVPHR) the problem with the employee, investigate the matter, and provide a written summary to the employee within five (5) working days. Except in the case of termination or discrimination not based on sex the decision of the Provost/EVP is final.

Step Five: President

In the case of termination or discrimination not based on sex the employee can appeal to the President (through the AVP for Human Resources) within five (5) days by submitting the completed grievance to the AVP for Human Resources.

The President will adhere to the following:

1. The President will investigate the grievance, accumulate and study the facts of the case, and may conduct a hearing with the aggrieved employee. In reviewing the matter, the President will determine only (a) whether proper procedures have been followed, and (b) whether there is substantial evidence to support the decision of the Provost/EVP.
2. The decision of the President will be communicated in writing to the employee within 10 days after receipt of the grievance form unless extended for cause, which will be communicated to the employee. The decision of the President is final and may not be appealed to the board.

Complaints involving **termination** of employment shall be initiated at **Step Three**. A written record of each grievance proceeding will be maintained in the grieving employee's file.

GENERAL INFORMATION FOR ALL EMPLOYEES

AFTER-HOURS ACCESS

Campus access after-hours will be limited to faculty and staff who have been approved by the president or members of the Presidents Executive Council (PEC). Except during supervised, college sponsored events, students WILL NOT be permitted to have access to facilities outside of PTC hours of operation

CONCURRENT EMPLOYMENT

Concurrent employment exists when a state employee receives compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties over and above those of the employee's primary position and regular work schedule and where such duties are clearly not a part of the employee's primary job. School Districts are NOT considered State institutions. Concurrent employment does not differentiate between funding sources; therefore any faculty/employees working for two departments or receiving supplemental pay for additional work must have an approved concurrent employment form before the services are to begin and before the Part-time Teaching Request and PAF indicating the extra earnings are submitted to Human Resources.

The Primary Employer is defined as the agency/institution employing the employee in a full-time appointment, the employer paying the greater salary, and/or the employer with the longest duration of employment. The Secondary Employer is defined as the agency/institution employing the employee on an adjunct or part-time basis, the employer that is paying the lesser salary, and/or the employer with the shortest duration of employment.

OPM requires all forms be submitted to OPM at least five (5) days prior to the intended start date. To ensure Human Resources has time to verify the information, work with the departments and to make any necessary corrections, the Concurrent Employment Request Form should be submitted to PTC Human Resources at least ten (10) working days prior to actual start date for the secondary appointment. Requests not submitted to OPM five working days prior to the planned start date will require written justification from the department as to why the documents were not received within the timeframe required.

CONFLICTS OF INTEREST

Each employee of the College has an obligation to report any personal financial interest in any business transaction of the College. Such disclosure must be made by completing the appropriate documentation and to the President.

EMPLOYMENT CLASSIFICATIONS

You should be absolutely clear about your employment classification, since this will determine your eligibility for certain benefits. Members of the workforce occupying positions designated as "Full time" are eligible for a wide array of benefits (*see Full-time Faculty Benefits*). Members of the workforce occupying positions designated as "Part time", are eligible to participate in the Employee Assistance Program (EAP), a voluntary, unmatched annuity, receive employee discounts with designated services/product providers, the Bookstore and the PTC Bistro (*see Part-time Faculty Benefits*). Work study participants are considered students, not employees. If you have any questions, please clarify them with your supervisor or Human Resources.

CLASSIFICATION DEFINITIONS

Administration includes the President, Executive Vice President/Provost, Vice President for Finance/CFO, Vice President for Learning, Vice President for Student Services, Vice President for Economic Development, Associate Vice President for Technology/CIO, Associate Vice

President for Learning, Associate Vice President for Human Resources and Employee Relations, Associate Vice President for Planning and Effectiveness, and the Associate Vice President for Marketing and Public Relations.

Chairs include designated faculty members of the Management Staff with department-wide responsibility for full time faculty.

Classified Staff includes members of the workforce occupying positions appropriated by the Legislature and through the office of Personnel Management (OPM) assigned to a class in the Arkansas State Employee classification plan.

Deans include designated members of the Management Staff with campus-wide responsibility for administering large divisions/departments.

Extra Help Staff includes members of the workforce hired at a position specific standard hourly rate on a part time basis to assist with work overload. Extra Help Staff may work up to 29 hours per week or 1450 hours per calendar year.

Faculty includes members of the workforce occupying positions responsible for instruction.

Full-time Faculty; Members of the workforce contracted to teach, provide face-to-face guidance, problem solving and support to students, to positively influence the educational experience for students and actively participate in college committee work/innovation for 9 or more months in a fiscal year.

Part-time Faculty; Members of the workforce contracted to teach by the course.

Management includes members of the professional staff with supervisory, budgetary and management responsibilities.

Professional Staff includes members of the workforce occupying positions allocated via the legislature and through the Arkansas Department of Higher Education (ADHE)

Provisional Staff include members of the workforce occupying positions paid through alternative funding sources like grants and revenue generated specifically by the area worked.

EMPLOYEES CHILDREN IN THE WORKPLACE

Employees are welcome to have their children visit their worksite, provided that the visits are infrequent, brief and planned in a manner that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the parent/family member at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action. As responsible adults, employees are expected to make childcare and backup childcare arrangements. They may not bring children to work in place of childcare. Any exception to this requirement must be made in writing by the President of the College.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Full-time employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.

EXIT INTERVIEWS

Exit interviews are a routine part of the termination process. You should arrange an appointment with the Human Resources Generalist (ext. 2203) for such an interview. At this time, you may make any comments regarding your job, your department/division or the College, in general. Your comments, based on firsthand experience, can be extremely helpful and will, except on a need-to-know basis, be discretely disseminated.

EXPENDITURE OF COLLEGE FUNDS

All expenditures of College funds must be authorized by the appropriate administrator. The President, the chief executive officer, is the administrator for the expenditure of funds. Even though he may designate an individual, usually the Vice President for Finance, to oversee the expenditure of funds, the final authority rests with the President. Unauthorized expenditures shall not be reimbursed and remain strictly the responsibility of the individual.

HOURS OF WORK

Your hours of work are arranged by your Dean, Director and/or supervisor and are generally regular, however they may require that you work varied hours, overtime, Saturdays, and/or Sundays in order to meet staffing requirements during peak times. Except at the end of each regularly scheduled work day, office staff members are expected to notify the receptionist/ secretary or sign out when leaving the premises.

HUMAN RESOURCES RECORDS

HR and payroll records must contain accurate and up-to-date information about every employee. Any changes in marital status, number of children or other dependents in the immediate family must be reported promptly to Human Resources. This information may have a direct bearing on the amount of your payroll deductions and benefits. Any change in telephone number or address should also be reported promptly. If you have furthered your education in any way, it should also be recorded in your HR record. This is helpful in determining your qualifications for promotion or transfer within Pulaski Technical College.

Your HR record is kept on a need to know basis. It is released to authorized persons within the College for official use only. Should you apply for a transfer or promotion, the supervisor of the position for which you are applying will be given access to your performance evaluations and any disciplinary actions contained in the file. The FOIA does allow access to HR files under some circumstances. Under most circumstances and except as allowed by the Arkansas FOIA, outside parties are not provided information contained in your records except date of hire, job title, and date of termination and whether you are eligible for rehire or as specifically authorized by you in writing, or as required by law.

You may review your HR file by contacting the Human Resources Department. During the review of the file, a Human Resources representative will be present to answer any questions. Documents may not be removed from the file but appropriate written statements from you may be included in the file.

INCLEMENT WEATHER POLICY

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President (or designee) by taking either of the following actions, depending on the severity of the emergency:

1. Cancellation of Classes – Under this determination, administrators and support staff, unless individually advised, are expected to report for and remain on duty.
2. Closing of Facility – Under this determination, the facility will be closed. This determination includes, but is too limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff and faculty be notified as expediently as possible.

JOB POSTING

Ordinarily whenever a job opening exists within Pulaski Technical College, the opening will be posted on the “Job Opportunities” listing on the internal PTC Website for three (3) consecutive days and for a minimum of five (5) consecutive days on the Public PTC Website. With prior approval the position will be posted internally only. When the budget allows, positions may be advertised externally. If you feel that you might be qualified and wish to apply, you should do so in writing by completing a Transfer Request Form. If you are selected for the position, PTC will make every effort to place you in the job as soon as possible.

LACTATION BREAK

Pulaski Technical College will provide reasonable break time for an employee to express breast milk for her nursing child after the child’s birth each time such employee has need to express the milk. The number and frequency of breaks can depend on several things, such as the number of feedings in a baby’s normal daily schedule; the effect a child’s age has on feeding needs and whether the infant is eating solid food. Typically two or three breaks in an eight-hour shift will be sufficient; however, more might be required during longer shifts. These breaks will run concurrently with the employees rest breaks and depending on the individual’s needs, additional time will be granted for this purpose. Additionally PTC will provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public (door that locks), which may be used by an employee to express breast milk

LEADERSHIP PULASKI TECH

Leadership Pulaski Tech is aimed at developing a network of qualified leaders for present and future college and community needs. To meet this goal, Leadership Pulaski Tech seeks to: Identify and motivate individuals with leadership potential and acquaint them with higher education, college and community needs, challenges and opportunities. Participants are chosen each year through an application process. The college encourages all employees to consider this a potential avenue for professional growth and development. Information can be found on the PTC website.

NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

Pulaski Technical College wants to ensure that our practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform his/her direct supervisor and Human Resources of the relationship.

Pulaski Technical College reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Unless approved in writing by the President of the College, faculty members may **not under any circumstances** have members of the same household or close relatives as defined above enrolled as students in his/her classes.

ORIENTATION PROGRAMS

As a new member of the PTC workforce or as a former employee rehired, you will participate in an orientation program either your first day of employment or soon after being employed. The orientation program is designed to help you adjust to your job, to provide information about Pulaski Technical College and its philosophy and to explain your responsibilities in carrying out the goals of the College. It is also our way of introducing ourselves to you. All employees receive a link to this guide. The subjects covered will also be discussed at your orientation session. You should read this guide carefully and consult your supervisor or Human Resources if you have any questions.

OUTSIDE EMPLOYMENT

While all full-time employees are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment, however, must not interfere with the discharge of the employee's duties at the College. It is expected that the employee will make clear, in all instances, that outside employment is their individual responsibility and that the College is not being represented. College assets are not to be used without expressed written permission.

PECUNIARY INTEREST IN CONTRACTS

An employee of the College shall not be pecuniary interested directly in any contract for supplies or services to the College, other than the services for which he or she is under contract.

PERFORMANCE EVALUATIONS

We know you will want to know how your performance is measuring up to job standards. Therefore, our policy is to periodically evaluate your performance. Performance reviews generally will include such factors as the quality and quantity of work performed, your knowledge of the job, initiative shown, work behaviors and behavior toward others. The objective of the performance review is to help you become aware of the progress that you are making and of the areas in which you need to improve.

Employees are periodically given performance reviews by their supervisor. After the initial training period review, annual performance reviews will normally be given. You will have an opportunity to see your evaluation during the performance review conducted by your supervisor and to sign your evaluation, indicating that your evaluation has been explained and discussed. Full-time employees are reviewed annually on or before May 1st.

PROMOTIONS AND TRANSFERS

You may have skills which you feel could be better utilized in another position or department. It is Pulaski Technical Colleges' practice to transfer and promote from within the College whenever possible and operationally efficient. Selection for the position shall be made based on merit, education, and experience. Members of the Workforce with good performance records, needed skills and who request a transfer are given preference over applicants from outside if they are at least equally qualified. You may not request a transfer in your initial probationary period. As a general rule, you should expect to spend at least one (1) year in your current assignment before a request for transfer will be considered.

PROFESSIONAL DEVELOPMENT

Pulaski Technical College is committed to providing high quality programs and services to its students. The most important ingredient in maintaining quality is highly qualified and committed faculty and staff. The commitment can be seen in professional development funding within

division/departments, the creation of the Professional Development Institute and the Center for Teaching Excellence.

PROFESSIONAL DEVELOPMENT BUDGETS - DIVISIONAL/DEPARTMENTAL

Each instructional division and administrative department may request funds for professional development through the annual budget process. Allocations will be based on availability of funds, previous year activity, and the number of personnel in the division.

Divisional travel and professional development funds may be used for professional travel and/or divisional professional development activities, such as a guest speaker or a seminar or workshop. All expenditures are subject to prior approval by the division head and the President.

Within two weeks after completion of a professional development activity, the applicant is expected to complete a follow-up report and submit the report to his or her supervisor. The report should be shared with others on campus that might benefit from the information.

PROFESSIONAL DEVELOPMENT INSTITUTE (PDI)

PDI provides PTC employees with access to a wide range of professional development opportunities facilitated by internal and external partners. Among the types of offerings are workshops, seminars, webinars, book clubs, and academies. Funding for off-campus professional development opportunities, such as conferences and symposiums, is available on a limited basis. In exchange for funding, PTC employees conduct presentations and workshops through the Professional Development Institute.

The Center for Teaching Excellence, located in IT 206 on the main campus, promotes excellence in teaching and encourages integration of new technology to enhance teaching and learning. The faculty development center is equipped with a smart board, a computer lab, a document camera, a smart podium, a classroom response system, and other educational technology. Most of the professional development opportunities offered through PDI are held in CTE.

PROFESSIONAL MEMBERSHIPS

Full-time members of the workforce are encouraged to participate in professional organizations relevant to their responsibilities at Pulaski Technical College at the local, state, and national levels. Faculty and staff may request funding for professional memberships through the annual budget process. Faculty and staff are requested to select the least expensive membership option (individual or institutional), depending on how many Pulaski Technical College personnel want to participate.

RE-EMPLOYMENT

Former employees who gave adequate notice and who left with satisfactory performance records are eligible for consideration for rehire. A former employee who abandoned his/her position or is discharged will generally not be rehired.

SEXUAL HARASSMENT *see Sexual Harassment Handbook*

SPAMMING STUDENTS

Ongoing communication with our students is important. Members of the workforce are encouraged to use PTC email to facilitate that communication. Information unrelated to the courses being taken or unapproved mass communications are not to be sent to students. Under no circumstances should faculty or staff send blanket emails to all students unless the official PTC communication has been approved in advance by the appropriate Vice President. Faculty members must refrain from sending information unrelated to the course being taught to his or her students.

TRAVEL REIMBURSEMENT

All members of the workforce shall be reimbursed for authorized personal expenses incurred while on official trips away from the College. Official trips are those with prior approval.

Mileage will be reimbursed per mile at the maximum allowed for state employees when traveling by personal auto and when properly approved and reported. All mileage is to be computed from campus; home-to-college is not to be included. Meals and lodging are to be reimbursed at actual cost within the limits set by state travel regulations. Receipts are required for all expenses except meals. In order to be reimbursed for meals, the trip must have an overnight stay.

Travel Policy and Guidelines are found on the Business and Finance page of the Pulaski Technical College website: <http://www.pulaskitech.edu/administration/ap.asp>

WORK ASSIGNMENT

Initial assignment of job duties and all subsequent changes in assignments, transfers, promotions and demotions are the responsibility of your Dean, Department Director and/or supervisor. Due to Pulaski Technical College's commitment to quality student service, management reserves the right to utilize and assign, and from time to time reassign, members of the workforce on a full-time, part-time or temporary basis as needed. This shall include, but not be limited to, the assignment of work within and across classifications, departments, hours, and to other work as designated by a member of management.

WORK-STUDY STUDENTS LIMITATIONS

Foremost, work-study students are **students**; PTC does not have graduate assistants and WS students must not be treated as graduate assistants nor are they regular staff members.

As students work-study may **not**:

-  Grade for faculty members or scan tests.
-  Be given any other employee's password(s) to access PTC technology
-  Be given any other employee's access code(s) to enter the facilities.
-  Be given a password to access other student's records, including a gradebook, engrade or POISE.
-  Access or make entries into students' records.
-  Be given keys or access to PTC property after hours.
-  Teach or substitute in the classroom for his/her supervisor.

STANDARDS OF CONDUCT

COLLEGE RULES AND REGULATIONS

You must conform to and follow all College policies, procedures, rules and regulations. In the absence of written materials, the President, or his/her designee, represents the College on these matters.

ATTENDANCE AT COMMENCEMENT AND CONVOCATION

All salaried members of the PTC workforce are required to take part in the Commencement exercises in proper regalia unless previously excused by the President. All salaried members of the PTC workforce are required to attend Convocation unless previously excused by the President.

ALCOHOL AND DRUG FREE WORKPLACE POLICY

Pulaski Technical College's most valuable resource is our people. By selecting the best employees and providing them an environment for professional growth and development, PTC can deliver

the highest quality education and services to our students. Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Students who rely on our education should also expect the same right to interact with alcohol and drug-free professionals. It is the policy of State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance or being under the influence of alcohol at a college facility or while engaged in College-related activities is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

ATTENDANCE AND PUNCTUALITY

All members of the PTC workforce are expected to report to work as scheduled. If you are absent from work, it is your responsibility to personally call in according to departmental /divisional procedures and provide the reason for the absence and when you expect to report back to work. Any employee who fails to comply with this rule will be subject to disciplinary action. In addition, any employee whose absence from work is unreported for two (2) consecutive working days will be considered to have abandoned his/her job. Excessive absenteeism shall be considered grounds for disciplinary action up to and including discharge. Employees absent for three (3) or more consecutive days may be asked to provide a medical release to return to work.

Pulaski Technical College seeks to establish a balance between employee time off and the college's need to maintain staff to fulfill its mission. Accrued time and uncompensated time off must be used by members of the workforce in a manner, which minimizes interference with normal operations.

The following absences will not be considered as absent periods for disciplinary purposes:

Military Leave; Inpatient Care for oneself or spouse, child, brother, sister, parent (stepparent), grandparent, or grandchild (appropriate documentation may be required before absence is approved.); Outpatient medical care when pre-approved or covered under Family Medical Leave Policy; Scheduled and approved time off; Jury Duty or legal requirements to act as a witness in a court of law; Time off required to attend a funeral for members of the employees/spouses immediate family (appropriate documentation may be required before absence is approved.); On the job injury; Any approved leave or absence or absences qualifying under the Family Medical Leave Act-FMLA.

CONDUCT STANDARDS

Any employee found committing acts of misconduct, including but not limited to the following, will be subject to disciplinary action up to and including discharge. Termination may result without warning for a first offense of a serious rule, policy or procedure violation. Examples of such infractions include, but are not limited to the following:

1. Bringing firearms or weapons of any type onto the College's property.
2. Being on the job while under the influence of alcohol, drugs, or intoxicants of any type, or reporting for work in a condition inhibiting the employee's normal and expected work abilities.
3. Falsification of interviews, college forms, or reports, including time sheets.
4. Falsely stating or making claims of injury or illness.
5. Unauthorized removal of college property.
6. Fighting or threatening co-workers, students or visitors.
7. Destroying college, co-workers, or students' property.
8. Insubordination, lying to, refusing to follow a supervisor's direction or disrespectful conduct to a supervisor.
9. Engaging in conduct which creates a safety or health hazard.

10. Engaging in unlawful or improper conduct off the college premises or during nonworking time which affects the employee's relationship to the job, fellow employees, supervisor, college, reputation or good will in the community.
11. Sleeping or appearing to be asleep while on duty (having your eyes closed).
12. Restricting work assignments or interfering with others in the performance of his/her assigned duties.
13. Intimidating or threatening or physically harming other employees, students or visitors.
14. Unauthorized disclosure of confidential student information.
15. Making false or malicious statements regarding the college, its services or any member of the workforce.
16. Gambling / Smoking on the premises.
17. Excessive or recurring absenteeism or repeated tardiness.
18. Failure to report to work.
19. Indiscriminate gossiping, criticizing, rudeness, insolence, or other improper conduct or use of abusive or profane language.
20. Using College Assets for Personal Business
21. Discrimination against or harassment of college employees, vendors, visitors or students on the basis of race, creed, color, age, sex, religion, national origin, disability, veteran status or any class covered by federal, state or local law.

The above list is not intended to be and is not all-inclusive. Moreover, this provision does not, in any way, alter Pulaski Technical College's right to terminate an employee, at any time, without notice or without cause. Employees may be dismissed for other reasons. Examples of grounds for dismissal are performance problems, inefficiency, failure to follow college policies and procedures, unsatisfactory conduct, poor personal hygiene, poor attitude and lack of cooperation. Should your employment be terminated, it is necessary to go through the entire termination procedure with your supervisor. Arrangements must also be made for the return of company keys, badges or other company property. Termination of employment may be appealed through the college Conflict Resolution Procedure. (*See Conflict Resolution Procedure*)

CONFIDENTIALITY

As a part of employee responsibility one may be aware of confidential information. It is essential that this information be treated properly and not released to unauthorized persons. Budgets, salaries, institutional plans, confidential data regarding employees, students, or the College are examples of such confidential information. Betrayal of this confidence on the part of any employee may result in disciplinary action.

DRIVING COLLEGE VEHICLES

It is the policy of Pulaski Technical College that all employees whose job duties include driving a college vehicle must have a valid Arkansas driver's license with a driving record acceptable to the college's automobile insurance carrier. Records shall be obtained and reviewed annually. All employees must have Travel Clearance through Human Resource to drive on State Business.

All employees who drive a privately owned vehicle on official college business are expected to have a valid driver's license for the state of Arkansas and to carry the minimum insurance required by state law.

It is the policy of Pulaski Technical College that any employee that drives a college vehicle or any employee driving a privately owned vehicle on official college business must operate the vehicle safely and in accordance with all applicable laws and driving conditions. Employees that drive on

college business must immediately report any accident, driving ticket or citation to his/her supervisor. It is the policy of PTC that should an employee be involved in an accident while driving his/her own vehicle on college business the employee's insurance **will be considered the primary carrier.**

EMAIL / INTERNET USE POLICY

You should not have an expectation of privacy in E-mails/Internet usage and should not consider these records as private or confidential. Even when a record is erased, it is still possible to retrieve the record. PTC has the right and ability to track, review, audit, or disclose any records originating and/or accessed by you.

Pulaski Technical College's E-mail/Internet systems must not be used to create or disseminate any discriminatory, defamatory, offensive, disruptive, or otherwise inappropriate or unprofessional communications. Among those considered inappropriate or unprofessional are any communications that contain sexual implications, racial slurs, gender-specific comments, or any other comment that inappropriately or unprofessionally addresses someone's age, sexual orientation, religious beliefs, national origin or disability.

Pulaski Technical College's E-Mail/Internet systems should not be used to access any discriminatory, defamatory, offensive, disruptive, or otherwise inappropriate or unprofessional web sites (e.g. pornographic sites, hate speech, criminal skills, illegal drugs, etc.) You are prohibited from performing any act, which is illegal or otherwise in violation of any applicable federal, state or local laws.

All Pulaski Technical College employees are required to read the following documents and to adhere to the standards within: (1)Bulk Electronic Mail Distribution List Policy (2)Internet and E-mail Use Policy. These policies are available on the Pulaski Technical College website: www.pulaskitech.edu; Select "Faculty and Staff"; Select "Human Resources" The policies are located in the section titled "Other"

Failure to comply with this policy will result in appropriate disciplinary action, which includes termination of employment. Any non-compliance that is in violation of state or federal legislation may also result in penalties specified by the law.

EMPLOYEE DATING

Pulaski Technical College believes that an environment where employees maintain clear boundaries between employee personal and professional interactions is the most effective for the workplace. We do not however attempt to prevent the development of friendships or romantic relationships between coworkers; we do establish very clear boundaries as to how relationships will progress during working hours and within the working environment.

Individuals in supervisory relationships or other influential roles are subject to more stringent requirements due to their status as role models, their access to sensitive information and their ability to influence others.

-  During working time and in working areas employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that a professional environment is maintained.
-  During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in nonworking areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

- ☒ Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on college premises, whether during working hours or not.
- ☒ Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the college disciplinary policy which may include counseling for minor problem. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
- ☒ Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- ☒ Supervisors, managers, executives, chairs, deans or anyone else in sensitive or influential positions must disclose the existence of any relationship with another coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or the AVPHR. This disclosure will enable the college to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
- ☒ Where problems or potential risks are identified the college will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases more extreme measures may be necessary such as transfer to other positions or departments.

Under **no** circumstances may a Faculty Member date or engage in an intimate relationship with one of his/her students. Under **no** circumstances may any member of the workforce date or engage in an intimate relationship with a work-study student assigned to his/her area.

Any employee who thinks they have been disadvantaged as a result of this policy, or who believes this policy is not being followed, should make their feelings known to Director/Dean, Area Vice President or the AVPHR.

GIFTS AND FAVORED TREATMENT

Employees should not accept a gift from someone not employed by the College. Do not accept favored treatment from anyone, internal or external to the College. This may give the appearance of impropriety and, depending on the situation, it may, in fact, be illegal. In either case, acceptance of a gift or favor is not appropriate.

INCIVILITY AND BULLYING

You are expected to treat colleagues, co-workers, and students with respect, professionalism, and dignity in all interactions and communications. All employees, by their conduct, represent Pulaski Technical College. Treating others with Dignity and Respect is also foundational to appropriate conduct within the college setting.

PTC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the college and/or in the course of employment.” Such behavior violates the college’s Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose to communicate to all employees, including supervisors, managers and executives, that the college will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. PTC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

PERSONAL APPEARANCE

Personal appearance while on the job reflects the image of the College. While the appearance of an employee is a personal matter, all employees are encouraged to use discretion and wise judgment in their appearance and dress. Clothing/shoes should fit and be appropriate for the work being done. Good personal hygiene is required.

POLITICAL ACTIVITIES

According to GPD-9 of January 1986, state employees can, should, and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee's own time and state property is not involved. Employees are not to endorse candidates, including the Governor, in their official capacity as state employees. A person's status as an employee of the state is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements of an official capacity.

Arkansas state law prohibits state employees from devoting time or labor during usual working hours toward the campaign of candidates for office or for the nomination to an office. Political banners, posters or literature should never be allowed to be displayed on or in any state office. Political bumper stickers or decals should never be displayed on or in state cars.

PURCHASING

The purchasing of equipment, supplies, printing, services, or rental of equipment and facilities must be executed in accordance with all applicable state and federal statutes in an efficient and business-like manner. An approved purchase order is required prior to any purchase.

The Vice President for Finance serves as the College purchasing agent.

SALES TO STUDENTS

Employees shall not have direct dealings with students in the sale of books, instruments, or similar materials for the explicit purpose of monetary gain.

SMOKING ON CAMPUS REVISED

Smoking is banned at all public institutions of higher education, including Pulaski Technical College, in Arkansas. You may view the Clean Air on Campus Act of 2009 (Act 734) online at: <http://www.arkleg.state.ar.us/assembly/2009/R/Acts/Act734.pdf> "Campus" is defined as "all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education." Smoking in vehicles on campus is also prohibited. At Pulaski Tech smokeless tobacco and e-Cigarettes are included in the ban. Violators may face fines ranging from \$100 to \$500.

SOLICITING FUNDS ON CAMPUS

The President or an authorized designee must give prior approval before an individual or group may solicit business with employees. Only recognized campus organizations, with approval of the President, may have fundraisers. The Dean of Students must give prior approval before any person is permitted to engage in gainful enterprise or solicitation with PTC students.

STUDENT REPORT OF SEXUAL HARASSMENT

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed **students** may lodge a complaint immediately and confidentially.

All employees are required to report any student allegations of sexual harassment. Failure to report the allegation to the *Vice President for Learning, Dean of Students or Title IX Compliance Officer (AVP for HR)* will result in disciplinary action up to and including termination.

Any person found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. It is also a violation of law for any person to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any behavior deemed to be retaliation against a person who makes a claim of sexual harassment will result in disciplinary action up to and including termination. See the administrative policy entitled *Complaints on Sex Discrimination, Sexual Harassment and Sexual Misconduct*

Resolution Procedures

Students who believe that they have been subjected to sexual harassment should report the incident promptly to the *Vice President for Learning, Dean of Students* or the *Title IX Compliance Officer (AVP for HR)*. All complaints will be given full, impartial, and timely investigation. During such investigations, every effort will be made to protect the privacy rights of all parties; however, confidentiality cannot be guaranteed.

Sanctions

If an investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigator(s) will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand/warning, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

REPRESENTATION OF THE COLLEGE

College officials and members of the faculty or staff may be delegated by the Board or the President to represent the College on appropriate occasions. No such delegate, however, may commit the College to any doctrine, policy, or action without first obtaining the approval of the President.

USE OF COLLEGE NAME ON OTHER THAN OFFICIAL PUBLICATIONS

The name and logo of Pulaski Technical College shall not be used on publications, brochures, correspondence, or any other document which is not an official document of Pulaski Technical College without the consent of the President.

YOUR PAY

DEDUCTIONS FROM PAYROLL

Payroll deductions for retirement, income tax, and Social Security are made automatically by the payroll system. Arrangements may also be made for deductions for annuities, health insurance, U.S. savings bonds, cancer intensive care insurance, etc., as authorized by the law and authorized by each individual employee. Employees should contact the Office of Human Resources for information regarding annuities, insurance programs, and related questions.

DIRECT DEPOSIT

With direct deposit employees can avoid the hassles of traffic and long lines at the bank. Direct deposit prevents lost or stolen checks and you don't have to have someone pick up your check if you're not here on payday. Your pay is in the bank sooner.

PAYCHECKS

The time and method of payment will be explained during your orientation program. Changes will be announced by supervisor and/or by special bulletins. Checks will not be released to anyone other than you without written authorization to do so. In cases where you are unable to obtain your check, you may authorize that it be mailed to your address. Your final paycheck will not be mailed and must be picked up by appointment in the Human Resources Department.

PAYROLL CALCULATIONS

Paychecks are distributed every two (2) weeks. There are 26 pay periods each year. Note that wages paid for a two-week period are slightly less than half of a monthly salary. This is because 14 days is less than half of a 30 or 31 day month. However, your bi-weekly pay times 26 will be the same as 12 times your monthly rate. If you wish to compute how much you would earn if you worked an entire year at straight time, multiply your hourly rate by 2,080 hours (52 weeks times 40 hours scheduled per week). Straight time wages for all employees paid on an hourly rate will be figured by multiplying the hourly rate by the total number of hours worked. Payroll deductions required by law will be made from your paycheck.

QUESTIONS ABOUT YOUR PAY

If you have questions about the way in which your hours or rate of pay have been calculated, you should notify your supervisor. Depending on the nature of your problem, your supervisor may refer you to the Payroll Department. If an error has been made by the college, a correction will be made immediately if essential, or on the next paycheck, with your permission. If the error is due to an oversight on your part allowable corrections will be made on your next paycheck.

HEALTH, SAFETY AND SECURITY

VISITOR AND STUDENT ACCIDENTS

If you witness or discover an incident in which a student or visitor is injured, give all the assistance possible and report the incident to Public Safety immediately. Incident Reports are required for all accidents, and you may be requested to help complete such reports.

YOUR SAFETY

Your safety and the safety of others are of primary importance. While every precaution has been taken to insure a safe environment, safety must begin with you. Know the safety rules and regulations in your area and comply with them. You can do your part by being on the alert for safety problems and making suggestions to improve the college safety program. Pulaski Technical College provides primary law enforcement service and community policing through the Campus Police/Public Safety department. Certified law enforcement personnel enforce federal, state and local laws, including criminal laws and vehicle code violations, as well as investigate all criminal and traffic cases that occur on the campus. The Campus Police/Public Safety department also provides policing for a variety of events held on campuses and off-site locations. **A PTC I.D. badge is required for building admittance by Public Safety.**

Employees are expected to observe all parking regulations.

Main Campus Duty Officer - 580-1831
South Campus Duty Officer - 626-7152
Main Campus - 812-2711
SCCC – 580-0521

EMERGENCY ALERT SYSTEM

To sign up for emergency alert system messages: Log on to the Pulaski Tech Intranet site using your e-mail log-in and password: [HTTP://MYPTC.PULASKITECH.EDU/ICS/](http://MYPTC.PULASKITECH.EDU/ICS/). Select “Emergency Notification Setup” (located on “Home” tab) and Follow directions to register.

EMERGENCY PROCEDURES

Under **no** circumstance may a warning alarm or warning siren be ignored or action delayed. Proper evacuation procedure must be followed. Within your first week of employment you are required to read and review with your supervisor the Pulaski Technical College Emergency Procedures flipchart provided you the first day of your employment. The guide provides guidance regarding; Campus Closing Procedures; Inclement Weather Policy; Emergency Contacts Numbers; Medical Emergencies; Individuals with Disabilities Evacuation; Criminal Activity Procedure; Violence on Campus; Power Outage; Natural Gas Leak; Elevator Failure; Spill Responses; Civil Disturbance Procedure; Concerning Behavior; Bomb Threat; Fire Emergency; Sever Weather; Suspicious Package and more. You must keep the Pulaski Technical College Emergency Procedures flipchart readily available in your classroom or work area. More information regarding emergency procedures at Pulaski Technical College may be found on the website: http://www.pulaskitech.edu/content_files/emergency_procedures_handbook.pdf.

ON THE-JOB INJURIES

Workers' Compensation benefits are provided for all college employees who are injured during the course and scope of their employment. *See Worker's Compensation*. If you suffer an on-the-job injury or illness, you must take the following steps:

1. *Immediately report the injury or illness to your supervisor.*
2. *In the event of an emergency, seek medical treatment first and then report the injury as soon as possible.*
3. *Assist the supervisor in filling out the Incident/Accident Report.*

If your injury makes it necessary to miss work, you must present a release to your immediate supervisor signed by a physician verifying your ability to return to work. PTC reserves the right to require light duty or not to allow you to return to work until a full medical release is provided.

ENVIRONMENTAL SERVICES

Safety begins with good housekeeping. Part of your job is to help by keeping your work area clean and neat at all times. Littering the grounds or workplace is grounds for disciplinary action. A little effort goes a long way in keeping the college clean and sanitary.

FIRE SAFETY

Fire safety is of critical importance. During a fire alarm, all employees are to evacuate the building according to posted instructions. Every employee should know the location of fire pull boxes and fire extinguisher in his/her area. <http://www.youtube.com/watch?v=BLjoWjCrDqg> Please review and become familiar with the Fire Extinguisher use video at the link above. Your supervisor will provide further instructions.

GUIDELINES FOR REVISIONS TO FACULTY HANDBOOK

1. The Committee for Faculty Involvement in concert with the Vice President for Learning are responsible for recommending revisions to the handbook on an annual basis. To do so, the following steps will be taken:
 - a. CFI and the VPL will jointly maintain a list of "Material Under Review"
 - b. Items may be added to the Material Under Review by any faculty member who wishes any section of the handbook to be considered for revision. That faculty member must state in writing the concern, the justification for the concern, and a possible revision.
 - c. In September of each year, CFI will review the list to compile a final list of revisions/additions it feels are justified to pursue. The list is submitted to the VPL. CFI and the VPL will jointly agree on items to be considered for revision or new items to be added.
 - d. From October – December, CFI will research the items on the list and submit proposals for review to the VPL, Provost, and President.
 - e. Those items agreed upon will be used in the revision of the handbook in January of each year and approved by both the Faculty Senate and the Academic Affairs Standing Committee before March.

The following material has already been submitted for review in fall of 2015:

MATERIAL UNDER REVIEW

- Faculty Senate Constitution (being revised)
- Faculty Evaluation Plan—Part 2 being revised
- Department Chairs and Program Directors

- Administrative Rule on Electronic Gradebook
- Administrative Rule on Attendance
- Administrative Rule on Student Evaluation
- Address Faculty responsibilities in Assessment of Student Learning more comprehensively
- Administrative Rule on Student Drug Testing
- Consider changes to Sales to Students

APPENDIX TO FACULTY HANDBOOK

1. LOCATIONS AND CAMPUS MAPS

Information, including maps, regarding all PTC locations is found on the website.

<http://www.pulaskitech.edu/sitemap/> http://www.pulaskitech.edu/faculty_staff/departmental_directory.asp

Virtual Campus Tour: http://www.pulaskitech.edu/virtual_tour/

Aerospace Technology Center

1600 West Maryland Avenue
North Little Rock, AR 72120
(501) 835-5420
E-mail:
aerospace@pulaskitech.edu
Fax: (501) 834-7859

Saline County Career Center

3201 South Reynolds Road
Bauxite, AR 72011
(501) 602-2420 ext. 3201
Fax (501) 602-2421

Business and Industry Center

The Pulaski Technical College Business and Industry Center is located near the Little Rock Airport at 3303 East Roosevelt Road in Little Rock.

Little Rock-South

Located at 13000 Interstate 30 in the former Little Rock Expo building near the Pulaski and Saline County line.

Pulaski Technical College Saline County Adult Education Center

16936 I-30
Benton, AR 72019
(501) 778-3235
Fax (501) 778-0511

Culinary Arts and Hospitality Management Institute

Located at 13000 Interstate 30 adjacent the former Little Rock Expo building near the Pulaski and Saline County line.

2. FULLTIME FACULTY JOB DESCRIPTION

Summary

Pulaski Technical College is a two-year institution of higher education that places emphasis on student learning and excellence in instruction. As such, the college expects full-time faculty to create and maintain a positive learning environment for all its students. This obligation extends beyond the classroom as faculty collaborate with their peers, staff, and administration to promote a culture of integrity, diversity, and collegiality through the free exchange of ideas designed to promote independent thought and mindful action on campus and within the communities the college serves.

I. Commitment to Teaching

A. Identify the best practices and technologies to employ based on interaction with and feedback from students in each class every semester.

B. Classroom Performance

1. Instruction

a. Demonstrate a commitment to student-centered instruction.

b. Establish and maintain credibility as an educator and professor of a discipline through effective communication of appropriate material.

c. Design instruction to achieve student learning outcomes as defined by the college and specific departments and programs.

d. Vary methods of instruction to accommodate diverse learning styles and maintain student engagement.

e. Conduct class meetings in any setting (on-campus, online, hybrid, or Learning Communities) with professionalism and enthusiasm that promotes respect for the discipline and education.

f. Adopt classroom management strategies that promote respect among students and between students and instructor.

g. Explain the connection between their discipline and related fields to encourage students to engage with the topic at hand and the discipline in general.

h. Use appropriate technologies and media to enhance learning.

C. Evaluation of Student Learning

1. Create summative and cumulative assessments that foster critical and creative thought, as well as effective verbal and written communication skills.

2. Schedule, supervise, debrief, and evaluate students in clinical, internship, observation, field experience, and similar settings as appropriate to the course or program.

3. Explain and adhere to grading criteria as created in collaboration with colleagues in the department.

4. Provide substantive feedback to students related to their performance and learning outcomes.

5. Evaluate student performance in a fair and consistent manner.

6. Promote student success by engaging in constructive criticism of student performance.

D. Availability

1. Post and maintain regular office hours to total at least five per week.

2. Provide students with means of communicating outside of office hours.

E. Support

1. Advise students in course or program selection best suited to meet their educational goals.
2. Refer students to appropriate support programs within the college when their circumstances require assistance.
3. Maintain confidentiality of student records according to FERPA guidelines.
4. Participate in commencement exercises in proper regalia.

II. Commitment to Discipline or Field

- A. Demonstrate a thorough and accurate knowledge of field or discipline;
- B. Maintain necessary educational credentials and professional skills appropriate to the teaching assignment through involvement in professional development activities, membership to regional and national professional organizations, attending regional and national conferences devoted to their field or discipline, maintaining a subscription or taking advantage of an institutional subscriptions to a variety of journals devoted to their field of study, and/or continuing education at an accredited university;
- C. Attend professional development activities or conduct research related to effective instruction, classroom management, and assessment;
- D. Stay abreast of technological trends in education through professional development activities or research.

III. Commitment to the Department

- A. Collaborate with colleagues to develop meaningful learning outcomes, assignments, and measures;
- B. Participate in evaluating the effectiveness of the department;
- C. Collaborate with colleagues to modify course curricula, using relevant data to identify and justify the need for modification;
- D. Cooperate with colleagues in creating classroom policies to include in all syllabi and adhere to those policies;
- E. Provide appropriate input in the selection of textbooks based on assessment data, learning outcomes, and course description;
- F. Participate in mentorships or orientations for part-time or newly hired full-time faculty within a department or division.

IV. Commitment to the Division and College

- A. Availability and Flexibility
 1. Maintain a teaching load of credit hours per semester appropriate to their field or discipline;
 2. Maintain a campus presence of 25 hours per week to ensure availability to all constituencies of the college;
 3. Teach courses at times and locations, including online, as directed by academic needs, accreditation requirements of individual programs, and availability of staffing pool as assigned by instructional Deans;
 4. Teach credit or non-credit courses within field or discipline as needed;
 5. Substitute for other instructors within field or discipline if appropriate.

B. Adherence to Policies and Procedures

1. Teach courses consistent with PTC catalog description, departmental syllabus, appropriate course content guide, and Arkansas Course Transfer System as per PTC policy;
2. Meet all classes at the designated times and locations. Inform the supervisor and students if unable to meet a class on time;
3. Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies;
4. Certify rosters and post grades in accordance with college deadlines;
5. Maintain archives of student attendance and grade records according to the time frame established by the college.

C. Planning and Decision-Making

1. Maintain familiarity with college goals, mission and long-range plans;
2. Participate in professional activities that contribute to the educational goals of the college and its constituents;
3. Serve on college, divisional and program committees as assigned;
4. Participate in meetings and events required by the college, division, and program administrators;
5. Collect, analyze, and use relevant data for the purpose of continuous quality improvement;
6. Contribute to planning and development processes through appropriate mechanisms and channels;
7. Perform professional responsibilities in accordance with pertinent goals, missions, and plans of the college, division, and program;
8. Participate in the marketing, recruitment and retention of students, faculty and staff.

D. Communication

1. Respond in a timely fashion to information requests from college, division, and program administrators;
2. Respond to student concerns/complaints and participate in Academic Due Process per college policy and procedure;
3. Exercise stewardship of college facilities and materials by reporting maintenance issues and equipment in need of repair, identifying budgetary needs related to educational goals and objectives, and researching large-scale purchases.

COMPETENCIES REPLACE THESE WITH A CODE OF ETHICS

To perform the job successfully, an individual should demonstrate the following competencies:

DIVERSITY - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce. Demonstrates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of the two year college student.

STUDENT RELATIONS - Manages difficult or emotional student situations; Responds promptly to student needs; Solicits student feedback to improve service; Responds to requests for service and assistance; Meets commitments. Student and solutions oriented with a strong commitment to student service while maintaining compliance with policies.

PROFESSIONALISM - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

QUALITY - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

ETHICS - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds College values.

SAFETY AND SECURITY - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

DEPENDABILITY - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

TECHNICAL SKILLS - Assesses own strengths and weaknesses; Pursues professional development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

INTERPERSONAL SKILLS - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

LEADERSHIP - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

JUDGMENT - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

BUSINESS INSIGHT - Aligns work with strategic goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Credentials as defined by program or division per college and state guidelines. Two years teaching experience at the college level is preferred. Must possess a thorough knowledge of the teaching field, a commitment to high academic standards, a dedication to student success, and excellent written, oral communication and interpersonal skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business or educational periodicals, professional journals, technical procedures, or governmental regulations. The individual must react well under pressure and be able to manage difficult or emotional student situation. Ability to write reports, business correspondence, syllabi and procedures. Ability to effectively present information and respond to questions from groups of managers, coworkers, students, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should be skilled in Microsoft Office and Learning Management Software to include the college's current Learning Management System.

CAMPUS PRESENCE

Full Time Faculty (FTF) teaching in accordance with the Campus Presence policy must be on campus M-F for a minimum of 25 hours. FTF must schedule and keep a minimum of five hours each week available for face to face student interaction, advising etc. Daily in-person interaction with students is essential.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have current certificates, licenses, and registrations as required by program or division.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job as determined by program or division. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

3. HELPFUL FORMS AND WEBSITES

New Hire Forms

[Direct Deposit](#)
[I-9 Employment Eligibility Verification](#)
[Background Check Form](#)

Tax Forms

[AR State Income Tax Form](#)
[Federal Income Tax Form W-4](#)

Retirement Websites

[APERS – AR Public Employee Retirement](#)
[ARTRS - AR Teacher Retirement System](#)
[METLIFE](#)
[TIAA-CREF](#)
[VALIC](#)

Benefit Forms

[2014 Benefit Summary](#)
[2014 Express Scripts Preferred Drug Plan](#)
[Wage Works 125 Reimbursement Form](#)

Employee Forms

[Concurrent Employment Form](#)
Internal Concurrent Emp. Instructions
External Concurrent Emp. Instructions
Classified Staff Performance Evaluation

[Employee Information Change Form](#)

[Full-time Employee Tuition Waiver Form](#)
[Part-time Faculty Tuition Waiver Form](#)
[Transfer Request Form](#)

FY-14 Appropriation Act

Insurance Providers Websites

[Delta Dental](#)
[Express Scripts Drug Plan](#)
[VSP – Vision Plan](#)
[Lincoln Financial – Life Insurance](#)
[QualChoice Health Insurance](#)
[Qual Care Members](#)