



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

**Wisconsin Indianhead Technical College  
GENERAL EMPLOYEE HANDBOOK**

## Table of Contents

### **1 INTRODUCTION**

- 1.1 Welcome to Wisconsin Indianhead Technical College
- 1.2 About Our College
- 1.3 WITC Learning College Tenets
- 1.4 How to Resolve Conflicting Information

### **2 EMPLOYMENT**

- 2.1 Equal Employment Opportunity - Employment and Education
- 2.2 Anti-harassment and Nondiscrimination Policy
- 2.3 Disability Accommodation
- 2.4 Reporting Relationships - Employment of Relatives
- 2.5 Employment Applications
- 2.6 Orientation Programs
- 2.7 Performance Evaluations
- 2.8 Job Posting
- 2.9 Job Transfers, Promotions and Temporary Assignments
- 2.10 Reduction-In-Force
- 2.11 Access to Personnel Files
- 2.12 Management Rights
- 2.13 Work Stoppage Prohibited

### **3 COMPENSATION POLICIES**

- 3.1 Classifications of Employment
- 3.2 Work Schedules
- 3.3 Recording Work Hours – Non-exempt Employees
- 3.4 Overtime Pay – Non-exempt Employees
- 3.5 Paydays
- 3.6 Payroll Deductions
- 3.7 Severe Weather
- 3.8 College Business Travel

#### **4 EMPLOYEE BENEFITS AND LEAVES OF ABSENCE**

- 4.1 Employee Benefits Program
- 4.2 Worker's Compensation Insurance
- 4.3 Family Medical and Military Leave
- 4.4 Bereavement Leave
- 4.5 Jury Duty Leave
- 4.6 Vacation
- 4.7 Holidays
- 4.8 Personal Leave
- 4.9 Sick Days

#### **5 EMPLOYEE CONDUCT**

- 5.1 Personal Appearance and Demeanor
- 5.2 Absenteeism and Tardiness
- 5.3 Ethics and Appropriate Conduct
- 5.4 Confidentiality of Information
- 5.5 Conflicts of Interests
- 5.6 Outside Employment
- 5.7 Workplace Searches and Surveillance
- 5.8 Workplace Investigations
- 5.9 College E-mail, Internet and Other Telephonic Communications Systems and Resources
- 5.10 Intellectual Property
- 5.11 Solicitations and Distribution of Literature
- 5.12 Bulletin Boards
- 5.13 Political Activities
- 5.14 Tobacco-Free Facilities
- 5.15 Improper Drug and Alcohol Use
- 5.16 Safety and Health
- 5.17 Visitors in College Facilities and on College Property
- 5.18 Workplace Violence
- 5.19 Separation of Service and Exit Interviews

## **6 Procedures for Instructors**

- 6.1 Instructional Assignment
- 6.2 Class Size
- 6.3 Distance Education
- 6.4 Professional Activities
- 6.5 Important Dates to Remember
- 6.6 Admissions Procedures
- 6.7 Registration Dates
- 6.8 Academic Advising
- 6.9 Program Review
- 6.10 Transcribed Credit
- 6.11 Program Development/Discontinuance and Suspension
- 6.12 Credit for Prior Learning
- 6.13 Academic Appeals
- 6.14 Academic Standards
- 6.15 Grades
- 6.16 Scheduling Timeline and responsibilities
- 6.17 Student Learning Assessment
- 6.18 Graduation
- 6.19 Articulation Agreements
- 6.20 Learning Commons
- 6.21 Academic Days
- 6.22 Unassignable Days
- 6.24 Accelerated Learning
- 6.24 Curriculum Modification and Development

## **7 Complaint Procedure**

- 7.1 Procedure for Resolving Complaints Concerning Employee Safety
- 7.2 Procedure for Resolving Complaints Concerning Employee Terminations and Employee Discipline
- 7.3 Limitations of the Scope of the Complaint Resolution Procedure

## **Appendix**

- 1 Employee Benefits Information
- 2 Policies and Procedures Index

## **1 INTRODUCTION**

### **1.1 Welcome to Wisconsin Indianhead Technical College**

On behalf of the Board and your colleagues, we welcome you to WITC and we wish you every success. Part of your success will depend upon clearly defined expectations and practices. This Handbook was developed to describe some of the expectations of you as an employee and to outline the policies, programs, and benefits available. I encourage you to familiarize yourself with the Handbook, for it will answer many questions about your employment with the College and how it functions. This Handbook and the College's Administrative Policies and Procedures can also be found on The Connection. Obviously, we work in a dynamic environment that necessitates the College to review and modify its policies, procedures, benefits, and programs from time to time. Consequently, you may receive updated information concerning changes to policies, procedures, benefits and/or programs as they occur. You can expect to receive updates concerning all changes to the Handbook and associated policies and procedures through your WITC email with links that will direct you to the updated documents. Please do not hesitate to ask your supervisor or a member of the College Human Resources office if you have questions regarding the Handbook, our policies and procedures, our benefits or changes to them when they occur.

Our goal in creating this Handbook and sharing information regarding our policies and procedures is to assist in facilitating your success as a WITC employee. We hope that your experience here will be challenging, enjoyable, and rewarding!

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Meyer". The signature is fluid and cursive, written in a professional style.

Bob Meyer

President

## 1.2 About Our College

Wisconsin Indianhead Technical College is referred to as “WITC”, the “College”, and the “Employer” throughout this Handbook.

### Mission, Vision, and Values

WITC is on an innovative journey to enhance and promote our mission of “Learning First.” All policies, procedures, and structures will be aligned with Learning College tenets and the College’s Mission, Vision and Values.

#### Mission - Learning First

Learning is our passion. As Northwest Wisconsin’s leader in technical education, WITC creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

#### Vision - An Innovative Journey

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

#### Values

**Empowerment** - We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.

**Excellence** - We value high quality training, professional development, and customer service in a dynamic learning environment.

**Innovation** - We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.

**Integrity** - We value honesty, accountability, and diversity in an open and ethical environment.

**Collaboration** - We value partnerships that enhance learning, promote economic development, and improve quality of life.

## 1.3 WITC Learning College Tenets

WITC is on an innovative journey to enhance and promote our mission of "Learning First." The college will apply these *Learning College* tenets to continuously improve our programming and services.

**Quality and continuous improvement are expected in all aspects of the college.**

Quality and continuous improvement in people, processes, services, initiatives and projects are valued, encouraged, assessed and expected throughout the college.

**Learning environments are created and nurtured to maximize personal success.**

Learning environments, including atmosphere, modes of delivery and physical spaces for students and staff, will be created and nurtured to support personal growth and success.

**Decision-making is collaborative and research based.**

Research, dialogue and formal and informal consultations will be the basis for major decisions at all levels of the college.

**Leadership is based on talent and vision.**

Individuals will be sought out to provide leadership based on their individual talents, abilities and understanding of WITC's future directions rather than their position in the organization.

**All individuals are valued.**

All individuals (staff, students, and community members) are valuable to the vitality of WITC. The talents of each are considered necessary for the college to fulfill its mission and aspire towards its vision.

**Students and staff are both teachers and learners.**

In WITC's collaborative learning environment, each individual is expected to be both a learner and a teacher. This belief enhances and expands the learning potential of everyone involved with the college.

**Diversity is respected and embraced.**

Diversity implies being open to new and different ideas. It also implies respect for and appreciation of all staff, students and members of the community. Diversity is embraced at WITC as a means of enriching relationships and enhancing collaboration.

**Dialogue takes place in a safe, open, and empathetic environment.**

Since dialogue is used in a Learning College to make critical decisions and create shared understanding, it is imperative that individuals feel the environment is non-threatening and their contributions are welcome.

**Risk-taking is encouraged.**

As WITC's Learning College evolves, individuals and groups are encouraged to think out-of-the-box. Mistakes are OK – even expected – when trying new ideas.

**1.4 How to Resolve Conflicting Information**

This Handbook is a general publication designed to cover all employees. It is possible that at times a conflict may arise between an item in this Handbook and an item in other legal agreements. In the event of any conflict between the provisions of this Handbook and the provisions in any legal agreement, please see the Human Resources office for clarification. Further, no handbook can cover all possible employment-related situations, so please discuss concerns or questions with your supervisor or Human Resources.

## **2 EMPLOYMENT**

These provisions supersede all existing policies, procedures and practices and may not be amended or added to without the express written approval of the Associate Vice President, Human Resources and Employee Relations.

### **2.1 Equal Employment Opportunity – Employment and Education**

The College will maintain a distinct equal opportunity program. All personnel actions, school-sponsored training, education, social and recreation programs will be administered without regard to race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, arrest or conviction records. This policy is adopted in compliance with mandated federal and state legislation.

Alleged acts of discrimination which violate federal and/or state laws or regulations and established College policies shall be reported directly to the College's Affirmative Action Officer. All complaints will be investigated in a prompt and equitable manner through developed procedures.

Individuals who engage in discriminatory practices are subject to disciplinary action.

*See G-111A & J-111A, G-113A & J-121A & J-220A for related policies and procedures.*

### **2.2 Anti-harassment and Nondiscrimination Policy**

The College has adopted a policy of “zero tolerance” with respect to unlawful harassment and discrimination. The College expressly prohibits any form of unlawful harassment or discrimination based on race, color, religion, sex, national origin, age, disability, or status in any group protected by state or local law. Unlawful interference with the ability of the College’s employees to perform their expected job duties is not tolerated. Please refer to the College’s full policy/procedure regarding anti-harassment and non-discrimination for clarification and direction.

#### **Harassment and/or Discrimination Complaint Procedure**

1. Any employee who experiences any College-related harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by state or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident to the College Affirmative Action Office at the following address:  

Affirmative Action Officer/Associate Vice President,  
Human Resources and Employee Relations  
WITC Administrative Office – Shell Lake  
505 Pine Ridge Drive  
Shell Lake WI 54871  
Phone: (715)468-2815
2. The report should be in writing, but may be made orally to the Affirmative Action Officer or Human Resources Manager. The report should detail the facts and circumstances which are the basis for the complaint and identify the individual(s), policy, procedure, or practice at WITC

responsible for alleged discrimination or harassment.

3. In accordance with Wisconsin law, a complaint alleging discrimination must be filed within 300 days of the alleged violation; however, a more immediate reporting of the incident will facilitate a prompt and thorough investigation of the facts and circumstances involved.
4. The filing of a report with the College does not restrict a person's right to seek redress through avenues outside of the College.
5. The College treats all claims of harassment and discrimination seriously. All complaints and information disclosed in the course of investigations will be treated as confidentially as possible. All complaints will be investigated as promptly as possible and all actions taken to resolve such complaints shall be conducted as confidentially as possible.
6. The College strictly prohibits any form of retaliation against any employee for filing a bona fide, good-faith complaint concerning prohibited harassment or discrimination or for assisting in a complaint investigation. Any employee who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to the employee's supervisor or the Human Resources Manager.
7. Each administrator, manager, and supervisor is responsible for ensuring that this policy is enforced. This responsibility includes making each employee aware of the College policies on unlawful discrimination and harassment and maintaining a work area free from conduct that causes, or reasonably could be considered to cause, an intimidating or offensive work environment.
8. Any employee who is found, after appropriate investigation, to have violated this policy will be subject to appropriate disciplinary action.

If further information, interpretation or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact the College Human Resources office in Shell Lake.

*See G-113A, J-121A & I-220A, G-112, J-120, G-113, J-121 and related policies and procedures.*

### **2.3 Disability Accommodation**

The College is committed to complying fully with the Americans with Disabilities Act ("ADA") and all other applicable federal, state and local laws by ensuring equal opportunity in employment for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

The College also provides reasonable accommodation for qualified individuals with disabilities in accordance with these laws. Qualified individuals with disabilities may make a request for reasonable accommodation to the Accommodations personnel, Campus Administrator, or to the Human Resources office. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy.

*See G-111A and J-111A for related policies and procedures and cross references.*

## **2.4 Reporting Relationships -- Employment of Relatives**

The College permits the employment of qualified relatives of employees or Board members provided they meet the qualifications of the position, as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. However, no special consideration will be given to applicants who are relatives of current employees or Board members. The College will exercise sound business judgment in the placement of related employees or Board members in the application of this policy to all categories of employment at the College.

Individuals who are related by blood or marriage are permitted to work in the same department, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. If a manager/staff relationship between family members should occur as a result of marriage or potential promotion, one of the parties will need to terminate employment, be transferred to another department, or be transferred or demoted to a position not involving the manager/staff relationship (if a vacancy exists and qualifications are met) at the earliest possible time.

*See G-133 for related policies and procedures.*

## **2.5 Employment Applications**

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of the time elapsed before discovery.

## **2.6 Orientation Programs**

Orientation programs are typically offered early in your employment and are conducted by your campus staff, division members and members of other departments, including Human Resources. During these programs, you will receive important information regarding the performance requirements of your position, basic College policies, including this Handbook, your compensation and benefits programs, plus other information necessary to acquaint you with your job and the College. You will also be asked to complete all necessary paperwork at this time, such as benefits plan enrollment forms, beneficiary designation forms, Internet Acceptable Use Agreement and appropriate federal, state, and local tax forms.

Please use the orientation programs to familiarize yourself with the College and our policies and benefits. We encourage you to ask any questions you may have during these programs so that you will understand all the guidelines that affect and govern your employment relationship with us.

## **2.7 Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted at least annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct areas for improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals including possible training and professional growth opportunities that maybe considered for reimbursement by the College.

Performance evaluations are scheduled approximately every 12 months and may be scheduled more often as necessary. Newly hired or newly transferred employees may receive a formal evaluation every six months of the initial 12 months of their transfer or hire. Please refer to the specific Employee Performance Process documents that relate to your position for further procedures.

If you have not received a performance evaluation in accordance with the above time frames, please notify your supervisor and the Human Resources office in writing about this matter. This will help us ensure that that the appraisal process is administered in a timely manner.

*See G-142 for related policy and procedures.*

*Please see Employee Performance Process, Career Specialists; Employee Performance Process, College Health Nurse; Employee Performance Process, Counselor; Employee Performance Process, Custodian; Employee Performance Process, Instructor; Employee Performance Process, Management; and Employee Performance Process, OTS for further details.*

## **2.8 Job Posting**

Employees have the opportunity to apply for positions that they are interested in and for which they are qualified. Vacancies and transfer opportunities may be posted electronically or on designated bulletin boards at College locations or advertised in an external publication. Postings generally include the title, the salary range, the minimum hiring qualifications, the essential functions of the job, and the closing date for filing applications.

To be eligible to apply for a posted position, you must meet the minimum hiring qualifications for the position, be capable of performing the essential functions of the job, with or without a reasonable accommodation, and be an employee in good standing in terms of your overall work record, including attendance. There is no guarantee that any applicant, internal or external, will be granted an interview or that the vacancy will be filled. The recruitment process complies with all College policies and procedures as well as state and federal anti-discrimination requirements and is intended to provide adequate resources and time for the College to secure the most qualified candidates.

An employee is not required to notify their supervisor when submitting an application for a posted position.

## **2.9 Job Transfers, Promotions and Temporary Assignments**

The College authorizes temporary and permanent job transfers and promotions based on operational needs and based on the employee's relative ability, experience, and other qualifications as determined by WITC.

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There is no posting requirement for temporary, transfer or promotions. If an employee turns down a permanent transfer assignment, which is a term of their employment, the employee may be required to vacate the position. However, the employee will be able to apply for any vacancies for which they are qualified.

*See G-354 for related policy and procedures.*

### **2.10 Reduction-In-Force**

The College retains the right to downsize or eliminate programs, reduce personnel, in whole or in part, and to retain those employees who are most qualified to perform the available work, based on skills and abilities gained from experience.

The needs of the College shall be the prime consideration used in the determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined based on the College's need and the most qualified person shall be selected to perform the available work.

### **2.11 Access to Personnel Files**

The College maintains official personnel files on each employee with the objective to catalog and record employment information related to the employee. These files contain documentation regarding various aspects of the employee's employment with the College, such as the employee's job application, performance appraisals, disciplinary warning notices, and other employment records. The employee should be made aware of and familiar with documents regarding their employment that are placed in their personnel file.

Personnel files are confidential and are the property of the College, and access to the information they contain is restricted. Generally, only supervisors, Human Resources personnel, and management of the College who have a legitimate reason to review information in a file are allowed to do so. Employees may review documents within their own personnel files in accordance with applicable state laws. If you are interested in reviewing your file, contact the Human Resources office.

Altering, removing or destroying any personnel records pertaining to any employee, former employee or applicant is prohibited unless otherwise directed by the College's record retention or other policies or practices.

*See related record retention policies and procedures.*

### **2.12 Management Rights**

The WITC Board of Trustees (the Board) and Administration, as delegated by the Board, possess the sole right to operate the College with all management rights, subject to applicable law. These rights include, but are not limited to, the following:

1. To direct all operations of the College;
2. To establish work rules, schedules of work, class schedules, workloads, locations;

3. To hire, promote, demote, train, transfer, suspend, schedule, assign, lay off and separate from service employees and to set the quality standards and procedures and processes for employee evaluation including judgment of performance.

Please understand, other than the President or designee, no one from the College, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments to you regarding employment. Further, any employment agreement entered into by the College is not enforceable unless it is in writing.

### **2.13 Work Stoppage Prohibited**

Employees shall not engage in, authorize, condone, assist, sanction, or support any strike or slowdown, or withhold, in full or in part, any services authorized by their employment. In the event of a violation of this section, the College may take whatever disciplinary action it deems appropriate.

## **3 COMPENSATION POLICIES**

### **3.1 Classifications of Employment**

It is the intent of the College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Although the College hopes the relationship with employees is long-term and mutually rewarding, the College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or College policy.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws.

Nonexempt Employees. Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws.

Exempt Employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Administration, management, professional employees, and certain other employees in administrative positions are typically exempt.

An employee will be informed of their initial employment classification as an exempt or nonexempt employee during their orientation. If an employee's exempt or nonexempt status changes as a result of a promotion, transfer, or change in their position, the Human Resources office will notify them.

In addition to the above classifications, employees may also be designated as full-time, part-time or temporary.

#### Full-time Eligible Employees

Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists

- 1560-1950 hours per year

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Counselors, Accommodation Specialists, and College Health Nurses

- 1064-1330 hours per year

Instructors

- 1330 hours per year

### Part-time Employees

Employees consistently scheduled to work less than 80% of a full-time schedule.

### Temporary Employees

Employees engaged to work full- time or part- time without a guarantee of specific hours or projects.

Please direct any questions regarding your employment classification or exemption status to the Human Resources office.

## **3.2 Work Schedules**

### Week

A week is equivalent to the following work hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists, and Curriculum Design Specialists (excludes meal periods)
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists, College Health Nurses

WITC defines the work week as Saturday through Friday. Work schedules for full-time and part-time employees, including start and end times, meal periods and breaks, are set by supervisors. Employees must receive prior approval from their supervisor to alter their work schedules. Employees are free to leave the premises during their lunch period, unless work duties are required during the lunch period, if so, the lunch period is paid. Work schedules are established based on service needs and may be changed from time to time at the discretion of the College. Changes in work schedules will be announced as far in advance as possible.

Non-exempt employees required to work on a holiday as established by the College shall receive pay at two times their regular base hourly rate for hours worked. Exempt employees required to work on a holiday established by the College will be allowed to offset those hours worked against future scheduled hours if approved by their supervisor.

*Please see G-155, G-155.1, and G-155.2 for related policies and procedures.*

## **3.3 Recording Work Hours – Non-exempt Employees**

It is the policy of the College to comply with applicable laws that require records to be maintained of the hours worked by our non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime where applicable), and to ensure that non-exempt employees are paid in a timely manner, all full-time non-exempt employees will be required to record their extra hours worked

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and/or their absences using the College's electronic time keeping system in accordance with their supervisor's instructions. All hours/leave must be requested and approved no later than during the current payroll period of the request.

Supervisors are responsible to ensure employees are working according to schedule and paid accurately. If corrections or modifications are made to the time, both the employee and the supervisor must verify the accuracy of hours/pay.

Altering, falsifying, or tampering with time records including failing to record leave in a timely manner, or recording time on another employee's time record is grounds for disciplinary action.

### **3.4 Overtime Pay – Non-exempt Employees**

If you are classified as a non-exempt employee, you will receive compensation for pre-approved overtime work. Compensatory (comp) time is available in lieu of monetary payment for overtime. Employees may accumulate compensatory time at the appropriate overtime rate, by making said election to the immediate supervisor on College provided form. See Administrative Procedure G-454A for more details.

1. The employee will be paid at straight time (i.e., your regular hourly rate of pay) for all hours worked through forty in any given workweek. Comp time (1 hour for 1 hour) is available in lieu of monetary compensation for overtime, at the employee's discretion for hours over 37.5.
2. The employee will be paid one and one-half times their regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek. Comp time (1 ½ hours for 1 hour) is available in lieu of monetary compensation for overtime at the employee's discretion for hours over 40.
3. Only hours actually worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered "hours worked."
4. The maximum accumulation of comp time at any one time shall not exceed 22 ½ hours, unless there is an extenuating circumstance that necessitates exceeding this maximum and is agreed to and approved by the supervisor. All unused compensatory time will be liquidated by payment at the appropriate overtime rate at the end of each fiscal year.
5. The employee shall coordinate use of their compensatory time with their supervisor.

The employee's supervisor will attempt to provide them with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Overtime must always be approved by a supervisor before it is performed.

The employee will normally receive payment for overtime in the pay period following the period such overtime is worked, providing that their time record has been properly prepared and approved by their supervisor in a timely manner.

*Please see G-454 for related policies and procedures.*

### **3.5 Pay and Paydays**

The College provides a competitive compensation program. An employee's salary/wage will be conveyed to them in their offer. The overall compensation schedule which describes the different grades, levels, lanes, steps can be found on The Connection. The College pays salary and wages bi-

weekly via direct deposit. An employee's compensation will include earnings for all work performed through the end of the previous payroll period. If a scheduled payday falls on a College-observed holiday, the employee will usually be paid on the day preceding the holiday. In the event an employee resigns or is otherwise unable to perform their assigned duties, they will reimburse the College for any overpayment.

### **3.6 Payroll Deductions**

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the employee's pay. The College makes every effort to ensure that an employee's compensation is accurate. Normal deductions required by law or College policy or authorized by the employee will be taken from the gross amount of the employee's compensation. The reason for each deduction is noted on the pay advice. Please check your advice carefully to ensure that it is accurate and that all deductions are correct. Improper deductions are strictly prohibited.

The College complies fully with both state and federal wage and hour laws and regulations. Any employee who believes that an improper deduction has been taken should contact the College Human Resources office immediately. Human Resources will review the matter and inform the employee of the outcome of that review. If an improper deduction has occurred, the College will reimburse the employee on the next payroll date.

### **3.7 Severe Weather**

The College is generally open for business, regardless of weather conditions. However, weather conditions may prevent employees from getting to work or cause them to arrive late. When severe weather conditions exist, it will be the responsibility of each employee to find out if the College is officially closed due to severe weather. Employees are expected to make every reasonable effort to report to work when the College remains open during inclement weather. If an employee is unable to get to work or if an employee expects to be late, they should contact their supervisor as soon as possible. Days/hours missed due to inclement weather are paid regular pay if the employee is scheduled to work and the College officially closes the location. Missed days/hours for which the employee is regularly scheduled and the College is not closed will be taken as vacation or personal time. Employees may delete a prior voluntary leave entry if there is a subsequent College closure during their requested leave period.

*Please see G-155, G-155.1, and G-155.1A for related policies and procedures.*

### **3.8 College Business Travel**

The College will reimburse employees for expenses incurred while on College business. Reimbursement for such expenses shall be made in accordance with the specific requirements of G-152 and G-152A.

*Please see G-152 and G-152A for related policies and procedures.*

## **4 EMPLOYEE BENEFITS AND LEAVES OF ABSENCE**

### **4.1 Employee Benefits Program**

The College has established a variety of employee benefits programs designed to assist eligible employees and their dependents in the event of illness, disability, death, deal with job-related or personal problems, scheduled time off, and enhance job-related skills.

WITC benefits programs are described more fully in Appendix One, and in the summary plan description booklets that are provided to eligible participants and in master contracts maintained in the College Human Resources office. If information in this Handbook and the College's summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

The College provides an excellent benefit program and it is the College's intent to continue to offer these programs; however, the College reserves the right to amend or end any of these programs based on business or financial reasons and will provide as much advanced notice as possible of any such changes. Whenever an amendment is made to any of the College's benefits programs, plan participants will be notified of all approved amendments or plan terminations.

*Please refer to Appendix One for additional details on the College Benefits Programs.*

### **4.2 Workers' Compensation Insurance**

The College provides a comprehensive workers' compensation insurance program. This program covers injuries or illnesses sustained in the course of paid WITC employment that require medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses must inform their supervisor or the College Human Resources office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately and appropriate paperwork completed. This will enable an employee to qualify for coverage as quickly as possible.

Questions regarding workers' compensation should be directed to the College Human Resources office.

### **4.3 Family and Medical and Military Leave**

The College will grant family and medical, and/or military leave (FMLA) to qualified employees in accordance with federal and state requirements. Federal and Wisconsin FMLA will run concurrently to the extent provided by law. Employees who request time off under the Family and Medical Leave Act (FMLA) will be without pay.

Employees may request paid eligible leave to make up for unpaid time. Benefits will be maintained during an employee's time off under FMLA as long as the employee continues to pay their portion of any benefits requiring a contribution on their part. An employee's leave totals will be prorated for the next fiscal year based on any unpaid leave taken in the current fiscal year. Any approved leave taken after

exhaustion of FMLA will be on an unpaid basis and the full cost of benefits will be the employee's responsibility if they choose to continue them.

An employee on an approved leave of absence whose leave crosses a fiscal year can request their new fiscal year leave total prior to their return to work.

#### Eligibility

- Federal Eligibility - Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 paid hours of service over the previous 12 months.
- Wisconsin Eligibility - Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks and for a minimum of 1,000 paid hours.

#### Basic Leave Entitlements – Family and Medical

Federal - Up to 12 weeks of leave for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- Care for the employee's child after birth, or placement for adoption or foster care;
- Care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- A serious health condition that makes the employee unable to perform his/her job.

Wisconsin - On a calendar year basis, the following leave is available:

- Up to 6 weeks per 12-month period for the birth or adoption of a child;
- Up to 2 weeks per 12-month period to care for a child, spouse, parent, or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
- Up to 2 weeks per 12-month period for the employee's serious health condition.

#### Basic Leave Entitlements - Military

Federal

- Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status may use their 12-week leave entitlement to address certain "qualifying exigencies";
- Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Any employee who is interested in taking a family medical/military leave should contact the College Human Resources office for further information about your rights and responsibilities under both laws.

*Please see Appendix One for expanded explanation of benefits.*

#### **4.4 Bereavement Leave**

Employees eligible for this leave will be compensated for time lost from their regular work schedule for the purpose of bereavement according to the following guidelines.

- An employee shall be granted leave according to their work schedule with pay up to five (5) days due to the death of a family member.
- An employee will be granted up to three (3) days of paid, non-cumulative, bereavement leave during each fiscal year in the event of the death of a person outside the employee's

Date Issued: 10/6/11

Date Updated: 10/6/11

- family.
- An employee's request for bereavement leave shall be submitted to their supervisor. The College may request documentation in support of the employee's request for bereavement leave.

#### 4.5 Jury Duty Leave

The College provides time off to eligible employees who fulfill their civic responsibility when summoned for jury duty. The College will pay normal earnings to employees who are scheduled to work for the period of jury service. Employees will reimburse the College any payment received from the court for their service. When released from jury duty, the employee shall immediately report to work unless formally excused by their supervisor. To qualify for paid jury duty leave, an employee must submit a copy of the summons to serve to their supervisor as soon as practicable after it is received.

#### 4.6 Vacation

The College grants annual, paid vacation to full-time eligible, twelve-month (non-instructional) employees. The amount of vacation to which you are entitled depends on your length of service and hours worked in a fiscal year. Listed below is the vacation schedule.

##### Management Working 52 Weeks

Vacation Hours	Longevity
112.5 hours	July 1 of 1 <sup>st</sup> full fiscal year and June 30 of 4 <sup>th</sup> fiscal year
150.0 hours	July 1 of 5 <sup>th</sup> fiscal year and June 30 of 10 <sup>th</sup> fiscal year
187.5 hours	July 1 of 11 <sup>th</sup> fiscal year and after

##### Support and Technical Personnel Working 52 Weeks

Vacation Hours	Longevity
75.0 hours	July 1 of 1 <sup>st</sup> full fiscal year and June 30 of 5 <sup>th</sup> fiscal year
112.5 hours	July 1 of 6 <sup>th</sup> fiscal year and June 30 of 10 <sup>th</sup> fiscal year
150.0 hours	July 1 of 11 <sup>th</sup> fiscal year and June 30 of 13 <sup>th</sup> fiscal year
157.5 hours	July 1 of 14 <sup>th</sup> fiscal year and June 30 of the 16 <sup>th</sup> fiscal year
165.0 hours	July 1 of 17 <sup>th</sup> fiscal year and June 30 of the 19 <sup>th</sup> fiscal year
172.5 hours	July 1 of 20 <sup>th</sup> fiscal year and June 30 of the 22 <sup>nd</sup> fiscal year
180.0 hours	July 1 of 23 <sup>rd</sup> fiscal year and June 30 of the 25 <sup>th</sup> fiscal year
187.5 hours	July 1 of 26 <sup>th</sup> fiscal year and after

Vacation will be prorated for any partial years. The use of vacation is always subject to supervisor approval and must be approved in advance. Supervisors are charged with assisting employees to schedule and manage their vacation requests and balances so that the College's business is not negatively affected and employees are able to fully utilize this benefit.

### Vacation Carryover

Employees may carry over vacation hours not utilized in a fiscal year to August 15 of the following fiscal year. If an employee still has vacation carryover hours remaining after August 15, a maximum of one week can be “banked”. “Banked” vacation can never exceed one week at any given time.

### Vacation Pay at Termination

Employees terminating employment for any reason are entitled to payment for all accrued unused vacation time, calculated on a prorated basis based on the hours worked.

*Please refer to G-358.1A for related procedures.*

## **4.7 Holidays**

The College will determine the schedule for paid holidays and currently provides paid time off to eligible employees. Any holiday that falls on a Saturday or Sunday will be recognized on the Friday before or Monday after the holiday. The College will establish the holidays each fiscal year, post a calendar and may adjust it accordingly. The holidays that are recognized are listed below.

- Independence Day\*
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day
- New Year’s Day
- Spring Holiday
- Memorial Day\*

\*Only available to Management, Support and Technical Personnel, Career Specialists, Instructional Technology Specialists and Curriculum Design Specialists.

*See G-359 for related policies and procedures and Appendix One for further information.*

## **4.8 Personal Leave**

Eligible employees shall be granted one (1) day of paid personal leave for the fiscal year. This leave is not cumulative. Requests for this leave are to be granted with approval of the employee’s supervisor. There shall be no carryover of personal days from year to year, and there shall be no payment for unused personal days at the end of any fiscal year or in the event of termination unless otherwise required by applicable Wisconsin law.

## **4.9 Sick Leave**

Eligible employees shall be paid for absence from duties when such absence is caused by sickness of the staff member or members of their family. An employee, who is absent more than three (3) consecutive days

because of illness, may be required to submit a physician's certificate attesting to the illness.

A maximum of 12 days of unused sick time may accumulate each year for eligible employees, until a total of 120 days have been reached. Sick leave for employees employed less than one year is prorated.

Any employee who has an illness or injury that may extend beyond two (2) weeks must check in with Human Resources to see if a provision of the Family and Medical Leave Act (FMLA) applies.

Supervisors are expected to monitor attendance, counsel and document when an employee's absence raises questions/concerns. Supervisors will contact Human Resources for assistance in determining whenever an absence is questionable.

*Please refer to G-155A and G-155.1A for related policies and procedures and Appendix One for additional information regarding Leave Benefits.*

## **5 EMPLOYEE CONDUCT**

### **5.1 Personal Appearance and Demeanor**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the College presents to students and visitors. Employees' attire should be appropriate for their position. Employees should consult their supervisor for clarification if there are questions regarding appropriate attire.

### **5.2 Absenteeism and Tardiness**

To maintain a safe and productive work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on our students, other employees and on the College. If an employee is unable to work because of illness, they must notify their supervisor prior to their starting time on each day of their absence unless they are granted an authorized medical leave, in which case different notification procedures apply. Failure to properly notify the College results in an unexcused absence.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the College is grounds for disciplinary action.

*See G-155, G-155A, G-155.1 and G-155.2 for related policies and procedures.*

### **5.3 Ethics and Appropriate Conduct**

The successful operation and reputation of the College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependent on the trust of our public and taxpayers and we are dedicated to preserving that trust. Employees owe a duty to the College to act in a way that will merit the continued trust and confidence of the public.

The College will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an employee's supervisor or member of President's Cabinet for advice and consultation.

As an integral member of the College team, employees are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that employees refrain from any behavior that might be harmful to them, their coworkers, and/or the College, or that might be viewed unfavorably by current or potential students or by the public at large.

Whether an employee is on or off duty, their conduct reflects on the College. Employees are, consequently, encouraged to observe the highest standards of professionalism and ethics at all times.

If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, the employee will be subject to disciplinary action.

*Please see G-183 for related policies and procedures.*

#### **5.4 Confidentiality of Information**

It is the policy of the College to ensure that the confidential information, operations, and affairs of the College, our students and customers are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the College and its employees, students, or customers, such information is to be handled in strict confidence and not to be discussed with non-College members who have no business reason for obtaining the information. Employees are also responsible for the internal security of such information. Requests for public records are to be referred to President's Cabinet.

Employees found to be violating this policy are subject to disciplinary action and may also be subject to civil and/or criminal penalties for violations of applicable laws.

*See Public Records Policy – To Be Determined*

More information on FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

More information on HIPPA:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

*See J-113, J-113A for related policies and procedures.*

## **5.5 Conflicts of Interest**

College employees should not allow their personal and economic interest to influence their actions and/or decisions related to the welfare of those served by the College. In addition, employees shall not, by act of commission or omission in their capacity as an employee of this College, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain advantage for himself or for another. Nor should College employees use their position to obtain financial gain for themselves, immediate family or personal or related business.

College employees shall not use their position to obtain salary or other compensation from the College other than for the position for which they were employed and shall not use the College's facilities, equipment or supplies or use the prestige or influence of their College's position for personal gains.

College employees shall not accept as a private gain or advantage, money or anything of value from a business for the performance of an act required as part of their official duties, unless accepted in the name of the College or Foundation. College employees are not permitted to solicit or accept fees, honorariums, or reimbursement of expenses for personal gain from outside sources when performing official duties of the College such as attending meetings, presentation of papers, talks, demonstrations or making appearances. Any fees, honorarium or reimbursement of expenses which may be offered in connection with an employee's services shall be paid to the College providing the College is reimbursing the individual for these same services.

Fees and honorariums paid for papers, talks, demonstrations or appearances made by College employees on their own time and not directly part of their official duties, shall not be in violation of this policy if payment is not from a business which is subject to direct or indirect control, review, audit or enforcement by the College, or in any way provide services, goods, or materials to the College.

College employees may not use confidential information gained in the course of or by reason of their public position or official activities other than in the discharge of their official duties.

This policy shall not prevent College employees from accepting outside employment or following a pursuit which in no way interferes or conflicts with the full and faithful discharge of their duties to the College. Any employee in the discharge of their official duties who may be involved in an activity which may or may not be a conflict may submit a written request describing such matters to the College President or designee for clarification. In the event it is determined an employee has violated this policy, appropriate discipline will be taken.

*See G-183 for related policies and procedures.*

## **5.6 Outside Employment**

An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the College. All employees will be treated consistently and measured by the same performance standards and will be subject to the College's scheduling demands, regardless of any existing outside work requirements.

If the outside employment presents a conflict of interest, including use of College resources, resulting in an adverse impact on the College, or if the College determines that an employee's outside work interferes with performance or the ability to meet the requirements of the College, the employee may be asked to terminate the outside employment if they wish to remain with the College.

*See policy G-261 for further information*

### **5.7 Workplace Searches and Surveillance**

To safeguard the property of employees, students, and the College, and to help prevent the possession of unauthorized weapons, the possession, sale, and use of illegal drugs on the College's premises, the College reserves the right to search any College phone, computer or equipment or any employee's office, desk, files, locker, vehicles, or any other area or article on the College's premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the College, and are issued for the use of employees only during their employment with the College. The College may utilize surveillance systems, including cameras, throughout their locations.

Employees working on, entering or leaving the premises who refuse to cooperate in an inspection as well as employees who, after the inspection and investigation, are found to be in possession of stolen property, unauthorized weapons, or illegal drugs, may be subject to disciplinary action.

*See J-301 for related policies and procedures.*

### **5.8 Workplace Investigations**

From time to time, it may be necessary for the College to conduct an internal investigation. Each employee must cooperate fully and be completely honest if asked to participate in such an investigation. Failure to do so will result in disciplinary action.

### **5.9 College E-mail, Internet, and Other Telephonic Communications Systems and Resources**

It is the policy of the College that its facilities be used to fulfill its mission of teaching and public service. WITC facilities are not available for unrestricted use for other purposes. Persons authorized to access WITC's internet facilities are responsible for maintaining the privacy and security of these facilities, which include electronically stored data and software.

As in the case for other similar College facilities and resources such as telephone services, computing, campus mail, internet use, electronic mail, and network facilities are not intended for personal use; they are not provided as a medium for free expression when unrelated to the academic programs or operations of the College. WITC participation in WiscNet and internet also precludes use of network facilities for commercial or illegal activities.

All users must use computing equipment, software, and network access in a manner consistent with appropriate College policies. Communications that violate federal, Wisconsin, local or international laws are unacceptable. Activities that interfere with the ability of others to complete their scheduled work and/or make effective use of campus are prohibited. Employees may be subject to criminal prosecution if they access or release unauthorized information/data, intentionally disclose their password to another who uses it to gain unauthorized access to information, fail to exercise adequate care in maintaining

Date Issued: 10/6/11  
Date Updated: 10/6/11

system security or other similar activities. Using the network in a harmful or harassing manner is prohibited.

The use of the internet network is a privilege, not a right, which may be revoked at any time for abusive conduct, such as, the placing of unlawful information on a system, and/or the use of abusive or otherwise objectionable language in either public or private messages. If guidelines or federal, Wisconsin, local or international laws are violated, users may be subject to disciplinary action.

This policy is not meant to be exhaustive. The President's Cabinet is the final authority on questions of acceptable use of the network. Until an issue is resolved, questionable use should be considered unacceptable use. All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering WITC from other networks conforms to this policy. The WITC Network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.

Social media applications have become increasingly important to the success of our student community. Online social media enables individuals to communicate their insights, express their opinions and share information within the context of a globally distributed conversation. Each tool and medium has proper and improper uses. While WITC encourages staff to join a global conversation, it is important to understand what is recommended, expected and required when they discuss WITC-related topics, whether at work or on their own time.

Staff accessing the internet, instant messaging and social networking sites for non-College personal use should limit their access to non-work times such as breaks and lunch.

*See policy G-187 and C-103 for further details and related procedures.*

### **5.10 Intellectual Property**

Employee may, in the course of their employment, receive payment for or be asked to develop curriculum, original works, inventions, and other intellectual property using either College time or resources or benefits. Intellectual property created under these circumstances belongs to the College.

*See policy G-191 for further details and related procedures.*

### **5.11 Solicitations and Distributions of Literature**

In order to ensure that an employee's work and other College operations can be conducted in an efficient manner, it is important to observe a few basic rules concerning solicitation, the distribution of literature and other materials, and building access.

- Non-employees may not engage in solicitation of employees or distribution of any kind to employees at any time without prior approval of the President or designee.
- Solicitation of employees by other employees, and/or the distribution of literature or other material between employees by any means including electronic systems, is limited to the employee's non-working time and physically limited to employee break room/area only, unless it is for the Foundation.

- The term, “working time” means that time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution is or should be working.
- The term, “work area” includes any area where work is regularly performed, but does not include the lunch room or other recognized non-public areas of the College used for employee breaks.

*See C-105 and C-131 for related policies and procedures.*

### **5.12 Bulletin Boards**

The College’s bulletin boards are used to communicate official College information. Employees may post non-College materials only on bulletin boards designated by the College for such use. Employees and outside parties are prohibited from distributing literature and soliciting other employees except as stated in the College’s solicitation and distribution of literature policy.

*See C-105 and C-131 for related policies and procedures.*

### **5.13 Political Activities**

Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or College operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the College. College resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

Definition of College Resources: Employees may not use College resources for political activities. College resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. Use of bulletin boards requires authorization of Campus Administrators.

Definition of “Political” Activities: Partisan “political” activities must be conducted independent of their role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or College resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials on Campus in areas open to the public;
- Using the College’s mailing address as the return address for political solicitations;
- Providing College mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: The use and distribution of College mailing lists to outside parties always requires prior authorization from the Campus Administrator, including an assessment of whether fees should be charged to cover production

Date Issued: 10/6/11  
Date Updated: 10/6/11

costs);

- Providing a forum for an individual candidate to promote his or her campaign without allowing an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with College program guidelines and teaching methods nor are these guidelines intended to limit the off-duty activities where District buildings and property are made available to community groups for meetings and gatherings.

Nothing in the guidelines limit the rights of the College to sponsor non-partisan political forums or forums in support of College initiatives, such as building referendums. Nothing in the guidelines place restrictions on the College's freedom to invite speakers with political associations to forums that are not open to the general public.

*See J-113A, G-190 and G-190A for related policies and procedures.*

#### **5.14 Tobacco-Free Facilities**

The use of tobacco in any form is prohibited in all WITC-owned and leased facilities. Each College location has designated smoking areas and policies governing tobacco use on campuses. Please refer to your location's policies for further clarification.

#### **5.15 Improper Drug and Alcohol Use**

It is the College's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Employees with drug or alcohol problems may be eligible to participate in rehabilitation or treatment programs offered through employee assistance program or the College's health insurance benefit plan.

Violations may lead to disciplinary action. Employees with questions on this policy or issues related to improper drug or alcohol use in the workplace should raise their concerns with their supervisor or the College Human Resources office.

*See G-181, G-181.1 and G-181A for related policies and procedures.*

#### **5.16 Safety and Health**

The College is committed to providing a safe and healthy working environment. The College makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The College's policy is aimed at minimizing the exposure of our students, employees, customers, and visitors

to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of each employee of the College in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Reporting and seeking first aid for all injuries, regardless of how minor.
3. Immediately reporting unsafe conditions, equipment, practices or accidents.
4. Using safety equipment provided by the College.
5. Observing conscientiously all safety rules and regulations.

*See G-182 and G-199.4A for related policies and procedures.*

### **5.17 Visitors in College Facilities and on College Property**

The College's facilities are authorized for public use in designated areas according to approved procedures as long as an unsafe situation or condition is not created.

### **5.18 Workplace Violence**

It is the policy of the College to expressly prohibit any acts or threats of violence by any person in or about the College's facilities or elsewhere at any time. The College also will not condone any acts or threats of violence against the College's students, employees, customers or visitors on the College's premises at any time or while they are engaged in College-related activities, either on or off the College's premises.

Employees have a duty to warn their supervisors, Campus Administrators, or Human Resources representatives of any suspicious workplace activity. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a valid report under this policy.

*See G-199.4A for related policies and procedures.*

### **5.19 Separation of Service and Exit Interviews**

Although the College hopes the relationship with employees is long-term and mutually rewarding, the College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or College policy. As mentioned elsewhere in this Handbook, except for where Wisconsin law applicable to an employee provides otherwise, all employment relationships with the College are subject to termination.

Exit interviews with the College Human Resources staff and the employee's supervisor may be scheduled for outgoing employees after a supervisor and/or Human Resources receives notice of resignation or intent to retire. The purposes of these interviews are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all the College property that may be in the employee's possession (e.g., College credit cards, computers and keys), and to provide employees with an opportunity to discuss their job-related experiences.

## **6 PROCEDURES FOR INSTRUCTORS** – *section under development*

### **6.1 Instructional Assignment**

The school year will be based on the Collegewide calendar set by the Calendar Committee and will be based on the following parameters:

- 190 days total
  - 8 paid holidays, see Section 4.7
  - 160 teaching days (Class hours will be scheduled)
  - 22 non-teaching assignable workdays

School days and assignments will be developed to best address the needs of student learning and the College. Class hours will be scheduled based on the needs of the College.

- 22 hours of teaching will be assigned per week (Credit and/or Non Credit courses)
- 8 office hours will be assigned
- 5 hours of other duties will be assigned (e.g., curriculum development, AQIP, committee assignments, program review)
- Cosmetology Instructors may be scheduled for 25 hours per week.

### **6.2 Class Size**

Class size will be determined by facilities and the needs of the College. The College will try to maintain a class size for lectures of 35 students maximum, laboratories of 24 students maximum and online courses of 20 students maximum, whenever possible.

### **Compensation for online courses and low enrollment courses**

### **6.3 Distance Education**

Distance Education refers to the delivery of instruction taught via Interactive Television (ITV), Internet Protocol Video (IPV), and Online. Distance Education instructors must be qualified and have received training for any alternative delivery methodology to which they are assigned.

### **6.4 Professional Activities**

Upon request, the supervisor may grant an instructor release time for the purpose of promoting their programs, arranging field trips, contacting potential student employers, or other activities which will upgrade the overall effectiveness of instruction.

### **6.5 Important Dates to Remember** - *subsection under development*

Add Calendar

### **6.6 Admissions Procedures** - *subsection under development*

Date Issued: 10/6/11  
Date Updated: 10/6/11

Add information on admissions

**6.7 Registration Dates** – *subsection under development*

Add the registration dates

**6.8 Academic Advising** – *subsection under development*

Add information on instructor responsibility with Academic Advising

**6.9 Program Review** – *subsection under development*

Add information on instructor responsibility with Program Review

**6.10 Transcribed Credit** – *subsection under development*

Add information on instructor responsibility with transcribed credit and add compensation

**6.11 Program Development/Discontinuance and Suspension** – *subsection under development*

Add information on instructor responsibility with Program Development

**6.12 Credit for Prior Learning**– *subsection under development*

Add information on instructor responsibility with Credit for Prior Learning

**6.13 Academic Appeals** – *subsection under development*

Add information on instructor responsibility with Academic Appeals

**6.14 Academic Standards**– *subsection under development*

Add information on academic standards

**6.15 Grades**– *subsection under development*

Grading Scale  
Class Roster  
Missing grades  
Entering Grades  
Displaying Grades  
Graduating with honors

**6.16 Scheduling Timeline and Responsibilities**– *subsection under development*

**6.17 Student Learning Assessment**– *subsection under development*

**6.18 Graduation**— *subsection under development*

Add requirements

**6.19 Articulation Agreements**— *subsection under development*

Add requirements

**6.20 Learning Commons**— *subsection under development*

**6.21 Academic Days**— *subsection under development*

**6.22 Unassignable Days**— *subsection under development*

Purpose

**6.23 Accelerated Learning**— *subsection under development*

**6.24 Curriculum Modification and Development**— *subsection under development*

**7 COMPLAINT RESOLUTION PROCEDURE**

The College has established a complaint resolution procedure in compliance with Wisconsin Statute §66.0509(1)(1m)(a)(1.) to provide a timely and orderly review of decisions concerning a) workplace safety; b) employee discipline; and c) employee termination.

Definitions

- a) “Workplace Safety”: For purposes of this provision, “workplace safety” includes any practice or condition affecting the safety of persons, property or equipment. “Workplace safety” shall be narrowly construed and not be construed to include basic conditions of employment unrelated to physical health and safety. “Workplace Safety” means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, warning requirements, workplace violence and accident risk. “Workplace safety” does not include conditions of employment such as hours, overtime, sick, family, or medical leaves, work schedules, or breaks.
- b) “Employee Discipline”: For purposes of this provision, “discipline” includes a personnel action that impacts an employee’s employment status provided base pay is negatively affected. “Discipline” does not include verbal notices, verbal discipline, verbal counseling, written counseling, written reprimands, or Performance Improvement Plans (PIPs). “Employee discipline” does also not include plans of correction, performance evaluations or reviews, documentation of employee acts and/or omissions in an employment file, administrative leave (with pay) pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, layoff, workforce reductions, or changes in assignment or assignment location, provided base pay is not reduced.
- c) “Employee Termination”: “Termination” means a separation from employment by the College for

Date Issued: 10/6/11  
Date Updated: 10/6/11

disciplinary or quality of performance reasons. "Termination" does not include layoff, furlough, reduction in workforce, failure to meet licensure qualifications, retirement, nonrenewal under Wis. Stat. 118.22 or 118.24, separation as a result of disability, action taken pursuant to an ordinance created under s. 19.59(1m), completion of temporary employment, seasonal employment, contract employment, or assignment; "termination" also does not include voluntary termination including resignation, end of employment due to disability, job abandonment, or death.

"Impartial Hearing Officer": For purposes of this provision, the "Impartial Hearing Officer" (IHO) shall be designated and paid for by Administration except as specified below. The role of the IHO will be to define the issues, identify areas of agreement between the parties and identify the issues in dispute, and to hear the parties' respective arguments.

#### Costs

The employee shall pay a \$50 filing fee when requesting the service of an IHO who is selected by, and paid for by, the College. Each party will be responsible for its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a complaint. However, if it is in best interest of the employee *and* the College for a Wisconsin Employment Relations Commission (WERC) staff member to be selected as an IHO, all parties shall be notified of the cost and both the College and the employee shall share in the cost (currently \$400 to each party).

#### Time Limits

The term "days" as used in this provision means calendar days, excluding holidays as defined in the Handbook. The College and employee may mutually agree to waive time limits, in writing. If the last day on which a complaint is to be filed or a decision is to be appealed is a Saturday, Sunday or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday or holiday. If the complaint is not answered within the time limits, the employee may proceed to the next available step within 7 days. If the employee fails to comply with the time limits specified in this procedure, the complaint will be deemed dismissed, with prejudice.

#### Written Appeal

An appeal shall be in writing and explain the reasons for the appeal. The request shall be filed with the Associate Vice President, Human Resources and Employee Relations within 7 days of receipt of the IHO's decision.

### **7.1 Procedure for Resolving Complaints Concerning Employee Safety**

Step 1: Any employee who identifies a workplace safety issue or is given information about an incident must notify his/her supervisor of the issue or incident within 24 hours of when the employee knew about the incident or issue.

An Incident Report, completed by the employee, with assistance from his/her supervisor as necessary, outlining the facts of the complaint and a proposed remedy/resolution, shall be signed by all concerned parties and submitted to the Campus Safety Committee with a copy to the College Safety Manager for review and consideration within 7 days of the incident or issue.

Step 2: After receipt of the completed Incident Report, the Campus Safety Committee will conduct an investigation, as required, and normally issue a final report on its findings and conclusions within 30 days of

receipt of the completed Incident Report. All reasonable non-financial efforts shall be considered, recommended and/or expended prior to recommending any financial remedies. Copies of the Campus Safety Committee's final report with findings and conclusions will be given to the persons who signed the Incident Report, as well as to the College Safety Manager.

Step 3: The employee may appeal the findings and conclusions of the Campus Safety Committee and request the appointment of an IHO by submitting a written complaint to the Associate Vice President, Human Resources and Employee Relations within 7 days after receipt of the Campus Safety Committee's final report.

If timely requested, the appeal hearing will normally be scheduled within 30 days of receipt of the request for hearing. Prior to the hearing, the parties will participate in a mandatory conciliation meeting facilitated by the IHO who shall not be disqualified for involvement in the conciliation process. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of four outcomes: 1) Sustaining the conclusions of the Campus Safety Committee, 2) Denying the conclusions of the Campus Safety Committee, 3) Modifying the conclusions of the Campus Safety Committee, or 4) Recommending additional investigation prior to a final determination. All reasonable non-financial remedies shall be considered, recommended and/or expended prior to recommending any financial remedies.

Step 4: The College or employee may appeal the decision of the IHO to the WITC Board of Trustees by filing a request within 7 days of receipt of the written decision of the IHO.

Level of Review: The WITC Board of Trustees shall review the written decision of the IHO and the reasons for the appeal. The role of the Board, in reviewing the decision of the IHO, is to solely address the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did the IHO make an error of fact which makes his/her decision invalid?

After answering the above questions, the WITC Board of Trustees will decide to uphold, modify, or reverse the decision of the IHO. The WITC Board of Trustees will issue its written decision within sixty (60) days from receipt of the appeal.

## **7.2 Procedure for Resolving Complaints Concerning Employee Terminations and Employee Discipline**

Step 1: A written complaint shall include the facts upon which the complaint is based, indicate the specific resolution being sought, and shall be submitted to Human Resources within 7 days after the discipline was imposed or termination became effective.

Human Resources shall refer the matter to the immediate supervisor of the complainant employee's supervisor, who will conduct an investigation and will normally issue a final report in writing to the employee with a copy to Human Resources within 7 days after receipt of the written complaint. Copies of the final report shall also be provided to the employee's immediate supervisor.

Step 2: If the complaint is not settled in Step 1, and the employee wishes to appeal the decision of the investigating supervisor, the employee shall submit the written complaint to the Associate Vice President, Human Resources and Employee Relations, to request a hearing before an IHO within 7 days after receipt of the Step 1 report.

The IHO will assist the parties in identifying areas of agreement and areas of dispute and hear the parties' respective arguments. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing.

If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. At the conclusion of the hearing, the IHO shall render a written decision indicating the reasons for one of four decisions: 1) Sustaining the discipline/termination, 2) Modifying the discipline /termination, 3) Denying the discipline/ termination, or 4) Recommending additional investigation prior to final determination.

Step 3: The College or Employee may appeal the written decision of the IHO to the WITC Board.

Level of Review: The WITC Board shall review the written decision of the IHO and the reasons for the appeal. The role of the Board, in reviewing the decision of the IHO, is to solely address the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did the IHO make an error of fact which makes his/her decision invalid?

After answering the above questions, the WITC Board will decide to uphold, modify, or reverse the decision of the IHO. The WITC Board will issue its written decision within sixty (60) days from receipt of the appeal.

### **7.3 Limitations of the Scope of the Complaint Resolution Procedure**

- A complaint that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this Complaint Resolution Procedure.
- The scope of a complaint that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Complaint Resolution Procedure.

Questions relating to the Complaint Resolution Procedure shall be directed to Human Resources.

*See G-125A for related policy.*

## Handbook Receipt and Acknowledgment

I have received a copy of the Handbook.

I understand that the information in the College's Handbook represents guidelines only and that unless otherwise provided by a collective bargaining agreement applicable to me, the College reserves the right to modify, amend or terminate any Handbook policies, procedures, or employee benefit programs at any time whether or not they are in this Handbook. In addition, the College may increase contributions toward employee benefit programs. I understand that I am responsible for reading the Handbook and familiarizing myself with its contents.

I specifically acknowledge that I understand that the College prohibits all forms of harassment and discrimination based on race, sex, age, religion, disability, marital status, national origin and any other basis prohibited by law. I also understand that if I feel I am being harassed or discriminated against, I have the right and responsibility to report this immediately as set forth in the College's Anti-harassment and Nondiscrimination Policy.

I further understand that no manager or representative of the College, other than the President or his designee, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both the President or his designee and me.

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Name of Employee  
(please print)

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Signature of Employee

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Date

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Acknowledgement Form is to be signed and returned to Human Resources.