



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

*Experience. Success.*

Wisconsin Indianhead Technical College  
**GENERAL EMPLOYEE HANDBOOK**  
**FOR PART TIME INSTRUCTIONAL STAFF**

2016-17

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## 1 INTRODUCTION

### 1.01 Welcome to Wisconsin Indianhead Technical College

On behalf of the Board of Trustees and your colleagues, I'd like to thank you for providing your time and talents to serve as an employee at WITC. As your employer, WITC has developed this Handbook to describe many of the expectations of you as an employee and to outline the policies, procedures, and programs available to you. It is important for you to familiarize yourself with the Handbook. It is designed to answer many questions about the College and serves as a guide to provide an equitable, high-quality work environment for you and your co-workers. This Handbook and the College's Administrative Policies and Procedures can also be found on The Connection.

The dynamic environment in which we work requires the College to review and modify its policies, procedures, and programs from time to time. Handbook changes and updates to policies, procedures, and/or programs will be communicated 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 Human Resources team if you have questions regarding the Handbook, our policies and procedures, 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 "John Will", written in a cursive style.

John Will President

## 1.02 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.

## 1.03 WITC Learning College Tenets

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, empathetic, and respectful 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.

**1.04 How to Resolve Conflicting Information**

This Handbook is a general publication designed to cover part time instructional staff. 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.

**1.05 General Information**

The Wisconsin Indianhead Technical College (WITC) District is made up of eleven counties in Northwestern Wisconsin – serving residents of Ashland, Barron, Bayfield, Burnett, Douglas, Iron, Polk, Rusk, Sawyer, St. Croix, and Washburn counties. The District operates four campuses located at Ashland, New Richmond, Rice Lake, and Superior and an Administrative Office located at Shell Lake Outreach Centers are located in Hayward, Ladysmith, and Spooner.

These campuses provide vocational and technical instruction for over 11,000 full- or part-time students during any given year. Students graduating from WITC are awarded associate degrees, technical diplomas, or short-term program certificates. In addition, there are over 42,000 individuals who take advantage of part-time opportunities each year in continuing education.

A nine-member Board of Trustees governs the District. The President is empowered by the Board to carry out all required administrative functions necessary to accomplish the Board's educational missions and goals.

Over 140 full-time instructors and hundreds of other professionals in various fields of study serving as adjunct or part-time faculty provide students with quality instruction and services of a unique or part-time nature.

The College has an “open door” admissions policy for prospective students in post-secondary education within statutory requirements. The College operates on a policy providing enrollment on a first-come, first-served basis. For more detailed information, refer to the following:

1. District Catalog ([www.witc.edu/programs/index.htm](http://www.witc.edu/programs/index.htm))
2. Student Handbook ([www.witc.edu/academics/stuhndbk.htm](http://www.witc.edu/academics/stuhndbk.htm))
3. Division/Department Resources/Personnel and Administrative Staff can be found at <http://staff.witc.edu/>

## **2 EMPLOYMENT**

These provisions supersede all Handbook versions developed prior to July 1, 2016 and may not be amended or added to without the express written approval of the Vice President, Human Resources and Risk Management.

### **2.01 Equal 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, age, disability, or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities. This program 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/Vice President, Human Resources and Risk Management in Shell Lake. 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, including expulsion and/or termination.

*See G-111, G-111A & J-111A, G-113 & J121, G-113A & J-121A & J-220 For related policies and procedures*

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

The College has adopted a policy that states that unlawful harassment and discrimination is prohibited. 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 federal, state or local law. Unlawful interference with the ability of the College's employees to perform their expected job duties and the ability of students to obtain educational goals 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 or student 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 at the following address:

Affirmative Action Officer/Vice President,  
Human Resources and Risk Management  
WITC Administrative Office – Shell Lake  
505 Pine Ridge Drive  
Shell Lake WI 54871  
Phone: (715)468-2815 ext 2225

Employees and students may also report complaints of unlawful discrimination/harassment to any member of President's Cabinet.

2. The report must be in writing according to complaint procedures. The report must 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. The College may determine there is no basis for the complaint at any point in the investigation and will advise the complainant and any party accused of wrong doing.
6. The College strictly prohibits any form of retaliation against any employee for filing a good-faith complaint concerning prohibited harassment or discrimination or for assisting in a complaint investigation. Any employee or student who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to the College Human Resources office.
7. Each administrator, manager, and supervisor is responsible for ensuring that this policy is enforced. This responsibility includes making each employee and student aware of the College policies on unlawful discrimination and harassment and maintaining a work area free from illegal conduct that causes, or reasonably could be considered to cause, an intimidating or offensive work environment.
8. Any employee or student 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 or student should contact the College Human Resources office in Shell Lake.

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

### 2.03 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 and education for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employee, student or applicant because he/she is 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 employees with disabilities may make a request for reasonable accommodation 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. The requesting employee and Human Resources, and in some instances the supervisor, will participate in an interactive process to determine viable accommodations, qualifications and implementation, if appropriate. Supervisors are to refer all such requests to Human Resources who will respond to the request on behalf of the College and make the final determination in response to the request.

Students with disabilities are entitled by law to an equal and accessible education. The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 both clearly mandate equal post-secondary education for students with disabilities. WITC Accommodation Specialists work with students, faculty, and staff in providing modifications, accommodations, and auxiliary aides to ensure that the educational environment is accessible to all students with disabilities. Instructors will work with Accommodation Specialists to ensure accommodation requests are implemented as necessary and appropriate.

Accommodation Specialists also provide assistance with transitioning high school students, disability sensitivity trainings, and coordination with community support services. Read more in [Opening Doors to Postsecondary Education and Training - Planning for Life After High School \(PDF\)](#) developed by the Wisconsin Department of Public Instruction.

To receive disability support, students must first meet with the Accommodation Specialist prior to the start of the semester and provide official documentation of their disability (from a qualified professional). The Accommodation Specialist will then work with the student and instructor to identify and provide appropriate support within WITC.

A few examples of auxiliary aides and accommodations include, but are not limited to:

- Guided study
- Alternative testing
- Textbooks on tape/CD
- Readers/writers
- Extended time on assessments
- Note-takers
- Enlarged print material
- Assistive Technology devices

For more information, students and instructors should contact the Student Services Office at their chosen campus.

*See G-111, G-111A and J-111A related policies and procedures*

## **2.04 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) without delay.

*See G-133 related policies and procedures*

## **2.05 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 ongoing 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.

## **2.06 Employment Paperwork**

Immediately upon employment as a new instructor, complete and turn in the following new hire documents:

- Personnel Information Form
- Acceptable Internet/Use Agreement
- Employment Eligibility Verification (I-9)
- Form W-4
- DMI Authorization for Release of Motor Vehicle Record Form and Motor Vehicle Record Check Form along with a copy of the insurance declaration
- Out-of-State License Holder Affidavit, if applicable

These documents must be completed and submitted to the Supervisor to finalize the hire process. When the new employee documents are processed, an employee ID number, email address, computer sign-on, etc. will be assigned to enable access to College information.

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

The College authorizes temporary and permanent job transfers and promotions based on operational needs. The decision to fill a position with a current employee through job transfer, promotion or temporary assignment is solely the College's decision. Temporary assignments, transfers or promotion opportunities may be posted at the discretion of the College.

If an employee turns down a permanent transfer assignment, which is a term of employment, the employee may be required to vacate the position.

*See G-140, G-140A, G-350 and G-350A for related policies and procedures.*

## **2.08 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, abilities, and 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.

*See G-201, G-353 and G-353A for related policies and procedures.*

## **2.09 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 his/her employment that are placed in his/her personnel file.

Personnel files are confidential and are the property of the College, and access to the information 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. An employee may review documents within his/her own personnel file in accordance with applicable state laws. An employee interested in reviewing his/her personnel file, may contact the Human Resources office.

Altering, removing or destroying any personnel records pertaining to any employee, former employee or applicant is prohibited and will result in appropriate disciplinary action unless otherwise directed by the College's record retention schedule or other policies or practices.

*See C-481 and C-481A for related policies and procedures.*

## **2.10 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.

Other than the President or designee, no one from the College has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments regarding employment. Further, any

employment agreement entered into by the College is not enforceable unless it is in writing and signed by the President or designee.

### **2.11 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 is deemed appropriate.

### **2.12 Worksite Location**

The College determines an employee's worksite based upon business necessity, feasibility and viability of instructional, operational and financial programs and objectives. The College will consider voluntary requests for a change in worksite location, however, approval is not guaranteed. These requests will be for positions which support Collegewide organizational functions, instructional assignments and/or other strategic objectives and consideration is intended for full-time staffing needs. Each request for a change in worksite location will be evaluated on a case by case basis and will have to meet all criteria established in policy.

*See G-120 for related policy and criteria for requests for worksite location change.*

### **2.13 Job Classification**

It is the policy of the College to have a position classification system including salary plans for each employee group. The College will periodically update salary and classification plans using comparative data from both internal and external sources. Positions are classified based on benchmarks and are slotted according to internal and external data including education, experience, responsibilities and duties for the position. Movement in the ranges is not automatic and shall be made with approval of President's Cabinet and will be monitored by Human Resources who will coordinate with Business Services for budget restrictions.

If job responsibilities of a position change by 30% or more, a reclassification of the position may be necessary.

*See G-194 for related policies and procedures.*

## **3 COMPENSATION**

### **3.01 Classifications of Employment**

It is the intent of the College to clarify the definitions of employment classifications so that an employee understands his/her 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 non-exempt or exempt from federal and state wage and hour laws.

Non-exempt 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 (40) hours in a workweek. Administration, management, professional, and certain other employees in administrative and instructional positions are typically exempt.

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

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, and Instructional Technology Specialists

- 1560-1950 hours per year

Counselors, Accommodation Specialists, Counselor/Accommodation Specialists and College Health Nurses

- 1064-1950 hours per year

Instructors

- 1330 hours per year

Custodians

- 1664-2080 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 employment classifications or exemption status to the Human Resources office.

### **3.02 Payroll Procedures**

The Supervisor will explain the payroll process. Payroll resources with instructions are available online at <http://www.witc.edu/staff/hr/etime.htm>.

### **3.03 Increases to Salary and Wages**

The College will review the budget each fiscal year to consider if increases to salaries and wages for employees is feasible. The College will review the financial status of the budget, student enrollments, funding from grants and tax dollars received in determining if any recommendations for a change in salaries and wages will be made. The College does not guarantee that an employee will receive an increase each year. Those employees covered under Union contracts will have any adjustments to base wages decided through the negotiation process which includes Board review and action. The goal of the College is to implement any changes to salaries and wages with the beginning of each fiscal year as monies are available and approval is granted by the Board of Trustees.

## **4 EMPLOYEE CONDUCT**

### **4.01 Employee Performance and Discipline**

The College expects employees to perform at or above satisfactory levels. Should an employee fail to meet the

expectations of the position, management will provide feedback to assist the employee and notify the employee of the consequences of the failure to perform satisfactorily. The notice may be a verbal counseling or warning, a written warning, a final written warning, a Performance Improvement Plan (PIP) depending on the severity and frequency of employee's conduct. Supervisors will coordinate with HR on the documentation process. Please refer to The Connection, HR Forms, to review the checklists or PIP form. An employee is encouraged and expected to seek further clarification from his/her supervisor if he/she has questions regarding job expectations. The action taken by management will be based on facts and not taken in an arbitrary or capricious manner.

*See G-136 and G-142 for related policies and procedures, Oral Warning and Counseling of Performance Deficiency, Written Notice of Performance Deficiency and Final Written Notice of Performance Deficiency forms.*

#### **4.02 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. An employee's attire should be appropriate for his/her position and a supervisor will provide direction and clarification in this regard. An employee should consult his/her supervisor for clarification if there are questions regarding appropriate attire.

#### **4.03 Ethics and Appropriate Conduct**

The successful operation and reputation of the College is built upon the principles of fair dealing and ethical conduct of WITC employees. The reputation of the College 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 the public and taxpayers and the College is 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, to coworkers, and/or to the College, or that might be viewed unfavorably by current or potential students or by the public at large.

An employee's conduct reflects on the College whether on or off duty. 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.

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

#### **4.04 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 and in compliance with Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). If, during 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 College or 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 in violation of this policy are subject to disciplinary action and may also be subject to civil and/or criminal penalties for violations of applicable laws.

*See C-481 and C-481A for related policies and procedures.*

More information on FERPA:

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

More information on HIPAA:

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

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

#### **4.05 Conflicts of Interest**

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

A College employee shall not use his/her position to obtain information, data, salary or other compensation from the College other than for the position for which he/she is employed and shall not use the College's facilities, equipment or supplies or use the prestige or influence of his/her College's position for personal gain.

A College employee 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 his/her 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 a College employee on his/her own time and not directly part of his/her official duties, shall not be in violation 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 provides services, goods, or materials to the College.

A College employee may not use confidential information including employee, student or community information gained in the course of or by reason of his/her public position or official activities other than in the discharge of his/her official duties.

A College employee is not prevented from accepting outside employment or following a pursuit which in no way interferes or conflicts with the full and faithful discharge of his/her duties to the College. Any employee in the discharge of his/her 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 is in violation, appropriate discipline will be taken.

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

#### **4.06 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, computer software 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 may be used only during employment with the College. The College may utilize surveillance systems, including cameras, at all 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 have used College property for unauthorized purposes or 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.*

#### **4.07 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.

#### **4.08 Tobacco-Free Facilities**

WITC recognizes its responsibility to comply with state law and provide a safe and healthy learning environment. Because of this commitment, the use of tobacco in any form and the use of electronic alternative smoking devices is prohibited in all campus facilities, near entryways, and in College vehicles. Each campus may adopt guidelines to implement this policy in compliance with all applicable local and state laws.

*See G-186 for related policy.*

#### **4.09 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 an appropriate mental and physical condition that enables satisfactory work performance and professional goal attainment.

Employees with drug or alcohol problems may be eligible or required to participate in rehabilitation or treatment programs offered through an Employee Assistance Program or the College's health insurance benefit plan, if available.

Violations may lead to disciplinary action. Employees should direct questions or issues related to improper drug or alcohol use in the workplace to supervisors or the College Human Resources office.

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

#### **4.10 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 objective is to minimize 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.

In support of the Collegewide Safety Plan, the responsibilities of each employee include, but are not limited to:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries.
- Reporting and seeking first aid for all injuries, regardless of how minor. Employees are not authorized to transport injured students or other employees to receive medical care.
- Immediately reporting unsafe conditions, equipment, practices or accidents to the Safety Office, your supervisor and the Campus Administrator.
- Using safety equipment provided by the College. While the College strives to maintain an inventory free of natural rubber latex, there is no guarantee that all products purchased for employee/student use do not include natural rubber latex either as a component or from the production process. Employees/students with allergies or reactions to latex must self-report and ensure they are protected against exposure.
- Conscientiously observing all safety rules and regulations.
- Participating in all College safety drills and safety training programs and inservice sessions as directed.

*See G-182, G-199.3, and J-633 for related policies and procedures.*

#### **4.11 Weapons Possession**

WITC prohibits the possession of weapons as allowed under state statute and has posted appropriate signage throughout all WITC buildings. The use, placement, concealment, creation, manufacture, transportation, or possession of weapons and/or anything that can be considered a weapon in WITC owned or occupied buildings, WITC owned or leased vehicles, or at WITC special events is prohibited. Exceptions for weapons possession for faculty and students in certain law enforcement courses are explained in related policy and procedures. Also covered in the policy and procedures are reporting requirements. Violations of the policy could result in termination, expulsion, and/or being banned from the College.

*See C-300 and C-300A for related policies and procedures.*

#### **4.12 Sexual Violence Elimination Commitment**

The College is committed to providing a safe learning and working environment in compliance with federal law, specifically Title IX, Jeanne Clery Act (the Clery Act), as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act.

The College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in related procedures, in any form. Such acts of violence are prohibited by College policy as well as state and federal laws. Individuals who the College determines more likely than not have engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

It is also 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 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-114, G-112, G-113 and G-113A, G-199.4 and G-199.4A for related policies and procedures.*

## **5 STAFF AND STUDENT INFORMATION**

### **5.01 Student Services**

Student Services staff are available to assist students in preparing to enter the program or course of his/her choice to be successful in reaching his/her education and career goals. The following can be accessed through Student Services:

Admissions	GED/HSED Testing
Career Planning and Assessment	Minority Student Services
Counseling	Services to Students with Disabilities
Credit/Non-Credit Registration	Student Success Workshops
Employability Skills	Transitioning
Employment Assistance	Tutoring (course specific)
Financial Aid	

### **5.02 Student Success Center**

Student Success starts with Basic Education classes for adults offering a brush up on basic skills in English, grammar, reading, science, social studies, and math which students need to continue their education or enter the workforce with confidence.

Success Strategies is offered to those students who need to increase their self-confidence and improve their study skills by learning practical tips in memory techniques, note-taking, test-taking, listening skills and much more.

This is also a place for those who need to prepare for the GED test in order to earn their HSED (High School Equivalency Diploma). Course work is self-paced with instructor assistance, and students can enroll anytime during the school term.

### **5.03 Learning Commons**

All WITC students can get help improving their grades and technology skills by visiting the Learning Commons. The Learning Commons is a one-stop shop that connects the Learning Resource Center, Technology Center, and Student

Success Center.

- The Learning Resource Center is the answer place containing books, journals/magazine and audio visual materials.
- The Technology Center offers staffed open computer labs where students can access not only the hardware and software, but also technical expertise.
- The Student Success Center offers academic support services such as free peer tutoring, workshops, and faculty assistance in improving basic skills in reading, writing, and math.
- Hours and contact information for the Learning Commons can be found at <http://www.witc.edu/commons/>.

#### **5.04 Technical (Computer)Support**

For computer related technical support, students and employees can use the Help Desk services which can be reached at Extension 7300 or 1-877-469-9482.

#### **5.05 Intellectual PropertyRights**

The College encourages and supports the creative and intellectual efforts of its faculty and staff. The College has created a policy, applicable to all faculty and staff, which is intended to clarify what constitutes a copyrightable work and the intellectual property rights of the individual and the College.

*See G-191 related policies and procedures*

### **6 OPERATIONS INFORMATION**

#### **6.01 Students' Right of Privacy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to his/her education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students may request to inspect their records from the campus Dean of Students.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing under the Academic Appeals Process.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals employed by the College as researchers, teachers, advisors, counselors, deans, administrative officials responsible for some part of the academic enterprise or one of the supporting activities; support staff and student personnel employed to assist College officials in the management of educational records; a person, company or agency with whom the College has contracted for a service; College committees (including student

- members), a person or company with whom WITC has contracted (such as an auditor, attorney, or collection agent).
- b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. The College may disclose education records to other colleges or universities where the student is dually enrolled, seeks, or intends to enroll in that institution.
  - d. Agencies providing financial assistance to the student, such as employers, Division of Vocational Rehabilitation, and the Veterans Administration.
  - e. Courts or legal officers on the basis of a subpoena.
  - f. Properly authorized educational authorities for the purpose of research, provided that the information is not given in personally identifiable format.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

## **6.02 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 facilities, including its internet facilities, are responsible for maintaining the privacy and security of these facilities, which include electronically stored data and software.

As is the case for other similar College facilities and resources, 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, state, local or international laws are unacceptable. Activities that interfere with the ability of others to complete scheduled work and/or make effective use of work programs are prohibited. Employees may be subject to criminal prosecution if unauthorized information/data is accessed or released or if passwords are disclosed to others to gain unauthorized access to information, or adequate care in maintaining system security or other similar activities is not exercised. 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 misuse such as abusive conduct, 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, state, local or international laws are violated, users will be subject to disciplinary action.

The College policy is not meant to be an exhaustive list of acceptable uses of the WITC Network. 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 insights, express 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 WITC-related topics are discussed, whether or not the employee is at work.

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

*See G-187 and C-103 related policies and procedures*

### **6.03 The Connection**

Employees with access are encouraged to spend time on [The Connection](#) if he/she has access. The Connection is WITC's Office SharePoint Site and provides the WITC community with a place for collaboration within departments, as well as divisionally across campuses. On this site, employees will find policies and procedures, forms, College calendars, and a multitude of other valuable information.

### **6.04 MyWITC Portal**

*MyWITC* is a Website that provides instructors access to most of the information, tools and applications employees need to participate as a member of the College community. *MyWITC* is customized and personalized based on an employee's role at the institution. *MyWITC* is a web-based tool that serves as an entry point or gateway to a wide variety of content and services.

***With MyWITC, Students will be able to do the following and more.....***

- View Demographic Information
- Search Course Catalog
- View Unofficial Transcripts
- View Current Charges Due
- Apply Online
- Register Online!
- View Financial Aid History
- View Grades / Schedules

***With MyWITC, Faculty will be able to do the following and more...***

- View Instructor Class Schedule
- View Class Roster
- Record Final Grades (through PeopleSoft for faculty who do not use Grade Book)
- Access Grade Book
- Find a Class – Search & View
- View Advisee Information
- New/Drop-In Advisees
- Search Course Catalog
- View Certification Status Renewal Info
- Access his/her pay advice
- Update personal data information

To use *MyWITC*, go to <http://www.WITC.edu/myWITC>

The "MyWITC" User ID and password provides access to centrally supported services. The User ID and Password are derived from the following:

User ID = eight digit Employee ID or Student ID

Password = 1st two letters of first name + 1st two letters of last name + last four digits of Social Security number (i.e. - John Smith, Social Security # 355-09-5590 / Password = JOSM5590). Note: The system will require a password change at the first login.

Enter *MyWITC* User ID in the User ID field.

Enter *MyWITC* Password in the Password field.

Click the Sign In Button.

Contact the Help Desk for problems accessing MyWITC.

**(Toll Free) 24/7**

**Phone: 1-877-469-9482 - Off Campus Ext. 7300 - On Campus**

## **6.05 College or Campus Closing**

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 is the instructor's responsibility to notify the Student Services Office, his/her students, and his/her Supervisor as far in advance of the class start time as possible.

Campus closings or class cancellation announcements will be made, usually before 6:00 a.m., on the witc.edu Website, MyWITC portal, campus phone greeting, and e-mail. Students will receive an official email. Public announcements may also be made via radio and TV and other media resources.

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

## **6.06 Emergency Procedures**

Emergency Procedures are posted in every room, including classrooms, at each campus location. Maps are also posted identifying safe areas and escape routes and are specific to each campus location.

## **6.07 Campus Map**

Please see the campus map available on the WITC website, campus maps, at <http://www.witc.edu/witc/camp-loc.htm> for room locations.

## **6.08 School Calendar**

The school calendar indicates regular day/evening, credit course teaching days, in-service days, holidays, and other employment days for the school year and can be found on the WITC website at <http://www.witc.edu/academics/calendars/calendar.htm> or you can import the Academic Calendar and the Holiday and Paydate Calendar into your Outlook Calendar by following the directions provided here <https://theconnection.mywilm.com/trainingmaterials/outlook/Shared%20Documents/Academic,%20Holiday%20and%20Payroll%20Date%20Calendar%20Import.docx>

## **6.09 Classroom Guests**

Persons, other than guest speakers, not enrolled in a class are not eligible to attend classes. The Supervisor may approve special arrangements to accommodate requests for an individual to “shadow” a class or visit the classroom.

## **6.10 Accidents**

Any injury to instructors or students must be reported in writing to the Supervisor as soon as possible, preferably the same day. Use the WITC Accident/Injury Report form, which is available in the Administration area, from the College Health Nurse, or on The Connection. The Supervisor will forward the accident form to Human Resources who will contact the injured employee or student if appropriate.

## **6.11 Food/Beverage**

No open beverage containers, no food, and no cell phone activity will be allowed in the following areas:

- All computer labs
- Science labs
- Learning Commons

In all other classrooms and shops, the consumption of food and beverages and phone use is left to the discretion of the instructor in charge during a specific class period. Instructors choosing to allow the consumption of food and beverages in his/her classroom or shop are responsible to see that the room is cleaned up at the end of the class period. Any points of concern between instructors regarding classroom/lab cleanliness are to be addressed with the appropriate Supervisor.

## **6.12 Housekeeping**

All instructors and students are responsible for reasonable cleanliness and orderliness of their classrooms/labs. It is the instructor’s responsibility to leave the room “status quo” after use.

## **6.13 Supplies**

Supplies such as pencils, paper, etc. are provided for the instructor. If supplies are not in the classroom/office, see Supervisor to obtain these. Supplies are not provided for students.

## **6.14 Budget and Purchasing**

All purchases should be coordinated and approved through the Supervisor.

## **7 COMPLAINT RESOLUTION PROCEDURE**

The College has established a complaint resolution procedure to provide a timely and orderly review of decisions concerning a) workplace safety; b) employee discipline; and c) employee termination in compliance with Wisconsin Statute §66.0509. The College has also established separate complaint procedures to provide review of allegations of unlawful discrimination/harassment/sexual harassment/sexual discrimination/sexual misconduct/sexual violence. See G-113A & J-121A & J-220A. Employees with concerns or issues that do not qualify within the three categories of this formal Complaint Resolution Procedure or the Complaint Procedure unlawful discrimination/harassment/sexual harassment/sexual

discrimination/sexual misconduct/sexual violence are expected to bring such matters to their supervisor, their supervisor's supervisor and/or their division member of President's Cabinet (PC).

Human Resources is available to assist employees and supervisors with resolution of concerns on an informal basis or on a formal basis if the complaint qualifies under this procedure or G-113A & J-121A & J- 220A.

### Definitions

- a) "Workplace Safety": For purposes of this procedure, "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 procedure, "discipline" includes a personnel action taken as a result of violation of rules or policies, misconduct and/or poor performance and that negatively impacts an employee's base pay and/or impacts an employee's employment status provided base pay is negatively affected. "Employee Discipline" does not include verbal notices, verbal discipline, verbal counseling, written counseling, written reprimands, Performance Improvement Plans (PIPs), plans of correction, performance evaluations or reviews, or documentation of employee acts and/or omissions in an employment file, provided base pay is not reduced. "Employee discipline" also does not include, administrative leave (with pay) pending investigation of alleged misconduct or nonperformance, administrative leave (without pay) pending investigation of alleged misconduct or nonperformance if such further discipline is subject to the terms of this complaint procedure, non-disciplinary wage, benefit or salary adjustments, reorganization of work, non-disciplinary demotion, position elimination, layoff, reduction in work time, workforce reductions, changes in assignment or assignment location, loss of employment at the end of a project or limited term assignment.
- c) "Employee Termination": "Termination" means a separation from employment by the College for disciplinary reasons as defined in this policy. "Termination" does not include layoff, furlough, reduction in workforce, failure to meet licensure qualifications, retirement, nonrenewal under Wis. Stat. 118.22 separation as a result of disability, 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.
- d) "Independent Hearing Officer": For purposes of this procedure, the "Independent Hearing Officer" (IHO) shall be designated by Administration. 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.
- e) "Complaint": The written signed complaint shall give a clear and concise statement of the alleged complaint personally affecting the complainant, including the facts upon which the complaint is based, the issue involved, the specific policies alleged to have been violated, if any, and the relief sought as well as the employee's personal email address and the acknowledgment that the College may email a reply to the employee's email address and that will constitute receipt by the employee.
- f) "Complainant": means any full-time, part-time, project or limited term employee, on the payroll of the College who has a personal complaint as defined in this policy. At the discretion of the Vice President, Human Resources and Risk Management, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any step in the proceeding.

### Costs

The IHO 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.

### Time Limits

The term “days” as used in this procedure 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 to the Board of Trustees

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

### Use of Designee

The College official named in any part of this policy may designate another party to fulfill the required role or responsibility, except members of the Board of Trustees (Board).

## **7.01 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. Upon receipt of the complaint, the Vice President, Human Resources and Risk Management or President’s designee shall determine whether this procedure applies. The Vice President, Human Resources and Risk Management or designee shall find that this procedure does not apply upon determining any of the following:

- a) That even if the complainant’s allegations or issues are true, the complainant does not involve a safety issue as defined in this procedure.
- b) That the alleged conduct did not occur on College-owned, College-leased or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c) That the complainant is not an employee as defined in this procedure.
- d) That the complainant was not the party involved with the issue, activity or action set forth in the complaint.

This list is not exclusive, and other situations may result in the Vice President, Human Resources and Risk Management or designee determining that the procedure does not apply.

If the Vice President, Human Resources and Risk Management or designee determines that this complaint is covered by the procedure, an Incident Report, completed by the employee, with assistance from his/her supervisor is necessary, outlining the facts of the complaint and a proposed remedy/resolution, as specified in this procedure, shall be signed by all concerned parties and submitted to the College or Campus Safety Committee, depending on the nature of the complaint, 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 College or 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 College or 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 and President’s Cabinet.

Step 3: The employee may appeal the findings and conclusions of the College or Campus Safety Committee and request the appointment of an IHO by submitting a written complaint to the Vice President, Human Resources and Risk Management within 7 days after receipt of the Safety Committee's report. No new complaint information may be submitted following the issuance of this report.

If filed within the prescribed time requirements, the Step 3 hearing by the IHO 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 Safety Committee, 2) Denying the conclusions of the Safety Committee, 3) Modifying the conclusions of the 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. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

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

**Level of Review:** The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider 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 considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will issue its written decision based solely on the record established in the Step 3 proceeding within sixty (60) days from receipt of the appeal. The Board decision is final.

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

Step 1: A written complaint as specified in this procedure shall be submitted to Human Resources within 7 days after the discipline was imposed or termination became effective.

Upon receipt of the complaint, the Vice President, Human Resources and Risk Management or President's designee shall determine whether this procedure applies. The Vice President, Human Resources and Risk Management or designee shall find that this procedure does not apply upon determining any of the following:

- a) That even if the complainant's allegations or issues are true, the complainant does not involve discipline or termination as defined in this procedure.
- b) That the alleged conduct did not occur on College-owned, College-leased or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c) That the complainant is not an employee as defined in this procedure.
- d) That the complainant was not the party harmed by the activity or action set forth in the complaint.
- e) That the complaint is not timely.

This list is not exclusive, and other situations may result in the Vice President, Human Resources and Risk Management or designee determining that the procedure does not apply.

Upon finding that the complaint is valid, the Vice President, Human Resources and Risk Management or designee 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. If necessary, the supervisor may review documents, policies and witness statements as appropriate. Although not required, the supervisor at his/her discretion may conduct an informal hearing of the complaint. Such review shall be conducted in coordination with Human Resources. Copies of the investigating supervisor's final report shall be provided to the complainant employee and this 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 Vice President, Human Resources and Risk Management, to request a Step 2 hearing before an IHO within 7 days after receipt of the Step 1 report or as soon as is administratively possible.

The IHO will meet with the parties' representatives to determine the hearing parameters. The IHO will assist the parties in identifying areas of agreement and areas of dispute. The IHO will hear the parties' respective arguments. The hearing may be informal if agreed to by all parties and the IHO, however depending on the issue, the IHO may require a formal hearing, sworn witness statements and require briefs. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. No new complaint information may be submitted following the issuance of the supervisor's report in Step 1.

If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. In the event the complainant employee wishes to have College employees testify or participate in the hearing preparation or hearing on his/her behalf, these employees must utilize personal leave or vacation for such time. Within 30 days from the conclusion of the hearing, unless more time is requested, the IHO shall render a written decision indicating the reasons for one of two decisions: 1) Sustaining the discipline/termination, or 2) Denying the discipline/termination. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

Step 3: The College or employee may appeal the written decision of the IHO to the Board by filing a request within 7 days of receipt of the written decision of the IHO.

Level of Review: The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider 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 IHO make an error of fact which makes his/her decision invalid?

After considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will attempt to issue its written decision based solely on the record established in the Step 3 proceeding within sixty (60) days from receipt of the appeal. The Board decision is final.

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

1. The scope of a complaint that is subject to any other policy, ordinance, or statute for formal or informal investigation or dispute resolution procedures may not be brought forth under this Complaint Resolution Procedure.
2. All procedures and hearings shall be closed session except where, in the event of a matter relating to discipline, the complainant specifically requests that any hearing before the Board be held in open session.
3. All participants in all proceedings under this procedure will observe confidentiality to the extent reasonably possible. However, appropriate College officials may be provided relevant information. The College may also use any information obtained in the proceedings to defend itself against any claims, complaints or allegations brought against it or as may be required by law.
4. Consistent with this procedure, the employee may utilize one designated representative at their own expense to assist in processing the complaint at any step. The designated representative shall be identified to the College at least three (3) days in advance of any proceeding under this procedure. The College reserves the right, at any stage of the proceeding, to reasonably specify who may be present.
5. At each stage of the appeal process the appealing party must state the reason(s) why the appealing party disagrees with the action or decision. The written complaint will only be processed if all of the required information is provided by the complainant. The written complaint may not be amended following the decision at Step 1.
6. The authority to interpret this procedure rests with the Vice President, Human Resources and Risk Management.

Questions regarding this procedure should be directed to Human Resources.

*See G-125A for related procedure.*

### **8 HANDBOOK QUESTIONS**

If an employee has a question relative to this Handbook, he/she should discuss it with his/her supervisor or contact a Human Resources team member. Information is also available through The Connection under Policies and Procedures and the Human Resources site. General questions can be posted on AskHR under the Human Resources site that would then be available Collegewide. Individual questions can also be sent to the general email box for Human Resources at [humanresources@witc.edu](mailto:humanresources@witc.edu).



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Wisconsin Indianhead Technical College  
**GENERAL EMPLOYEE HANDBOOK FOR  
PART TIME INSTRUCTIONAL STAFF**

Continuing Education (Non-Credit) Instructors

Appendix One

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CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS  
Appendix One

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## **A. INSTRUCTOR INFORMATION**

An instructor is responsible for the preparation of classroom materials, tests, grading procedures, etc. The following items are included in the instructor's responsibilities.

### **A.1 Teacher Packets**

Instructors will be provided with a teacher packet for each class taught. Documents will include class roster, attendance sheet, e-timesheet, Right To Know brochures and statement, instructor evaluation and participant evaluations, AV/Smart Room directions, instructor checklist, accessing MYWITC directions, emergency procedures document, internet use forms (if appropriate) accident/injury report, incident form, and other class specific documents, if needed.

### **A.2 Curriculum and Syllabus**

The Supervisor will provide a course outcome summary to the instructor for each course that he/she is assigned to teach. The instructor is responsible to develop and update the syllabus and outline for each course he/she is assigned to teach.

### **A.3 Grading Procedures**

Attendance sheets are submitted to the appropriate Continuing Education support staff or supervisor to be entered. Grades in most Continuing Education non-credit classes are on a "Satisfactory" or "Unsatisfactory" basis. Teachers must also include the number of hours each student attended the class.

### **A.4 Instructional Evaluation**

There are two participant evaluations that WITC uses which measure the instructor, course content, design and equipment; how students heard about the class, what they liked about the class, what improvements they would like to see, and suggestions for future courses/training. Paper copies are included in the teacher packets or students can use the new online evaluation (a link is provided to the student).

### **A.5 Adjunct Pay Plan (Non-Credit)**

1. As part of continuous improvement, WITC uses benchmark data, information regarding programming growth and trends, as well as budget to determine the most efficient and effective use of allocated resources. Based on analysis of information, a pay plan has been established with the following range of hourly wages as determined by instructional area, instructor certification requirements, and aid code of the classes.

Minimum: \$24.00 per hour

Mid-Point: \$34.00 per hour

Maximum: \$44.00+ per hour

**Minimum Range:** Aid Code 60 course instruction, curriculum development for aid code 42, 47 and 60 courses, substitution for aid code 42, 47 and 60 courses, and attending training/conferences/in-services

**Mid-Range:** Aid Code 42 and 47 instruction, excluding Emergency Services instruction, 38.14 contracts and Motorcycle Safety Training. Motorcycle Safety instruction has current pay rate of \$38.00 per hour, as per guidelines by Department of Transportation and WTCS.

**Maximum Range:** Aid Code 47-Emergency Services instruction, Professional Development Seminars instruction (aidable category 47 under 38.24 guidelines), and instruction in courses that require the employment of personnel of other agencies, such as governmental agencies, educational systems, or the private sector where the salaries for these individuals have been established by their employers or other certifying agencies

The hourly rate incorporates time for preparation and setup/takedown of equipment. No additional wages will be paid for these activities.

*See G-214 & G-214A Salary Rates for Special Designated Instructional Staff and G-213 & 213A Honorarium/Speaker Fees*

2. **Incentive Pay:** The College wishes to encourage and incent instructors in non-aidable (aid code 60) program courses that exceed recruitment goals. To earn incentive pay, an instructor must be active in the recruitment process of students for the specified class and meet enrollment goals established with supervisor prior to the start of the class.

The instructional program manager determines incentive pay based on the programming goals of the College and the instructor's recruitment efforts in specified classes. The instructor/community supervisor must complete one or more of the following activities and inform supervisor prior to initiating:

- Distribute WITC approved poster or fliers in community where class is being held
- Email contacts with WITC approved flier
- Post link to approved flier on instructor's personal Facebook, Linked In, or Twitter page
- Attend community events to promote upcoming class
- Other marketing activity pre-approved by instructor's supervisor

Incentive pay is subject to budget approval and the discretion of the Continuing Education Deans, Associate Deans, Teaching Specialists, or Outreach Center Managers and the following enrollment parameters:

Incentive:

- 3-6 students enrolled \$24 per hour
- 7-9 students enrolled \$26 per hour
- 10-12 students enrolled \$28 per hour
- 13-16 students enrolled \$30 per hour
- 17+ students enrolled \$32 per hour

Classes that have enrollment capacities due to equipment, facility, or safety requirements will be assessed on an individual basis. Incentive pay will be calculated on a percentage basis of capacity for the class per the following:

- 20 percent capacity =\$24
- 40 percent capacity= \$26
- 60 percent capacity= \$28
- 80 percent capacity = \$30
- 100 percent capacity = \$32

**3. Teaching Assistant/Aides**

- Minimum: \$15.13
- Midpoint: \$15.69
- Maximum: \$16.30

(Hourly rate based on 2015-2016 Technical & Support personnel salary table)

**Minimum Range:** Aid Code 60 courses.

**Mid-Range:** Aid Code 42 and 47 courses, excluding 38.14 contracts and Motorcycle Safety Training

**Maximum Range:** Aid Code 47-Emergency Services courses, Professional Development Seminars courses (aidable category 47 under 38.24 guidelines), and courses that require the employment of personnel of other agencies, such as governmental agencies, educational systems, or the private sector where the salaries for these individuals have been established by their employers or other certifying agencies

“Teaching Assistant Task Listing” can be found at:

<https://theconnection.mywilm.com/AdminServices/HR/Position%20Descriptions/Forms/>

#### 4. Definitions

**Aid Code:**

The first two-digits of the eight digit course number indicates the aid code of a course. Continuing education primarily uses three aid codes: 42, 47 and 60. Each aid code has a specific definition, identifying the type of course:

**Aid Code 42 General Adult:** Applies to educational offerings which contribute to basic education, citizenship and community safety for the general public.

**Aid Code 47 Occupational Adult:** Applies to educational offerings with a definite vocational/technical objective which are designed to either provide future employment or upgrade individuals in their present occupations.

**Aid Code 60 Adult Avocational:** Applies to educational offerings that are leisure-time self- enrichment activities including arts, crafts, games, hobbies, sport, recreation, foreign language conversation.

**Emergency Services Instruction:**

Includes all aid code 47 classes in the instructional areas of 503, 504, and 531

**38.14 Contracting:**

WITC seeks to develop contractual relationships for the delivery of services to private business and governmental entities, when such relationships meet the provisions of and Wisconsin Statute §38.14(3) and subsequent revisions thereto of the Wisconsin Statutes, and help WITC enhance its mission, improve its ability to provide quality educational services, or reduce the burden on district taxpayers. Specifically, WITC will:

- Contract with private, business and public organizations within the district boundaries for the delivery of instruction or services tailored to meet a unique need
- Contract for the sale of curriculum development and staff services to private businesses operating in Wisconsin and to educational organizations in the United States
- Offer for sale to outside entities existing materials from the WITC curriculum resource collection.
- Contract with businesses operating in the state of Wisconsin which provide curriculum development and staff services to foreign countries only under the provisions of the Wisconsin Statutes as cited above.

**38.24 Professional Development Seminar:**

Wisconsin statute §38.24(1s)(b) authorizes district boards to establish and charge a fee for certain short-term (24 hours or less) vocational adult professional development courses, also called 38.24 Professional Development Seminars/Workshops. The Board approves the charging of this fee up to

full cost and delegates to Administration to review and approve annually the courses that would be assessed the additional fee .

#### **A.6 Safety and Emergencies**

1. *Emergency* - Procedures as well as maps of the quickest exit routes are posted in all rooms at all WITC locations.
2. *Building, Laboratory, and Shop Safety* - Specific safety procedures required will be posted at each location. Instructors must discuss safety procedures in labs with their students at the beginning of a course.
3. The instructor is responsible to handle health emergencies that occur during evening/weekend hours when he/she is on campus and/or in class. The instructor is also responsible to inform his/her Supervisor in order to complete appropriate paperwork promptly.

#### **A.7 Duplication Services**

Duplication services are available at the WITC campuses. Please contact the Continuing Education Office for details. A minimum of three (3) days' notice is required to process requests for duplication services. If handouts need to be mailed, the instructor must allow for extra time to process his/her request.

#### **A.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 specific requirements of College policies.

*See G-152, G-152A, G-152.2, G-185, G-185A, G-259.3 related policies and procedures*

#### **A.9 Cancellation/Make-up of Classes**

If an emergency such as sickness or accident brings about a cancellation or other course-altering situation, it is the instructor's responsibility to inform students, the College, and his/her Supervisor as soon as possible. Building hours vary by campus. See the Supervisor for information regarding building hours.

It is extremely important that if an instructor teaching a class outside of regular hours have plans for emergency notification. Again, it is the **instructor's responsibility** to make arrangements for notification to students and to WITC.

#### **A.10 Instructor Checklist**

Prior to class:

- Prep or review materials that will be covered in class; prep or update handouts or other resources
- Forward any handouts to appropriate WITC staff member for duplication (at least three days prior to the date needed)
- Confirm class enrollment, room number, when/where to pick up instructor packet and roster, and other details with appropriate WITC staff member
- Carefully review all materials in the instructor packet
- Obtain computer log-in user and password information, if class is on campus and a computer and/or computer lab is used for the class

At beginning of first class session:

- The instructor should introduce himself/herself, provide location details if appropriate (non-smoking facility, emergency evacuation procedures, location of restrooms, vending machines, etc.), review course objectives/goals
- Take attendance and be sure all students in class are on the class roster
- Students not on roster need to register and pay before they can attend class. Depending on location, they can: a) complete registration form found in instructor packet and provide payment to instructor, or b) go to student services desk on campus to register
- Distribute “Right to Know” brochures and any required forms (such as Internet Use or Acknowledgement of Risk, if provided) to all students
- Read “Right to Know” statement found in instructor packet (WITC is committed to offering...)
- Discuss class cancellations due to instructor illness, emergency or weather
- If copies are included in instructor packet, distribute and ask students to complete pre-class survey (survey says “Thank for you attending class!” and has step 1 and step 2)
- Collect surveys and leave in instructor packet

Ongoing class session/end of class:

- Take attendance at each class session
- At end of last class, distribute participant evaluation if provided in the instructor packet
- Collect evaluations and leave in instructor packet

After last class:

- Complete Instructor’s Evaluation
- Complete Attendance Sheet
- Complete and sign timesheet (must be fully completed and returned before payroll can be processed)
- Return teacher packet, including class survey forms, class evaluation forms, instructor evaluation, attendance form, timesheet, and any other forms to appropriate WITC staff member

## **B. REGISTRATION INFORMATION: NON-CREDIT CLASSES**

### **B.1 Class Registration Methods**

Students may register for Continuing Education courses utilizing the following:

- **By Web** – Use WITC’s Class Finder to search for classes. Once you find a course, “click here to add this course to your registration form” text found at the top of the Course information page. Click either “select another course”, “view selected courses” or “process your registration”.
- **By Mail** – Complete and mail the registration form with your check, money order or credit card information.
- **By Phone** – Contact Student Services to enroll by phone if you use a credit card.
- **By Fax** – Fax your completed registration form and credit card information to the campus of your choice.
- **In Person** – Visit Student Services at a campus near you.

### **B.2 Rosters**

Class rosters are provided to the instructor in his/her “Teacher Packet.” The attendance sheet provided in the teacher packet should match the course roster. Anyone who is not on the class roster should contact Student Services to register for the class.



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Credit Instructors

Appendix Two

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## **A. COMMUNICATION**

### **A.1 Telephone: OnCampus**

All incoming calls come through the main switchboard and an automated attendant greets the caller. The caller is prompted to enter a 4-digit extension number or dial "0" for the receptionist. The Supervisor will contact the instructor with his/her specific phone extension number, a quick guide to the features on your phone, voicemail instructions, and WITC telephone directories. Please be sure to give your 4-digit extension number to people who contact you frequently (extension numbers are also printed on business cards). The College Administrative Office as well as the other campuses may be contacted by calling the local number or our toll free 800 number and using the 4-digit extension. To dial out, you must first dial "8" and then the number. In case of an emergency, dial "911" from any phone. PLEASE NOTE: personal calls, either long distance or extended community calling, must be charged to your home number.

### **A.2 Computer**

Part-time faculty may have access to a college provided computer. Please check with the Supervisor or Learning Resource Center (LRC) for checkout.

## **B. INSTRUCTOR SUPPORTSERVICES**

As an instructor for WITC, the following support services are available to you.

### **B.1 Business Cards**

Business cards, if appropriate, will be approved by the Supervisor.

### **B.2 Clerical Services**

Instructors may request work-related typing, collating, printing, and other clerical tasks. Please contact the Supervisor for help with scheduling this service.

Note: A duplication services request may be denied if there is a question/concern regarding copyright law violation.

### **B.3 Department Services**

Each instructional area is managed by an Academic Dean and/or Divisional Dean with oversight provided by a Divisional Dean. Part-time instructors report to the Dean of his/her department for direction, information, and assistance concerning certification, curriculum, course outcome summaries, instructor and course evaluation, etc.

Daily Schedule: Class schedules will be provided to instructors by Supervisors.

Building/Classroom Access: Instructors may be issued keys to allow him/her to gain access to their office and classrooms. This process differs by campus. See the Supervisor for more information.

Instructor Offices/Mailboxes/Parking: An office and mailbox will be assigned to those instructors needing them. Location of staff and student parking and visitor parking lots are shown on the campus map.

## **B.4 Safety and Emergencies**

1. *Emergency* - Procedures as well as maps of the quickest exit routes are posted in all rooms at all WITC locations.
2. *Building, Laboratory, and Shop Safety* - Specific safety procedures required will be posted at each location. Instructors must discuss safety procedures in labs with their students at the beginning of a course.
3. The instructor is responsible to handle health emergencies that occur during evening/weekend hours when he/she is on campus and/or in class. The instructor is also responsible to inform his/her Supervisor in order to complete appropriate paperwork promptly.

*See G-182, G-199.3, and J-633 for related policies and procedures.*

## **C. INSTRUCTOR INFORMATION**

An instructor is responsible for the preparation of classroom materials, tests, grading procedures, etc. The following items are included in the instructor's responsibilities.

### **C.1 Professional Development**

Faculty development is encouraged and supported to the extent possible within our budget. Faculty development includes meeting Faculty Quality Assurance System (FQAS) competencies.

The FQAS process at WITC begins shortly after the instructor is hired. The instructor will be sent forms from the Human Resources (HR) Department requesting permission for the College to obtain official transcripts and verify previous work experience as required by the Wisconsin Technical College System (WTCS). This process is used to ensure that faculty have the appropriate education and prior work experience to support the course(s) he/she is assigned to teach.

Under FQAS, part-time instructors are required to complete FQAS competencies in the following content areas within five years of the date of employment:

- Course Design
- Teaching Methods & Technology
- Behavior Management
- Assessment
- Student Success
- Data & Evidence Analysis
- Embracing Diversity

Opportunities to complete FQAS requirements are offered each semester through the Wisconsin Technical College System (WTCS) and WITC and information is provided via email when opportunities are scheduled. Please talk to your Supervisor about development opportunities that may be appropriate.

More information about FQAS can be found at <http://mywtcs.wtcsystem.edu/student-success/faculty-quality-assurance-system>, on The Connection at <https://theconnection.mywilm.com/HR/HRProfDevCertCredPerfMgmt/Faculty%20Quality%20Assurance/Forms/AllItems.aspx> or by contacting Human Resources at 1.800.243.9482 or [humanresources@witc.edu](mailto:humanresources@witc.edu). Supervisors can also answer questions regarding FQAS.

## **C.2 Advisory Committees**

All approved occupational programs offered at WITC have an advisory committee. Advisory committee members provide the occupational experience needed to guide WITC in selecting and purchasing up-to-date equipment and course materials. They also offer recommendations to improve instructional methods and develop technical guidance programs.

Each program advisory committee meets at least once per year. Ideally a minimum of two meetings per year are held. A program that is involved in curriculum changes, equipment purchases, and new facilities may require more meetings.

A tentative schedule of meetings for the school year is developed for each advisory committee by October 1 every year. Each committee sets agendas and records minutes of committee recommendations and the responses to those recommendations.

## **C.3 Curriculum and Syllabus**

The Supervisor will provide a course outcome summary to the instructor for each course that he/she is assigned to teach. The instructor is responsible to develop and update the syllabus and outline for each course he/she is assigned to teach.

## **C.4 Office Hours**

Appropriate office hours (when an instructor is available to students) may be assigned to the instructor. These hours will be posted and scheduled for both student and instructor convenience. Questions regarding office hours should be directed to the Supervisor.

## **C.5 Grading Procedures**

Grading records can be kept electronically or in hard copy. Within seven calendar days following the conclusion of the class, (or alternative date set by WITC) faculty are expected to enter their own grades into *MyWITC*. Grade entry training is available from the Campus Manager of Enrollment Services. All students at WITC will receive alphabetical grades for credit courses. In addition, instructors may be asked to provide mid-term grade advising at mid-semester. Grading standards are listed in the on-line Student Handbook <http://www.witc.edu/academics/stuhndbk> and each instructor is to evaluate a student's work using that scale.

## **C.6 Grading Software**

WITC has several options for electronic grading. Please discuss the options with the Supervisor.

## **C.7 Employee Performance Process for Faculty**

The purpose of the WITC employee performance process is to support and encourage dialogue between employees and their supervisors on job performance, individual, department, and College goals, and personal growth that will support attainment of those goals. You can find out more about instructional evaluation by visiting with the Supervisor or on The Connection at <https://theconnection.mywilm.com/HR/HR%20Forms/Employee%20Performance%20Process%20for%20Faculty%201107.doc>

## **C.8 Adjunct Instructor Pay (Credit)**

The hourly rate of pay for adjunct instructors teaching credit coursework is established by Human Resources at the time of hire. The hourly rate is based on educational degree, occupational experience related to the area being taught, military experience (if any), and prior teaching experience (if any). Questions regarding adjunct credit instructor pay should be directed to Human Resources at [humanresources@witc.edu](mailto:humanresources@witc.edu).

## **C.9 College Business Travel**

The College will reimburse employees for expenses incurred while on approved College business. Reimbursement for such expenses shall be made in accordance with specific requirements of College policies.

*See G-152, G-152A, G-252.2, G-185, G-185A, G-259.3 related policies and procedures*

## **C.10 Course Field Trips**

It is sometimes advantageous to take students on field trips to demonstrate course objectives. An instructor must obtain the Supervisor's approval, make the arrangements for the trip, and give notice to the students' other instructors of the date and time of the field trip and who will be attending. Instructors should discuss reimbursement for expenses prior to the field trip. Receipts, etc. will be required as per College travel policy.

*See G-152, G-152A related policies and procedures*

## **C.11 Cancellation/Make-Up of Classes**

If an emergency such as sickness or accident brings about a cancellation or other course-altering situation, it is the instructor's responsibility to inform students, the College, and the Supervisor as soon as possible. Building hours vary by campus. See the Supervisor for information regarding building hours.

It is extremely important that if an instructor is teaching a class outside of these hours, the instructor and the Supervisor have plans for emergency notification. Again, it is the **instructor's responsibility** to make arrangements for notification to students and to WITC.

## **C.12 Substitute Teachers**

If you are going to miss a class and know this in advance, your Supervisor may be able to help arrange for a substitute. Please prepare materials and send to the substitute as soon as possible.

## **D. REGISTRATION INFORMATION: CREDIT CLASSES**

### **D.1 Credit for Prior Learning**

WITC recognizes the individual differences among students enrolling in its technical programs and acknowledges that students enter programs with a variety of individual educational and occupational experiences. WITC will award credit for prior learning, to recognize the value of these educational and occupational experiences, based on the experience and/or current competencies of the student. WITC provides maximum recognition for work completed through nationally or regionally accredited postsecondary institutions of other education, training or work experiences pertinent to the student's new educational programming and WITC's graduation requirements. Students must be admitted to a program plan before credit is awarded. WITC aligns with WTCS policies.

See I-400 and I-400A, G-122 and G-122A for related policies and procedures.

## **D.2 Transfer of Credit**

WITC may award transfer of credits (there is no fee for transferring credits) from other regionally accredited institutions of higher education. Students seeking credit for prior learning should check with the Student Services office for the procedure to follow. Official transcripts must be on file from all schools involved. Transfer credits are recorded as credits only and are not included in determining grade point averages. Credit may be granted to students transferring from other technical colleges, colleges, and universities, provided that:

- The course is identified on an official college transcript
- The course being transferred is equivalent in content and meets or exceeds the credit value of the WITC course
- The credits accepted as transfer do not exceed WITC's credit value assigned to the course
- The course is directly applicable to the degree or diploma program being pursued
- A grade of "C" or above was earned in the course

## **D.3 Pretesting**

If a prerequisite skill is required before enrollment into a course, the instructor is responsible for providing a "testing" tool. Your Supervisor will provide you with testing tools already developed.

## **D.4 Challenge Exams**

Students may have already acquired the knowledge and skills that are actually the intended outcomes of a particular course. For these individuals, WITC offers challenge exams. A student is considered proficient in a given area when she/he has achieved a high level of competency in a specific skill or field of knowledge. A minimum "C" grade mastery level at 80% is required to pass most exams. Successful completion of such exams results in the granting of credit for the course. Exam information is as follows:

- A nonrefundable fee of \$20 per credit must be paid prior to taking any exam.
- No letter grade is assigned; CR (credit) is recorded on academic transcripts.
- Credits obtained through challenge exams are not included in the student's overall grade point average.
- Credits earned through challenge exams are not included in the active credits for the term and, therefore, cannot be used when determining financial aid eligibility or enrollment status.

Please note: Challenge exams may be taken only during the first week of the term or first 5% of class hours for courses in which the student is currently enrolled. If the student is successful, the student must request a withdrawal from the class. The withdrawal date and tuition refund amount will be based on the exam date. Full refunds (100%) will be given when withdrawal results from passing the challenge exam. It is the student's responsibility to drop their current enrollment to receive this refund. Remember that successful completion of a test-out (and the subsequent refund of tuition) could affect the student's financial aid status if the student drops from full-time to three-quarter or half-time after subtracting the test-out credits.

- Exams may be taken at any time the student is not enrolled in the course.
- Students may retest for the same exam after one year from the date of the first attempt.
- Students are ineligible to test for a course for which they have previously earned a failing grade.

A list of current challenge exams is available on the College Web site: <http://www.witc.edu>. Please be aware that WITC is not required to have challenge exams for all courses.

## D.5 Course Registration

The following elements of registration must be completed before a student is considered to be officially enrolled:

1. Application for Admission: Many students will have already filled out an application for admission through our Student Services Office. If a student comes into class and has not yet completed this form, the instructor should send the student to the office of Student Services.
2. On-Line Registration Forms: Each student must register for classes on-line. Students may obtain registration help at the Student Services Office. Course rosters (available to instructors at *MyWITC*) will contain information regarding course name, course number, and fees.
3. Drop/Add Forms: Students wishing to drop or add courses may do so on-line. If a student needs assistance with this process, they may seek help at the Student Services Office.
4. Student Enrollment Status: A student is considered a full-time student if he/she is taking 12 or more credits each semester. Three-quarter time enrollment is 9-11 credits per semester. Half-time enrollment is 6-8 credits per semester.

## D.6 Student ID Cards

Student ID cards are available at the Learning Resource Center (LRC).

## D.7 Textbooks for Courses

The instructor may be responsible for selecting the textbooks for each course he/she is teaching and is responsible for getting this information to the Campus Bookstore Technician. The technician orders all required textbooks. The text/supply order must be placed the semester before the course is offered. The instructor is responsible for ordering their own instructor copy of each textbook.

Instructors should give the students the necessary information concerning required or suggested textbooks for each of their classes prior to or within the first week of class. Students may purchase all *required* textbooks (new, used, or rental) at the Bookstore. Questions regarding textbooks should be directed to the Supervisor.

## D.8 Rosters

Student Services will print class rosters and have them in the instructor's mailbox by the first day of classes. Within 24 hours of the first class meeting, the instructor must return a confirmed/signed class roster for any UGRAD credit course offering, ITV, or WEB (if interactive) to Student Services. Student Services will again print and distribute updated rosters 7 calendar days after the start of the term. The instructor must indicate any changes or additions on this second roster and return to Student Services within 24 hours. Class rosters are available at any time through *MyWITC* or by contacting Student Services. Please Note: A student must be registered if they are attending class. This is a liability issue—the instructor is liable if the student is not registered.



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Staff Directory

Appendix Three

## WITC Staff Directory

NAME/POSITION	EXT.	EMAIL
<b>ADMINISTRATION</b>		
John Will WITC President	2227	John.Will@witc.edu
Steve Bitzer Vice President, Student Affairs Campus Administrator – Ashland	3149	Steve.Bitzer@witc.edu
Bonny Copenhaver Vice President, Academic Affairs Campus Administrator - Superior	6214	Bonny.Copenhaver@witc.edu
Steve Decker Vice President, Business & Technology Services/Chief Financial Officer-- Shell Lake	2234	Steve.Decker@witc.edu
Craig Fowler Vice President, Continuing Education/Executive Director, Foundation Campus Administrator – Rice Lake	5201	Craig.Fowler@witc.edu
Susan Yohnk-Lockwood Vice President, Institutional Effectiveness Campus Administrator – New Richmond	4252	Susan.lockwood@witc.edu
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Kim Olson Executive Assistant to the President and Board – Shell Lake	2279	Kim.Olson@witc.edu
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**Handbook Receipt and Acknowledgment – FY17**

I have received a copy of the Handbook via The Connection.

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, color, religion, sex, national origin, age, disability, or status in any group protected by state or local 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.

\_\_\_\_\_  
Name of Employee  
(please print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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