

Frank Phillips College

Employee Handbook

2007-2008

Frank Phillips College

Borger, Texas

Frank Phillips College is an equal opportunity education institution and employer. Its students and employees are selected and/or assigned without regard to age, race, color, creed, sex, national origin, or disability, consistent with Titles VI and VII of the Civil Rights Act of 1964, and Title IX of the Higher Education Act amended in 1972, and Section 504 of the Rehabilitation Act of 1973. The compliance coordinator for Title IX and Section 504 is the Dean of Business Affairs.

8-07

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Frank Phillips College 2007-2008 Goals and Mission

Mission Statement: Frank Phillips College is a comprehensive two-year, community-based educational organization committed to providing high-quality learning experiences and services.

1. Research external funding opportunities and coordinate grant and donor solicitation.
2. Facilitate dialog regarding branch campus in Dalhart, Texas.
3. Fully utilize CAMS and maximize technology efficiencies.
4. Increase contact hour and headcount growth.
5. Begin Southern Association of Colleges and Schools (SACS) accreditation self-study process to be completed in 2010. Complete Foundations of Excellence (FOE) self-study for implementation of Quality Enhancement Plan (QEP).

Frank Phillips College
Planning Timeline
2007-2008

January

- Board considers (re) employment of College President

February

- President considers employment status for the Vice Presidents of the College

March

- President considers employment status of Deans and Directors

April

- President considers employment status of all Faculty and Coordinators
- All college areas develop goals for the following academic year
- All college areas develop budget requests based on the Mission Statement

May

- Board election in even-numbered years
- Board officers elected at next regular meeting after election
- President presents annual report to Board of Regents
- Program Directors and Deans review and compile program/division budget requests

June

- Administrative Council prepares next year's College Goals for presentation to the Board of Regents
- Administrative Council determines budgetary priorities for following academic year

July

- Annual Board of Regents Retreat and review of institutional goals as presented by college faculty, administration and staff. Board of Regents opportunity for input to expand/modify or establish additional college goals.

August

- Board of Regents evaluates college mission and approves college goals
- Board Approves college goals
- Board approves college budget
- Board approves the college mission statement

September-October

- Board approves college objectives/strategies
- All College areas develop unit plans based on college goals

November-December

- Board approves the annual audit
- Board reviews and updates the three-year Master Plan

Recognition

Frank Phillips College is approved and accredited by the Texas Education Agency, The Association of Texas Colleges and Universities and the Commission on Colleges of Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-451) to award Associate degrees.

Employee Handbook

This handbook is used as guideline. This handbook is not intended to imply any contract or contractual rights (See also, Board Policy Manual DDC).

Personnel Policies

- I. Holidays and Vacations
 - A. Holidays and vacations for faculty-staff personnel are determined by the college administrative officers in accordance with the annual contract period.
 - B. To be paid for the holiday staff employees must work following the holiday.
 - C. Refer to Board Policy Manual.
- II. Insurance benefits. Commensurate with institutionally adopted practice. See Benefits Coordinator.
- III. Payroll deduction available. See Benefits Coordinator.
- IV. Tax-sheltered annuities. These may be purchased through insurance companies and deducted from full-time employee's gross pay through payroll deduction. See Benefits Coordinator for list of approved companies.
- V. Teacher Retirement System of Texas (See also, Board Policy Manual DF). All full-time employees are members of the Teacher Retirement System of Texas. The employee contributes a percentage of monthly compensation through payroll deduction to the TRS and the State contributes a percentage of monthly compensation to the TRS.
- VI. Optional Retirement Program. Commensurate with institutionally adopted practice. See Benefits Coordinator.
- VII. Social Security. Full-time college employees are not covered by Social Security.
- VIII. Credit Union. All full-time employees are eligible for membership in the H & H School Employees Federal Credit Union, which is located in Stinnett. Loan payments and savings may be made through payroll deduction.
- IX. Tuition Policy (See also, Board Policy Manual DEB-LOCAL).
 - A. Eligibility. Employees who work full time and their immediate family--husband, wife, or dependent children--are eligible for free tuition at Frank Phillips College.
 - B. Allowable tuition-free classes. All college credit classes and Adult Continuing Education classes are tuition free. Lab fees and other required fees must be paid by the employee.
 - C. The employee or member of the employee's family should report to the Dean of Student Services Office for a scholarship letter.
- X. FPC 401(K) Plan available. See Benefits Coordinator.

- XI. Alcohol and Drug Policy (See also, Board Policy Manual DO(E)LOCAL)
- A. In compliance with Section-1213 of the Higher Education Act of 1965 and amended in 1989, Frank Phillips College is committed to the elimination of alcohol abuse and illicit drug use. Compliance with this policy is required of all employees of Frank Phillips College.
 - B. Legal sanctions. Violations render all guilty members of the college community subject to immediate dismissal and or removal from that individual's current status at Frank Phillips College, making them subject to off-campus authorities and the possibility of fines and/or confinement.
 - C. Drug Testing. An employee that is required to have a Commercial Driver's License (CDL) can be randomly drug tested after successfully obtaining the CDL.
- XII. Tobacco Policy. Tobacco use is prohibited in college buildings.
- XIII. Parking Policy. There is no designated parking on the campus except for handicapped. Employees are to park in lined parking areas. Employees who park vehicles in no parking, yellow zones, and on the grass are subject to tow at the employee's expense.
- XIV. Privacy
- A. Employee personnel files are the property of the college.
 - B. The employee may request, in writing, access to his/her file. The request must be made to the President of the College.
 - C. The employee must give written authorization permitting the college to provide information to prospective employers.
- XV. Frank Phillips College Public and Directory Information
- Under P.L. 93-380, the college is authorized to release directory information to the general public without the written consent of the student. A student may request that all or any of the general information be withheld from the public by making a written request to the Office of Admissions and Records by the last official day to register for a given semester. The request will apply only to the current enrollment period. The following information is considered public and directory information:
- o Name
 - o Dates of Attendance
 - o Student classification
 - o Degrees and certificates received
 - o Awards received, the type of award received (academic, technical, Tech-Prep, or continuing education)
 - o Field of Study
 - o Enrollment Status (full-time, part-time, undergraduate, etc.)
 - o Name of most recent institution attended
- XVI. Travel, Reimbursable Expenses, and Claims Policy
- Prior to making a trip, employees must obtain supervisor's permission and then schedule a vehicle through Outlook Calendar. Compliance with the guidelines for use of a College vehicle is required. Upon return from scheduled trip, the employee must submit a "Travel Expense" statement, which includes all receipts pertaining to the trip. All travel expenses must relate to the necessary business of the College. Those expenses not related to the College will be the responsibility of the employee. Travel statements and expense reports shall be completed and submitted for approval through his/her respective department Director and then forwarded to the Business Office. For the Director level and above, approval will come from employee's direct supervisor. Travel statements should be submitted in a timely manner. For overnight travel, the travel statement should be completed within four business days of returning. All employees and students authorized

to travel or drive a College vehicle must have on file in the Business Office a copy of his/her valid drivers license. Total travel expenditures must be held within the budgeted amount established for each individual or division.

Frank Phillips College credit cards may be issued to approved employees who travel on a regular basis. Credit cards will be issued to employees upon approval of the Executive Vice President and the Business Office. All employees who are issued a credit card will be required to sign a credit card agreement. The following stipulations will be followed:

- The cardholder is the only person authorized to use the card.
- All charges must relate to the necessary business of the college – no personal purchases.
- Report lost or stolen credit cards immediately to the issuing bank and to the Business Office.
- Use of credit card cash advances should be accessed in a limited manner and only when necessary. Use of cash advances also must relate to the necessary business of the college.

Note: Any misuse of the credit card including, but not limited to the above stated items may be grounds for termination of employment from Frank Phillips College.

Reimbursable Expenses:

- Automobile expense: the mileage allowance for all privately owned vehicles used for official college business shall not exceed the annually approved allowance. Toll charges and parking fees are reimbursable on an actual expense basis. Reimbursable automobile expenses must be submitted on official college forms.
- Other expenses: in addition to reimbursable travel expense, the following expenses are reimbursed on an actual cost basis:
 1. Meals: a reasonable cost of each meal plus tip, not to exceed the annually approved per day reimbursement.
 2. Guests: if, while in travel status, a meal is paid for by an employee for other employees, the name of the other employees must be shown on the reimbursement request. Reimbursement of expense for guests other than fellow employees will be disallowed unless prior approval has been obtained.
 3. Lodging: actual cost of lodge and tip is reimbursable.

Purchasing Procedures:

Purchases made through Frank Phillips College are grouped by dollar amount:

Purchases exceeding \$450

Purchases less than \$450

Computer hardware, software & related items

Purchases exceeding \$450:

- Purchases exceeding \$450 must be initiated with a purchase order
- The purchase order must be authorized and approved by the Director of that department and the Business Office
- The Executive Vice President will approve purchases exceeding \$1,000
- For non-instructional departments, the Business Office will provide authorization and approval
- The approval of the President is required on all purchases exceeding \$2,500
- For the Director level and above, their direct supervisor must approve purchases
- The correct account number is required for all purchase orders
- Once a purchase order is approved, orders may be placed for items requested

Purchases exceeding \$25,000 - At least three competitive bids (or request for proposals) are required on all items that are purchased from one vendor and have an estimated annual total of \$25,000 or more. For a complete explanation refer to the Handbook on Purchasing

for Texas Public Schools, Junior Colleges and Community Colleges published by the Texas Education Agency published by the Texas Education Agency, at www.tea.state.tx.us (web site).

Purchases less than \$450:

- Purchases less than \$450 must be initiated with a purchase order, standing purchase order or FPC issued credit card
- The purchase must be authorized and approved by the Director of the department
- The immediate supervisor must approve purchases for the Director level and above.
- The correct account number is required on all purchases

Credit card purchases are authorized under the guidelines explained in the "Travel Policies" section of this document.

Purchases for computer software, hardware & related items:

- All purchases must be authorized and approved by the Director of that department and the Vice President of Administrative Services.

Note: Follow the above guidelines depending if the purchase exceeds or is less than \$450.

- XVII. Posting Signs: The Dean of Student Services must approve all signs before they are posted on campus.
- XVIII. Policy for Use of Technology Resources. Inappropriate use of college technology, including pornography and excessive non-college use, may be subject to disciplinary procedures or dismissal.
- XIX. Keys. All keys issued to personnel are the property of the college. Keys are not to be loaned to students or other personnel. A request for keys must be made to the appropriate Dean and signed for with the Director of the Physical Plant.
- XX. Reservation of Meeting Rooms
- A. Reservation of meeting rooms is initiated by the Office of the President.
 - B. To schedule a meeting, utilize the Outlook electronic calendar.
 - C. Use of College facilities by outside organizations must be coordinated through the Office of the President.
- XXI. Fund Raising Procedure and Policy Statement
- The College President must approve all fund raising and development in writing, in advance. It is the President that works with groups that are interested in the funding of the College i.e., the Texas Legislators and state agencies; state and federal government; area, regional, and local foundations; Plainsmen Partners; the Development Corporation, and other funding agencies. Preparation and writing of grants to fund plans of the College, delegation or fund raising and grant development are the responsibility of the President.
- Clubs and organizations are permitted to raise funds through limited and monitored activities approved by the Office of the President or the Office of Institutional Advancement. These fund raising activities must receive the approval of the President. This includes the raising of funds for athletics and activities. These fund raising activities must be submitted to the President for approval in advance of raising funds.
- XXII. Transportation Management Policy: Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with administrative regulations.

A driver who is transporting students in Frank Phillips College owned or leased vehicles must:

1. Be an employee of the college district.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license (CDL).
3. Have an acceptable driving record.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt, if provided.

A driver shall not drive for more than twelve (12) hours without taking an eight (8) hour break or relief from driving.

XXIII. Sexual Harassment (See also, Board Policy Manual DHA-LOCAL)

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee, or group of employees that would not occur but for their sex, when:
 - (1) The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
 - (2) Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or advancement, or
 - (3) Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.
- B. Prohibited Conduct. Employees shall not engage in conduct constituting sexual harassment. The District shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees found to engage in such harassment.
- C. Complaint Procedure. An employee who believes he/she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the immediate supervisor in accordance with the Grievance Policy. If the complaint is against the immediate supervisor, the employee shall bring the matter to the attention of the appropriate dean.
- D. All complaints will be taken seriously.
- E. All reasonable effort will be made to protect the employee's right to confidentiality.
- F. See Grievances and Complaints.

XXIV. Grievances and Complaints (See also, Board Policy Manual DGBA-LOCAL)

- A. Employees who feel they have been discriminated against or who have been asked to perform an illegal act are encouraged to report such incidents immediately.
- B. All complaints will be taken seriously.
- C. All reasonable effort will be made to protect the employee's right to confidentiality.
- D. No reprisals or retaliation of any kind shall be taken at any level against an employee for bringing a complaint. Complaints shall not be referred to in an employee's personnel file unless so requested by the employee.
- E. Representation. The employee filing a complaint or any employee who is the subject of a complaint may be represented at his/her own expense by a fellow employee, attorney, or other person or organization that does not claim the right to strike. The College may be assisted in processing complaints, as it deems appropriate.
- F. Time Limits. In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to calendar days. The complaint shall be considered concluded if the employee does not appeal within the stated time limits.
- G. Informal Presentation. Employees shall be entitled to administrative review conferences as outlined in Level One, Level Two, and Level Three sections below and

- to an informal presentation of the complaint to the Board as specified in the Level Four section, unless the Board grants a hearing.
- H. Hearing. If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee's common law, statutory, or constitutional rights, the College President or designee shall investigate the allegations. If the employee does not accept the College President's resolution at Level Three and requests a Board hearing, the College President shall schedule a hearing as specified in the Level Four section below.
 - I. Level One. An employee who has a complaint shall meet with his/her immediate supervisor within 15 days of the time the employee first knew or should have known of the event or series of events causing the complaint. At this meeting, the employee shall submit the complaint in writing on a form provided by the College. The immediate supervisor shall respond in writing within seven days of the complaint conference. If the complaint is against the immediate supervisor, the employee shall bring the matter to the attention of the appropriate dean.
 - J. Level Two. If the outcome of the complaint conference at Level One is not to the employee's satisfaction, the employee may meet with the dean or designee to discuss the complaint within 14 calendar days after the Level One conference. At or prior to the conference, the employee shall submit the original complaint, the supervisor's response, and, if desired, written comments regarding the supervisor's response. The dean or designee shall respond in writing to the employee within seven days of the complaint conference.
 - K. Level Three. If the outcome of the complaint conference at Level Two is not to the employee's satisfaction, the employee may meet with the College President or a designee to discuss the complaint within 14 calendar days after the Level Two conference. At or prior to the conference, the employee shall submit the complete written documentation of the complaint and, if desired, written comments regarding the dean or designee's response. The College President or designee shall respond in writing to the employee within seven days of the complaint conference.
 - L. Level Four. If the outcome at Level Three is not to the employee's satisfaction, the employee may submit a written request to place the matter on the agenda of a future Board meeting within 14 calendar days after the Level Three conference. The employee shall also submit the complete written documentation of the complaint. The College President shall inform the employee of the date, time, and place of the meeting. The Board Chair may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take any action on the matter, unless in its sole discretion it determines some response is warranted.
 - M. Hearing. Employees who are granted a hearing shall be afforded that hearing either with the Board in a meeting that includes the hearing as an item in the posted agenda or with the Board's designee. If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting. If the Board's designee conducts the hearing, he or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.
 - N. Executive Session. If the complaint involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee, it will be heard in executive session unless the employee requests it to be public. If the complaint involves complaints or charges about another employee, it will be heard in executive session unless the employee complained about requests it to be heard in public.

Employees who fail to abide by the employment policies may be subject to disciplinary procedures.

- XXV. Faculty/Staff Meeting
 - A. During the academic year the president will hold a monthly faculty/staff meeting.
 - B. All personnel are expected to attend.
- XXVI. Jury Duty (See also, Board Policy Manual DEC(R)LOCAL).
 - A. Eligibility. Employees who work full time (including faculty) will be paid their regular salary or wages when serving on a jury.
 - B. The immediate supervisor must be notified within fifteen minutes after the beginning of the workday of jury duty absence.
 - C. The immediate supervisor must report this time off in writing to the payroll office.

Political Issues

- A. Employees of Frank Phillips College shall not solicit support of any political candidate, partisan or non-partisan, or support of any issue or any referendum matter, during regular hours and/or on college property.
- B. Frank Phillips College personnel are free, as citizens, to express their opinions through letter-to-the-editor or other media. In such cases, college personnel should refrain from identifying themselves as employees of the college. This precludes the use of college letterheads for such correspondence.
- C. Employees of the college are free, as citizens, to participate in political activity and serve as political party or public officials, whenever consistent with state law, except during regular hours and/or on college property.
- D. Refer to Board Policy Manual.

Outside Employment and Civic/Community Involvement

- A. Outside employment of full-time FPC employees may be permitted upon prior approval from the college president.
- B. Civic and Community involvement is encouraged, with the understanding that time away from the work place requires prior arrangements through the office of the president. Employees serving elected offices will utilize personal and vacation days for time away from the work place.
- C. Questions relative to outside employment and/or public service are to be answered in advance.
- D. Refer to Board Policy Manual.
- E.

FACULTY--PERSONNEL POLICIES

Faculty Code

The faculty may adopt and maintain a Faculty Code as its own independent expression of the standards by which all members of the faculty should be guided in their service at the college and in their relations to students, fellow members of the faculty, and the community. However, no provision in such Code shall be effective if it is contrary to the provision of law, the College Faculty Handbook, or the regulations established by the President of the College. Refer to Board Policy Manual. See TCCTA Code of Professional Ethics, page 23.

Continuing Scholarship

To keep scholarship as current as possible, faculty members are encouraged to continue their graduate academic studies through provisions in the salary schedule for salary upgrading. The following policy has been approved by the Board to encourage faculty members to continue their education for professional improvement and for salary purposes:

- B. Faculty members shall be expected to complete the equivalent of six semester hours of graduate classroom work every five years until they have completed a total of thirty hours of acceptable work above a master's degree. Occupational education faculty for whom

licensure is a requirement for employment shall take the equivalent of six semester hours in areas related to their teaching field.

- C. Approved work taken in major fields, minor fields, and doctoral courses related directly to improvement of college teaching and/or the institution will count toward salary increments and professional improvement. Courses related to or involving the writing of the dissertation will not be compensated.
- C. Work in other approved areas may be counted toward the six-semester hour requirement.
- D. All work must be approved in advance in writing by the College President or designee.

Graduation Exercises

- A. Graduation exercises are held at the end of the spring semester.
- B. All full-time college faculty are required to attend college graduation exercises.
- C. Refer to Board Policy Manual.

Faculty Development Policy

Frank Phillips College encourages Faculty Professional/Development for both full-time and part-time faculty. It may be in the form of continuing scholarship and may include course work to meet the requirements of "Continuing Scholarship" in the Faculty Handbook. It may include any self-improvement courses taken. Faculty in-service meetings are an important way for faculty to meet some of the requirements for faculty development. Other activities, including great teaching seminars, professional discipline meetings, community college teachers' association convention, and other pedagogical meetings, are important ways to participate in development activities. On occasion the college may hold special meetings for faculty-staff development, and the college may participate in teleconferences that are appropriate.

Each faculty member will maintain a record of development activities in the Instructional Services Office. Faculty development will be part of each faculty member's evaluation. Part-time faculty will be encouraged to participate in faculty development activities.

Copyrighted Computer Software

Frank Phillips College does not condone any illicit use of software. The College recognizes that the law concerning legal protection of software, particularly with regard to licenses is unsettled. If software has been copyrighted and/or received under license, someone wishing to make a copy considers the following lawful use of that software.

- A. Making backup copies for emergency purposes, even if the software is copy protected. Software provided by the College for agents of the College may copy use by students for emergency back up but not by individual students.
- B. Configuring the software and making other reasonable modifications specifically designed to fit the software to the user's need. (Note: In some instances, such action may void any warranty on the software.) Limitations on configuring software are the same as for making back-up copies, described in #1 above.
- C. Using the software on no more than one machine at any given time.
- D. Selling or giving the original copy and documentation to another, provided that the transferor keeps no copies whatsoever of either the software or documentation and provides the transferee only with original copies. (This assumes that the copy of the software is owned rather than borrowed or leased.

PROHIBITIONS: The following are actions that are considered illicit and may subject the actor to sanctions by the College and could result in legal action by the copyright owner:

- A. Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license allowing such activity. The activity is forbidden even if the software is provided without cost for an educational purpose.
- B. Using software or documentation known to have been obtained in violation of the copyright laws or a valid license provision. Use of a copy of a copyrighted program obtained from

another party for which no license exists that allows such a transfer will be presumed to know, and the burden of demonstrating that the use was innocent will rest with the user.

- C. Using a copyrighted program on more than one machine at the same time, unless a specific license provision permits such activity. The above statements are general and may be contrary to the statements supplied with the software. It is the software user responsibility to become familiar with the copyright provisions applicable to each piece of software he/she uses.

FACULTY EMPLOYMENT POLICY

Academic Freedom and Responsibility

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that the faculty member is free to pursue scholarly inquiry without undue restriction and to voice and publish conclusions concerning the significance of evidence considered relevant. The faculty member must be free from the fear that others inside or outside the college community, because their vision may differ, may threaten a professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. The concept of academic freedom must be accompanied by an equally demanding concept of responsibility, shared by governing boards, administrators, and faculty members. When speaking, writing, or acting as a citizen of the nation, state, or community, the faculty member must be free from institutional censorship or discipline. The essential responsibilities of a faculty member include maintenance of competence in the field of specialization and the exhibition of such competence in lectures, discussions, or publications. Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the institution by that faculty member's appropriate restraint, respect for the opinions of others, and avoidance of the impression, when speaking and acting as a private person, that the faculty member is speaking for the college. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to the subject field.

Faculty Selection

- A. Frank Phillips College is an equal opportunity employer.
- B. Notification of vacancy is made public.
- D. After applications are screened, finalists are interviewed. Administration, faculty and staff representatives conduct interviews.
- E. The Executive Vice President recommends two to three candidates to the President for approval and formal employment.

Term of Contract

A contract of employment with the District creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest in any kind beyond the period of time stated in the contract. *Perry v. Sindermann*, 92 S.Ct. 2694 (1972); *Board of Regents of State Colleges v. Roth*, 92 S.Ct. 2701 (1972).

At initial employment and during the second and third year of employment, instructors shall receive only a one-year term contract. After three years of service, an instructor may be awarded a three-year contract. This contract may be considered annually for an extension to a maximum contract term of three years. Refer to Board Policy Manual: DDA, DA(LOCAL).

Oral Language Policy

Frank Phillips College wants to insure that each member of its faculty is proficient in the use of English. In accordance with requirements from the Texas Higher Education Coordinating Board and HB 638 the following program is established:

- A. All courses offered for credit at Frank Phillips College will be taught in the English language, and all faculty members will be proficient in the use of the English language. Foreign language courses that are designed to be taught in a foreign language may be taught in a foreign language.
- B. Any faculty member whose primary language is not English and who is not proficient in the English language must participate in a program or course to become proficient in spoken

English as determined by the completion of a Coordinating Board approved intensive short course of spoken English or a satisfactory grade on the "Test of Spoken English" of the Educational Testing Service. The faculty member must take the course until deemed proficient in English by the Executive Vice President.

The faculty member lacking proficiency in spoken English shall pay the cost of completing this program of spoken English. The cost shall not exceed rates established by the Texas Higher Education Coordinating Board. The cost will be deducted from said faculty member's salary.

Faculty Evaluation Policy (See attached copy of evaluation forms)

Evaluation of teaching faculty, both full-time and part-time, is important for positive growth and professionalism. Evaluation instruments include, but are not limited to, student evaluations, self-evaluation, and administrative evaluations. These instruments provide feedback and recommendations reinforcing positive classroom demeanor and provide input for improvement of instruction. The Division Chairs, Directors, and Deans, and the Academic Standards and Curriculum committee will review the evaluation instruments used. These instrument(s) are in accordance with the Texas Association of School Boards (Policy DLA) and the Board of Regents of Frank Phillips College (Local).

All faculty who have served less than three years will be administratively evaluated at least once a year. All faculty who have served for three years or more will be administratively evaluated at least once every three years.

However, all full-time instructors will conduct student and self-evaluations annually at a time determined by the Executive Vice-President.

Criteria for Administrative Faculty Evaluation

- A. Knowledge of subject: How well does this instructor demonstrate knowledge of the subjects he/she is assigned to teach?
- B. Organization of Class: How well does the instructor select and prepare the materials and format for the courses he/she is assigned to teach?
- C. Classroom Management: How well does this instructor perform responsibilities related to management of the classroom?
- D. Instructional Techniques: How effective are the instructional techniques used by this instructor?
- E. Student Rapport: How well does this instructor work and interact with students?

The above criteria will be administratively evaluated and discussed with each faculty member at performance review time.

Criteria for Faculty Self-Evaluation

- A. Basic instructional responsibilities
- B. Faculty's major accomplishments during the past year
- C. Other responsibilities

- D. What can your supervisor, division chair/director or dean do to help you improve your overall personal/professional performance
- E. Additional comments or concerns

Criteria for Student Evaluation:

- A. Fairness, text and grading
- B. Communication
- C. Organization, creativity, and imagination
- D. Intellectual stimulation, intellectual honesty
- E. Written responses to strengths of the instructor; areas of improvement and other personal comments.

FPC Reduction in Force Policy (See DMAD)

- A. "Reduction in force (RIF)" means the dismissal of an instructor, professor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Non-renewal of an employee's term contract is not a "reduction in force" as used in this policy.
- B. "Financial exigency" means any decline in the College's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel.
- C. "Program Change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization of consolidation of two or more divisions or department.

All contracts shall, unless accepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract of one or more teachers, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

A reduction in force may be implemented in one, several, or all employment areas.

Employment areas shall be defined as:

1. Administration.
2. Associate degree program.
3. Certificate degree program.
4. Remedial and other programs.
5. Academic support programs, such as library or computer programs.
6. Counseling and support programs.
7. Other non-instructional professional staff.

Using the following criteria, the College President shall determine which positions shall be eliminated and shall submit the decision to the Board. These criteria are listed in order of importance; the College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

1. Certification: appropriate degree certification and/or endorsement for current assignment required by the Southern Association and Texas Higher Education Coordinating Board.
2. Performance: employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: years of service in the College District.

4. Professional Background: professional education and work experience related to the current assignment.

The employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during contract. (See DMAA).

Appeals of a dismissal because of reduction in force shall be handled through the hearing afforded under DMAA, rather than the grievance policy.

An employee dismissed pursuant to this policy, if subsequently re-employed by the District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ten calendar days of receipt of such notification if the person wishes to be considered for employment on a preferential basis.

Resignation

- A. Any employee serving under a term contract may relinquish his/her position and leave the employment of the District at the end of any school year without penalty, provided such employee submits a written resignation to the President prior to April 1 of the school year in which he resigns.
- B. Exceptions to the deadline requirements may be granted in extenuating circumstances.
- C. Refer to Board Policy Manual.

Abolition of Position

- A. Abolition of a position shall be on the recommendation of the President.
- B. Refer to Board Policy Manual.

Faculty Workload/Compensation Policy

The administration of Frank Phillips College will determine teaching assignments. Faculty may be assigned to teach day, twilight or evening classes. These classes may be assigned as a regular lecture/lab traditional method or via the distance education medium including, but not limited to, web-based, on-line, and ITV. All faculty instructional loads will be discussed and assigned in consultation with the Deans/Executive Vice President.

I. Workload for Instructors

- A. The basic workload for an instructor will consist of 15 semester credit hours, 10 office hours per week, and committee and task force assignments as determined by the Executive Vice President.
- B. The maximum workload permitted for an instructor will be 21 (7-3 hours lecture) credit hours. Any workload that exceeds this maximum must be approved by the Executive Vice President and must meet an unusual contingency.
- C. TBA Courses: TBA classes will be taught under unusual circumstances and with special permission from the appropriate Dean or Executive Vice President. Any TBA course taught will be a part of the 21-hour maximum workload.
- D. When two or more courses are taught in the same time period, teaching and workload credit will be given for only one class.
- E. All instructional assignments shall be made by the Executive Vice President or his/her designee.

II. Compensation Policy

Compensation for faculty is determined by faculty assignments made by the administration. The following criteria will be utilized in figuring basic loads and supplemental assignments.

- A. Number of hours: 15 equated hours are considered a basic workload. Lab hours are equated .5 to one. An increment of \$425 per equated hour will be assessed for each administratively approved credit hour above 15 hours.
- B. The formula for compensation above the basic workload allows an increment of \$425 per equated semester hour. A regular class will constitute a minimum of 8-12 students. A class with fewer students will be subject to "To Be Arranged" (TBA) classification by the appropriate Dean or the Executive Vice President. The appropriate Dean or the Executive Vice President will determine caps for the maximum number of students allowed in a class. Saturday teaching assignments above the basic load will be compensated at \$450 per equated semester hour.
- C. Distance Learning Room (DLR) Courses: Instructional assignments utilizing distance learning facilities (DLR1 or DLR2) will be coordinated with the Office of Extended Education and approved by the appropriate Dean or Executive Vice President. Faculty assigned to DLR courses must receive scheduled orientation and training prior to the beginning of classes.
- D. DLR/ITV/Ch63 Compensation: faculty assigned to provide instruction via DLR to students at off-campus receiving sites via Interactive Televised Instruction (ITV) or through Channel 63 (Ch63) will be compensated at \$50/credit hour in addition to basic load/overload and \$100 per receiving site (maximum of \$400 total for all sites).
- E. Instructors who develop "web-based" on-line courses will be compensated \$500 for the development and first semester of instruction of a course. The course will become the property of Frank Phillips College. Instructors who wish to develop "web-based" courses must consult the Dean/Director and have approval from the Executive Vice President before they begin. Instructors engaging in web-based classes are required to use FPC administratively approved standardized software for the development of these courses.
- F. TBA [To Be Arranged, Cassette, and Video on Demand (VoD)] Courses: Instructors will be compensated \$100/student for less than 12 students. Twelve or more students will be compensated as a regular class with students combined as necessary to create a regular class.
- G. Off-campus/Concurrent Site Visitation: Instructors assigned to classes located at one of the various off-campus or concurrent sites via cassette or VoD modes of instruction will be required to conduct two to three visits at each receiving site. Visitations must be documented in the Office of Instructional Services.
- H. Summer School Pay: Summer school course assignments for full-time instructors will be paid at a rate of \$425 per equated hour.
- I. Compensation for work above the basic workload for full-time faculty will be paid (at the end of December, May, June, and July for the respective semesters).
- J. Increments to the base annual salary include \$20 per hour above degree for hours earned before September 1981, \$40 per hour above degree earned after September 1981, \$50 per hour above degree earned after September 1, 1989, and \$75 per hour above degree for hours earned after September 1, 1992.
- K. Coordinators/Division Chairs: Coordinators/Division Chairs as assigned by the Executive Vice President will be given three hours of release time and restricted to a 21-hour load total, unless requested specifically by the Executive Vice President.

See Entry Level Schedule for Faculty attached.

III. Compensation for Part-Time Instructors

- IV. A. Part-time instructors in any semester or session will be paid at a rate of \$425 based upon semester hours taught.
- B. Part-time faculty may choose to be paid in four equal payments at the end of September, October, November, and December for the fall semester; and February, March, April, and May for the spring semester or once at the end of the semester. Part-time faculty who teach during the summer sessions may choose to be paid at the end of July or August, depending on which summer session they teach, or once at the end of the semester.
- C. Part-time faculty who teach TBA courses will be paid according to the formula for TBA courses in II.G.

Library Services

The Library offers the following special privileges and services to the faculty:

- A. No time limit on faculty loans.
- B. Inter-library loan service is available.
- C. Bibliographies will be furnished on request.

Books and periodicals must be ordered through the Library. The Library maintains catalogues and literature on new publications.

Testing

- A. Testing of students is the responsibility of each faculty member.
- B. Instructors will be expected to test students adequately so an appropriate estimate of the students' progress can be assessed.
- C. Final examination schedules will be prepared and distributed by the Executive Vice President.

Posted Office Hours

Instructors are to post ten (10) office hours per week available to students and assigned classroom hours. A copy of the posted office hours is to be turned in to the Executive Vice President and the college switchboard operator.

Grade Books

- A. It is the responsibility of each faculty member to keep an accurate record of each student's attendance and grades.
- B. It is recommended by the Director of Enrollment Management to use an electronic grade book. The Office of Admissions and Records will save these grade books to a cd for storage.
- C. At the end of each semester, on-line grade sheets will be provided to each instructor through CAMS.
 - 1. Semester grades are to be recorded online through CAMS.
 - 2. An email should be sent for each class to the Office of Admissions and Records stating that grades have been entered.
 - 3. The Director of Enrollment Management will send out emails indicating the date by which grades should be entered.
 - 4. Grades entered on a student's permanent record are unalterable except when explanation is made in writing by the faculty member involved showing that a grade recorded is incorrect as the result of errors in recording or computing the grade in question. Grade changes may be recorded at the time an error is discovered.
 - 5. Grade books and grade sheets are the property of the college.

Classroom Conditions

- A. General classroom maintenance is provided by the custodial staff.
- B. It is the responsibility of each faculty member to encourage normal tidiness in the classroom and enforce college regulations.

- C. No eating, drinking, or use of tobacco products by students or instructors are permitted in class.

Absences of Instructors

- A. Faculty absences shall be reported to the Executive Vice President and the appropriate Dean concerned as promptly as possible.
- B. When the faculty member has been absent, the faculty member will file with the Business Office and the Office of the Executive Vice President an "Absence" report.
- C. Types of Absences:
 - 1. Personal Business Days.
 - i. Eligibility. Employees who work full-time (including instructors on a 9-months contract) and who have been employed by the college for one year are eligible for three (3) personal days leave. Personal days cannot be taken consecutively with vacation or holidays.
 - ii. Request for personal days, including reason, must be approved through Business Portal one week in advance by the immediate supervisor and are subject to review by the President. Personal Business Days are not vacation or sick leave. They should be used with discretion.
 - 2. Sick Leave.
 - a. Eligibility. Employees who work full-time (including instructors on a 9-months contract), and who have accrued or earned sick leave are eligible for sick leave.
 - b. Definition. Illness of employee, wife, husband, or children (adopted or step). Doctor and dentist appointments of employee only which cannot be scheduled other than during working hours. Critical illness of mother, father, brother, or sister.
 - c. Allowable sick leave. Eligible employees accumulate one day for each month employed by the College up to forty (40) days. If the anniversary date is after the 15th of the month, that month does not count when calculating sick leave. If the anniversary date is on or before the 15th of the month, that month does count toward sick leave. Sick leave is available to be used by employee only if accumulated. An employee who has been employed for one (1) month will have accumulated one (1) sick day. If a person is sick following a month of employment, one (1) day will be considered time off with pay. An employee must accrue another sick day in order to be eligible for time off with pay for sickness. Employees will not be paid for any accumulated sick leave upon termination or resignation from Frank Phillips College.
 - d. Proof of illness. Verification of sickness from a doctor may be requested.
 - e. Maternity leave. Time off from work due to pregnancy is subject to the sick leave policy.
 - f. The immediate supervisor must approve this time off through Business Portal to the payroll office. Refer to Board Policy Manual.
 - g. Communicable disease policy. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV Infection) and AIDS, leprosy, and tuberculosis. Frank Phillips College recognizes that faculty members with communicable diseases may wish to engage in as many of their normal pursuits as their condition and ability allows. As long as acceptable performance standards are met, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration and Board of this college ensures the consistent and equal treatment of all employees. Any faculty member with a communicable disease, upon confirmed knowledge, is required to report the condition to the Executive Vice President. All reasonable effort will be made to protect the faculty member's right to confidentiality.
 - h. Family and Medical Leave. [See also Board Policy Manual DEC (LEGAL)]

Under the Family and Medical Leave Act of 1993, employees are eligible for up to twelve (12) work weeks of Family and Medical Leave (FML) during a leave year if they:

- have at least 12 months of cumulative service and have worked at least 1,250 hours
- at the college during the 12 month period preceding the date their FML is to begin; and
- have a qualifying reason for taking FML; and
- have a remaining balance of FML.

A “leave year” is defined as a period of 12 months measured backward from the date the proposed leave is to begin.

Employees are required to provide 30 days advance written notice to the supervisor when the need for FML is foreseeable. When such leave is not foreseeable, employees shall provide notice at the earliest possible date. FML is provided when employees are absent from work for one of more of the following qualifying reasons:

- the birth of the employee’s child and the care of such newborn child;
- the placement of a child with the employee for adoption or foster care;
- the care of the employee’s spouse, child (age 19 or under, or a child over age 18) with a disability where the child is unable to perform activities of daily living without assistance) or parent who has a serious health condition; or
- the employee’s own serious health condition that prevents him/her from performing the essential functions of his/her position (excludes immunizations, routine physical examinations, orthodontia, and cosmetic treatments).

Employees may be required to provide certification from their health care provider of the need for such leave. Supervisors must grant employees 15 calendar days to submit such certification. Additional certifications may be required no more frequently than every 30 days unless an extension of leave is requested or modified, changed circumstances occur regarding the serious health condition or information arises that questions the validity of the earlier certification. In cases of the employee’s own serious health condition, the employee may be required, on or before the date he/she returns, to provide a certification from a health care provider confirming the employee is able to return to work and perform the essential functions of his/her position.

Employees on FML are required to use accrued sick leave. Employees may request, at their option, use of accrued vacation when sick leave is exhausted.

3. Deaths in Family

- a. Eligibility. Employees who work full-time (including instructors) and who have been employed by the College for six (6) months are eligible for funeral leave.
- b. Allowable funeral leave. Immediate family is husband, wife, child, father, mother, sister, or brother. Five (5) working days are allowed with pay.
- c. Allowable funeral leave. In-laws. Three (3) working days are allowed with pay.
- d. The immediate supervisor must report this time off through Business Portal to the payroll office.
- e. Refer to Board Policy Manual.

D. Non-Attendance

The following absences by any member of the instructional staff shall be regarded as non-attendance and not as an absence.

1. Absence in carrying out a specific assignment from the President or Executive Vice President.
2. Absence because of attendance before a court of law or public authority in any case in which the member has no financial interest and when the member's attendance is not required as a result of or as an incident to any employment, occupation, or voluntary act on the part of the member.
3. Absence because of compliance with quarantining regulation of a public officer of governmental authority.
4. Absence because of military duty in accordance with the laws of the State of Texas.
5. Absence because of attendance at a funeral with the prior permission of the President.
6. Absence for the purpose of personal business, with a maximum of three days per calendar year, with prior approval of the President.
7. Absence for the purpose of attending conferences, meetings, conventions, or for technological, industrial or educational visitations, when the President approves this absence.

The President is authorized to grant permission to be absent for any of the above purposes. Refer to Board Policy Manual.

Student Club Sponsor

Assignments: Each faculty member will be encouraged to become involved with extracurricular sponsorship responsibilities.

Responsibilities:

- A. To supervise the operation of the organization so it may assume its proper place within the framework of the College.
- B. To supervise the organization of the group in accordance with the democratic procedures.
- C. To supervise Secretary-Treasurer in maintaining proper records.
 1. Minutes of all meetings.
 2. Financial records showing sources of all funds received and disbursed. Disbursement of all club funds must be validated by a signed receipt, or the Business Office must preserve canceled check and all records for audit.
- D. To supervise activities or organization.
 1. Be present at all parties, games, etc., sponsored by organization from opening to close, unless a substitute adult sponsor is provided.
 2. If college facilities or property are to be used, arrangements must be made well in advance. The sponsor must be responsible for opening and closing the facility, and for proper care and cleaning. All borrowed property must be returned promptly.
- E. To supervise all fund raising projects, which must be discussed and coordinated with the President or his/her designee before they are begun.

Faculty Meetings

- A. Meetings may be called by the Executive Vice President or President.
- B. All faculty members are expected to attend faculty meetings.
- C. The Executive Vice President and appropriate Dean are to be notified in advance by any faculty member unable to attend a scheduled faculty meeting.
- D. Refer to Board Policy Manual.

Faculty/Staff Meeting

- A. During the academic year the president will hold a monthly faculty/staff meeting.
- B. All personnel are expected to attend.

Professional Organizations

Faculty members are encouraged to participate in and maintain membership in professional organizations of their subject field. Departmental budgets assist in payment of expenses of attendance at meetings of these organizations.

Audio-Visual Personnel, Equipment, and Services

The audio-visual equipment is available to faculty and staff upon request and availability from the Library. A basic collection of audio and visual equipment is maintained at this location with other equipment being issued to different departments for the convenience of instructors in that department. This equipment is available to faculty and staff upon request.

Administrative Withdrawal

An official withdrawal initiated by an instructor and approved by the Executive Vice President may occur at any time during the semester for the following, but not limited to, excessive absences and disrupting the education process.

Incomplete Grades

The grade of "I" which denotes an Incomplete may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements for a course. The Executive Vice President must approve all incompletes given by an instructor. It is the responsibility of the student to arrange with the instructor for the completion of the course requirements when an "I" is given. An "incomplete" must be removed during the next full semester following its issuance unless special permission for an extension of time is given by the appropriate Dean or Executive Vice President. The instructor issuing the incomplete may specify a make-up time less than the full semester interval by notifying the student of the "deadline" date in writing at the beginning of the semester. If the incomplete is not removed within the allotted time, the "I" will automatically be recorded as an "F".

Course Syllabus & Attendance:

Faculty members are required to provide a syllabus for each class, which includes attendance requirements. It is the responsibility of the instructor to establish clear and definite guidelines regarding attendance and tardies.

Grade Points: The following schedule of grade points is used as an aid in computing standing:

A - 4 point per semester hour	D - 1 point per semester hour
B - 3 points per semester hour	F, W - no points
C - 2 points per semester hour	I - Incomplete

Texas Success Initiative

All faculty members are encouraged to participate at appropriate levels in the Success Initiative Program regarding assessment, placement, and developmental education of students.

Information Regarding Students

- A. Students' files, which are kept in the Office of Admissions and Records, are available to instructors and counselors.
- B. Information regarding students will be made available to properly identified representatives of government agencies.

Faculty Consultation with Students

- A. Each faculty member observes a minimum of ten office hours per week, distributed equally from Monday through Friday (DI LOCAL) for consultation with students. These hours are posted outside the instructor's office and are filed with the Executive Vice President.
- B. Instructors will make appointments to confer with students at times other than posted office hours.

C. Refer to Board Policy Manual.

Grading System

Grades in the various courses are expressed in letters as follows:

A - Superior	C - Average	F - Failure	
B - Good	D - Passing	W - Student Withdrawal	I - Incomplete

At the end of each semester, upon request of the student, grades will be mailed to the student's present address, otherwise students will be instructed in the use of CAMS for grade retrieval.

Instructional Resources

Library:

- A. Hours - Library hours coincide with the teaching schedule. Weekend hours are also available.
- B. Check out procedures - The check out period for a student is two weeks, with the privilege of renewal if there is not a special demand for the book.
- C. Reserved books
 1. An instructor may place books on reserve if special emphasis in a course calls for use of limited materials.
 2. The faculty member should furnish the library with a list of these books two weeks in advance.
- D. The library staff should be informed when these books are to be taken off the reserve list and made available for general circulation. Copy machines and the microfilm reader/printer area are available for student use. Students are charged by the copy.
- E. All films, books, and periodicals used for instruction should be requisitioned through the library.

STAFF EMPLOYMENT POLICIES

Employment status at Frank Phillips College is on an at will basis. The College may terminate the employment relationship at any time, for any reason, with or without cause, or notice to the employee. Contents of this handbook are subject to change at any time without prior notice to employees. Employment Procedure (See also, Board Policy Manual DAA)

- A. Frank Phillips College is an equal opportunity employer. All recruiting, hiring, training, promotion decisions will comply with the principle of equal employment opportunity.
- B. The immediate supervisor must submit in writing on the Personnel Request Form a request for full-time new or replacement staff employees. See Hiring Procedures/Processes, page 36.
- C. The vacancy, when approved, will be announced and filled as soon as possible according to College policy. The President's office shall be responsible for advertising all position openings of the college.
- D. All new employees must attend a brief orientation session by the first month of employment or the first time the institution provides the training.
- E. Employees of the college are free, as citizens to participate in political activity and serve as political party or public officials, whenever consistent with state law, except during regular hours or on college property.

II. Definitions

- A. Staff employees are all employees who are not faculty or administration.
- B. Full-time employees. Employees who are hired with the specific intent to work full time (generally 40 hours per week) and are hired to work 12 months per year.
- C. Student help. Any employee whose primary purpose is attending Frank Phillips College classes and whose secondary purpose is working at Frank Phillips College. Also, any public school student who works for Frank Phillips College is classified as student help.

- D. Part-time employees. Employees who are hired with the specific intent to work part time and who do not qualify as full-time employees.
- E. Anniversary date. The date an employee begins work for FPC as a full-time employee.
- F. Probationary period. All employees are on probation during their first three months (90 days) of employment. Employees do not receive paid holidays during this three-month period. The employee will be evaluated on job performance during this period.
- G. Performance Evaluation. All employees are subject to performance evaluations by their immediate supervisor or designee.

III. Salaries and Wages

- A. Salary and wages. When the College first employs a staff person, the employee will be assigned a certain beginning hourly rate. This beginning hourly rate will be based on years of experience and performance. According to the job classification, employees are either paid a monthly salary or by the hour. The immediate supervisor must confer with the President before a person is offered a particular salary.
- B. Salary increases. Salaries are reviewed annually and possible increases are considered at the beginning of the fiscal year (September 1). An employee must be employed for at least six months prior to September 1 to receive a salary adjustment.
- C. Overtime pay. Before an employee can work overtime, his/her immediate supervisor must approve it. Overtime rate is one and one-half (1 1/2) times the employee's regular hourly pay rate. An employee may, upon approval of his/her immediate supervisor, take compensatory time in lieu of overtime, but this must be recorded on the employee's time sheet. Overtime is paid for hours in excess of 40 hours per week.
- D. Time cards. Hourly personnel must complete an electronic time card bi-monthly in order to be paid. All time cards must be completed by the employee, signed, and submitted to his/her immediate supervisor who will check for accuracy, approve, and submit to the payroll office. ACCURACY ON TIME CARDS IS VERY IMPORTANT; therefore, the number of hours worked or absences should be recorded on a daily basis. Exempt personnel must complete an electronic time card through Business Portal to submit time off (i.e. sick leave, vacation, etc.).
- E. Payroll checks are available in the Business Office bi-weekly for hourly employees and the last working day of each month for exempt employees. In order for a payroll check to be given to anyone other than the employee, the employee must notify the Business Office in writing prior to distribution of checks.
- F. Direct Deposit: Direct deposit is required for all full-time positions and part-time, professional positions. Direct deposit will be available, however optional for part-time, hourly employees. Direct deposit is available at the bank of the employee's choice.

IV. Vacation Leave (See also, Board Policy Manual DED(R)LOCAL). [See Absence Form, attached]

- A. Eligibility: Full-time employees in positions requiring 12 months of service are eligible for vacation leave. Accrual of vacation leave will begin on the anniversary date (date of employment).
 - New classified (hourly) employees do not earn vacation leave until the successful completion of the 90-day probationary period. Upon successful completion of the probationary period, employees receive vacation credit retroactive to the original anniversary date. An employee, who resigns his /her position prior to the completion of six months employment, will not be paid for unused vacation. An employee who resigns his/her position with two weeks' notice and leaves the College in good standing will be paid for accrued vacation leave only up to the maximum accrual limit. If an employee is terminated from the College, no accumulated vacation leave will be paid.
 - For new classified employees, accrued annual leave time cannot be taken until the end of six months of service.
 - Employees employed 0 – 5 years are eligible for 10 days of vacation
Employees employed 5 years and over are eligible for 15 days of vacation
 - Employees in positions requiring less than 12 months of service do not accrue vacation leave.

- Exempt employees receive a credit of 80 hours or ten days of vacation beginning with the employment date and are eligible for vacation at that time. All other vacation leave can be taken as it is accrued. An employee, who resigns his /her position with the college prior to the completion of six months employment, will not be paid for unused vacation. An employee who resigns his/her position with two weeks' notice and leaves the College in good standing will be paid for accrued vacation leave only up to the maximum accrual limit. If an employee is terminated from the College, no accumulated vacation leave will be paid.
- Employees in grant-funded positions must take all vacation leave during the grant-funding year. Employees in grant-funded positions will not be paid for accrued vacation leave.

B. Scheduling:

Vacation leave shall be scheduled with the immediate supervisor. Vacation leave should not be taken during peak periods, such as registration or special events. A maximum of ten consecutive business days of earned vacation may be scheduled at one time.

C. Carryover:

Vacation leave time accumulated over the set maximum will be forfeited on the employee's anniversary date. An employee who resigns his/her position with two weeks' notice and leaves the College in good standing will be paid for accrued vacation leave only up to the maximum accrual limit. If an employee is terminated from the College, no accumulated vacation leave will be paid.

Maximum vacation carryover limits:

0 – 5 years	40 hours (5 days)
5 years and over	80 hours (10 days)

V. Personal Business Days (See also, Board Policy Manual DEC).

- Eligibility. Employees, who work full time, are hired to work twelve months per year, and whom the College has employed for one year are eligible for three (3) personal day's leave per year.
- Personal days cannot be taken consecutively with vacation or holidays.
- Request for personal days, including reason must be approved through Business Portal one week in advance by the immediate supervisor and are subject to review by the President. Personal Business days are not vacation or sick leave. They should be used with discretion.

VI. Sick Leave (See also, Board Policy Manual DEC) [See Absence Form, attached]

- Eligibility. Employees, who work full time, are hired to work twelve months per year and who have accrued or earned sick leave are eligible for sick leave.
- Definition. Illness of employee, wife, husband, or children (adopted or step). Doctor and dentist appointments of employee only which cannot be scheduled other than during working hours. Critical illness of husband, wife, child, mother, father, brother, or sister.
- Allowable sick leave. Eligible employees accumulate one day for each month employed by the College up to forty (40) days. If anniversary date is after the 15th of the month, that month does not count when calculating sick leave. If anniversary date is on or before the 15th of the month, that month does count toward sick leave. Sick leave is available to be used by employee only if accumulated. An employee who has been employed for one (1) month will have accumulated one (1) sick day. If a person is sick following a month of employment, one (1) day will be considered time off with pay. Employees will not be paid for any accumulated sick leave upon termination or resignation from Frank Phillips College.
- Proof of illness. Verification of sickness from a doctor may be required.
- Work-related injuries: Any employee who suffers a work-related injury must immediately notify his/her immediate supervisor and complete an Accident Form, available in the Business Office. The Accident Form must be completed the same day of the injury.
- Maternity leave. Time off from work due to pregnancy is subject to the sick leave policy. [See Absence Form, attached].

F. Notification of Absence. The immediate supervisor must be notified within 15 minutes after the beginning of the workday of sick leave absence. Security personnel are to notify the immediate supervisor four (4) hours prior to the beginning of their shift in case of absence.

G. The immediate supervisor must approve this time off through Business Portal to the payroll office.

H. Communicable Disease Policy. (See also, Board Policy Manual DBB-LOCAL) Communicable diseases include, but are not limited to measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis B (serum hepatitis), human immunodeficiency virus (HIV Infection) and AIDS, leprosy, and tuberculosis.

Frank Phillips College recognizes that employees with communicable diseases may wish to Engage in their normal pursuits as their condition and ability allows. As long as acceptable performance standards are met, and medical evidence indicates that their condition is not a threat to themselves or others, the Administration and Board of this college ensures the consistent and equal treatment of all employees.

Any employee with a communicable disease upon confirmed knowledge is required to report the condition to his/her immediate supervisor. All reasonable effort will be made to protect the employee's right to confidentiality.

I. Family and Medical Leave. [See also Board Policy Manual DEC (LEGAL)]

Under the Family and Medical Leave Act of 1993, employees are eligible for up to twelve (12) work weeks of Family and Medical Leave (FML) during a leave year if they:

- have at least 12 months of cumulative service and have worked at least 1,250 hours at the college during the 12 month period preceding the date their FML is to begin; and
- have a qualifying reason for taking FML; and
- have a remaining balance of FML.

A "leave year" is defined as a period of 12 months measured backward from the date the proposed leave is to begin.

Employees are required to provide 30 days advance written notice to the supervisor when the need for FML is foreseeable. When such leave is not foreseeable, employees shall provide notice at the earliest possible date. FML is provided when employees are absent from work for one or more of the following qualifying reasons:

- the birth of the employee's child and the care of such newborn child;
- the placement of a child with the employee for adoption or foster care;
- the care of the employee's spouse, child (age 18 or under, or a child over age 18 with a disability where the child is unable to perform activities of daily living without assistance) or parent who has a serious health condition; or
- the employee's own serious health condition that prevents him/her from performing the essential functions of his/her position (excludes immunizations, routine physical examinations, orthodontia, and cosmetic treatments).

Employees may be required to provide certification from their health care provider of the need for such leave. Supervisors must grant employees 15 calendar days to submit such certification. Additional certifications may be required no more frequently than every 30 days unless an extension of leave is requested or modified, changed circumstances occur regarding the serious health condition or information arises that questions the validity of the earlier certification. In cases of the employee's own serious health condition, the employee may be required, on or before the date he/she returns, to provide a certification from a health care provider confirming the employee is able to return to work and perform the essential functions of his/her position.

Employees on FML are required to use accrued sick leave. Employees may request, at their option, use of accrued vacation when sick leave is exhausted.

VII. Deaths in Family (See also, Board Policy Manual DEC(R) LOCAL) [See Absence Form, attached]

A. Eligibility. Employees, who work full time, are hired to work twelve months per year, and that have been employed by the College for six (6) months are eligible for funeral leave.

- B. Allowable funeral leave. Immediate family, husband, wife, child, father, mother, sister, or brother. Five (5) working days are allowed with pay.
- C. Allowable funeral leave. In-laws. Three (3) working days are allowed with pay.
- D. The immediate supervisor must be notified within fifteen minutes after the beginning of the workday of funeral leave absence.
- E. This time off must be reported through Business Portal to the payroll office.

VIII. Classified Employees Educational Award

- A. Eligibility. Employees, who work full time, are hired to work twelve months per year, and that have been employed by the College for one year are eligible for the Classified Employees Educational Award.
- B. Eligible employees must enroll in and satisfactorily complete at least 18 hours in residence at Frank Phillips College for an associate degree or college-credit vocational-technical certificate; complete all other degree or certificate requirements; and graduate; or
- E. Eligible employees may receive a 2 1/2% salary increase.
- F. Employees who are on probation at the time of the award are ineligible for the award during that period.
- G. An employee can receive the award for only one of the programs listed.

IX. Reduction in Force Policy

- A. Definition: (1) Reduction in force (RIF) means the dismissal of a non-professional employee before the end of the normal term of employment for reasons of financial exigency or program change. (2) Financial exigency means any decline in the College's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the District to reduce financial expenditures for personnel. (3) Program change means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization of consolidation of two or more divisions or departments.
- B. Employment areas. A reduction in force may be implemented in one, several, or all employment areas of non-professional employment.
- C. Criteria. Using the following criteria, the College President shall determine which positions shall be eliminated and shall submit the decision to the Board. These criteria are listed in order of importance; the College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the work/trade skills criteria, it is not necessary to apply the performance or subsequent criteria.
 - (1) Work/trade skills: appropriate work/trade skills required by the college for support of the operation of the institution.
 - (2) Performance: employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
 - (3) Seniority: years of service in College District.
 - (4) Experience: accumulated trade and work experience related to the current assignment.
- D. Action. The College President shall determine which employees shall be dismissed.
- E. Rights of Employees Subject to RIF. An employee dismissed pursuant to this policy, if subsequently re-employed by the District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.
- F. Re-employment. Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position, for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ten calendar days of receipt of such notification if the person wishes to be considered for the position. Any individual who responds shall be considered for employment on a preferential basis.

- X. Termination
Employees who fail to abide by the Employee Handbook may be subject to disciplinary procedures or dismissal.

ABSENCE FROM COLLEGE REQUEST/REPORT

This form is to be used for all absences from college of a personal nature (i.e. personal business day(s), vacation day(s), and should be submitted to and approved by your Dean/President at least one week in advance for personal business days and thirty days for vacation days. Emergency requests will require notification of immediate supervisor if not approved sick day.

Name _____ Social Security Number _____

Reason for absence: (fill out)

Vacation From _____ through _____ # of days _____
1st day absent from work last day absent from work

Personal Days From _____ through _____ # of days _____
1st day absent from work last day absent from work

Sick Days From _____ through _____ # of days _____
1st day absent from work last day absent from work

Other: Please Specify: _____

From _____ through _____ # of days _____
1st day absent from work last day absent from work

Employee Signature: _____ **Date:** _____

Approved: _____
Supervisor Date Dean Date

President Date

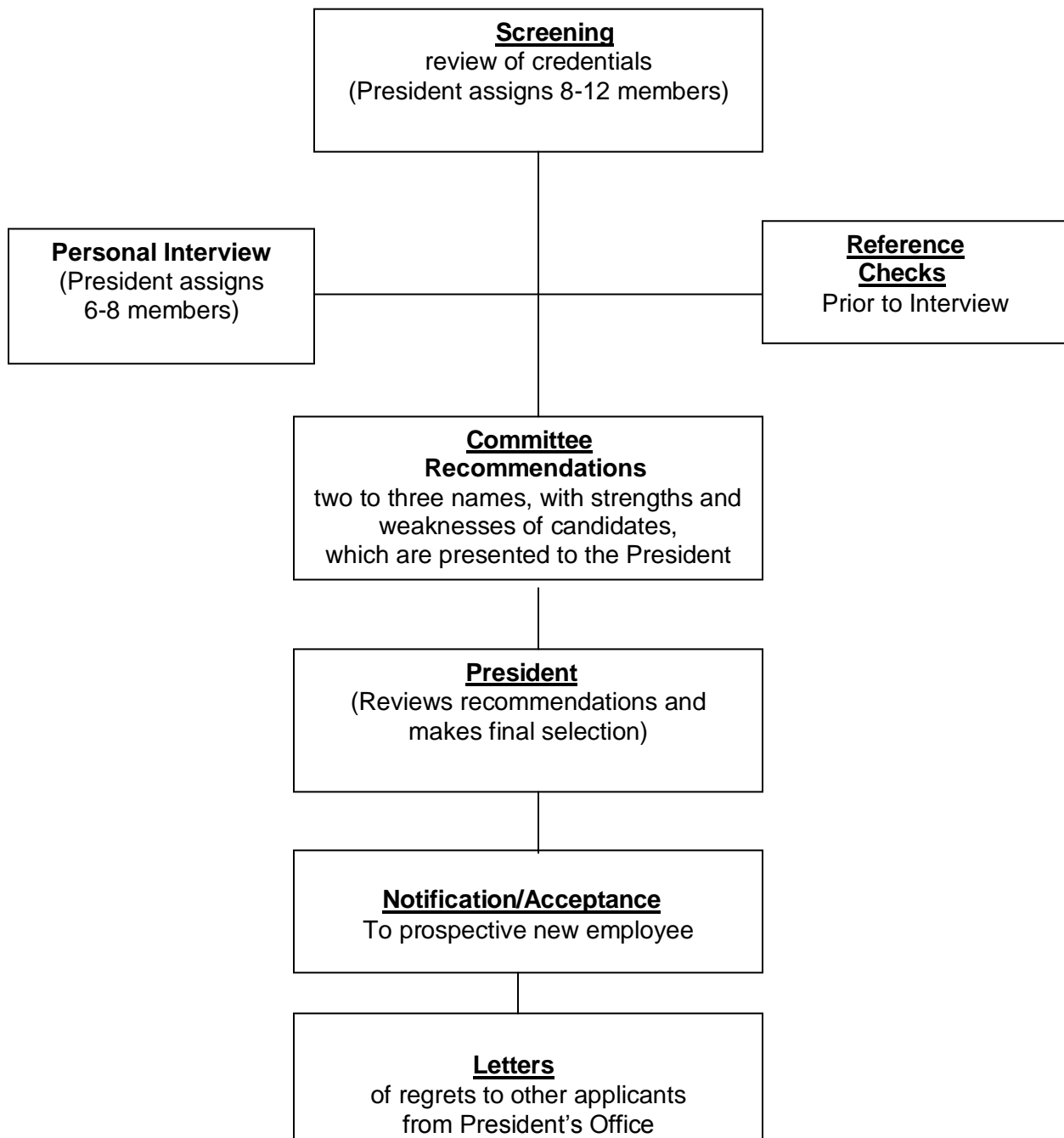
Emergency requests (less than five days notice) will require a dated signature of both the supervisor and area Dean prior to the absence.

In case of emergency absence, the immediate supervisor must be notified within 15 minutes after the beginning of the workday of the absence. This form must then be completed immediately upon return to work and submitted to the supervisor.

All approved forms must be submitted to the payroll office on a weekly basis.

Frank Phillips College Hiring Procedures/Processes

Note: The integrity of the selection process is dependent upon strict confidentiality of the screening and interview committee members.



Texas Community College Teachers Association Code of Professional Ethics

(Revised February 20, 1997)

Adopted April 20, 1998
**Frank Phillips College
Board of Regents**

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.

The professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.

The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

The Professional Educator shall make the most judicious and effective use of the college's time and resources.

The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

The Professional Educator shall support the goals and ideals of the college and shall act in public and private affairs in such a manner as to bring credit to the college.

The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.

The Professional Educator shall observe the stated policies and procedures of the college, reserving the right to seek revision in a judicious and appropriate manner.

The Professional Educator shall participate in the governance of the college by accepting a fair share of committee and institutional responsibilities.

The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offence so long as the colleague's innocence may reasonably be maintained.

The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

**In this Code the term "colleague" refers to all persons employed by colleges in the educational enterprise.*

**Entry Level
Salary Schedule for Faculty**
(No fixed schedule – no automatic increases after entry)

Certificate/Associate \$28,500	Bachelors \$29,500	Master's \$32,000	Doctorate \$35,500
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Education and Experience Scale

Add \$500 per unit with the following scale formula:

- College and public/private secondary teaching experience will be accepted at a 1 to 1 ratio up to a total of 15 years as approved in writing by the Executive Vice President and President. This must be put in the employment file upon initial employment and evaluation.
- Work experience in the field (i.e.: nursing in a hospital) will be accepted at a 2 to 1 ratio up to a 5 years maximum as approved in writing by the Executive Vice President and President. This must be put in the employment file upon initial employment and evaluation.
- No credit shall be given for graduate teaching assistantships, part-time/adjunct instruction, or work not directly related to the teaching assignment.
- All salary adjustments will be made at the start of the fiscal year in September.

Compensation for graduate hours:	Prior to 9-1-81	\$20 per hour
	9-1-81 to 9-1-89	\$40 per hour
	9-1-89 to 6-1-92	\$50 per hour
	after 9-1-92	\$75 per hour

Faculty members employed after May 1, 1995, may receive compensation for additional graduate hours according to the following schedule:

Bachelors:	30 graduate hours above the baccalaureate degree
Masters:	54 graduate hours above the master's degree
Doctorate:	12 graduate hours above the doctorate degree

8-07

Frank Phillips College

1301 W. Roosevelt
Borger, TX

Instructional Performance Review Form

Faculty Name:

Academic Year:

Frank Phillips College Instructor Evaluation

Instructor's Name: _____
Full-time Faculty/Coach _____ Part-time Faculty _____

Class: _____

Evaluator's Name: _____ Title: _____

Date of Classroom Visit: _____

Overall Student Evaluation Composite Rating: _____ (1=Low, 5=High)

Performance Self Evaluation Sheet Submitted by Faculty: Yes _____ No _____

I. Classroom Evaluation

Type of class observed:

- General lecture/discussion/demonstration
- Integrated lecture/lab or studio
- Instructional lab or studio
- Open Laboratory or studio
- Activity (P.E.)

The following represents a checklist and rating of characteristics observed during the classroom observation. Each of the five areas observed is rated on a scale:

1= Unsatisfactory; 2= Needs some improvement; 3= Satisfactory; 4= Excellent.

A) Knowledge of subject

How well does this instructor demonstrate knowledge of the subjects he/she is assigned to teach?

- Has broad, accurate, up-to-date knowledge of the subject needed to teach at the college level
- Demonstrates the importance and significance of the subject and relates it to real life situations
- Summarizes and synthesizes content so it enhances student learning
- Promotes the acquisition of factual information and/or fundamental principles, generalizations or theories
- Assists in the development of skills, competencies, or points of view needed by professionals in the field.

_____ (point score) --Evaluator's Comments:

➤ Recommendations for Improvement:

B) Organization of Class

How well does this instructor select and prepare the materials and format for the courses he/she is assigned to teach?

- Gives the students a clear overview of the material to be covered and relates it to the objectives of the course*
- Generally adheres to the time frame and sequence of assignments contained in the course outline or abstract*
- Organizes the class presentation in an effective way so that student learning is enhanced*
- Frames the class session so that students understand how the material fits with that studied previously or to be undertaken.*

_____ **(point score) --Evaluator's Comments:**

➤ **Recommendations for Improvement:**

C) Classroom Management

How well does this Instructor perform responsibilities related to management of the classroom?

- Deals with disruptive or dominating students effectively*
- Brings the period to conclusion in a timely manner*
- Arrives on time prepared to begin the class*
- Takes attendance*
- Distributes or collects materials in an efficient manner.*

_____ **(point score) --Evaluator's Comments:**

➤ **Recommendations for Improvement:**

D) Instructional Techniques:

How effective are the instructional techniques used by this instructor?

- Communicates the subject matter clearly*
- Exhibits enthusiasm for the subject*
- Uses a variety of teaching techniques, materials, and support services in an effort to meet the learning needs of all students in the class*
- maintains student interest by making the class challenging, thought-provoking, and interesting*
- Promotes class discussion (where appropriate) as opposed to asking for mere responses to questions*
- Employs techniques that stimulate students to high intellectual efforts*
- Communicates areas of strength and weakness to students, encourages significant learning as opposed to memorization, uses clear and understandable question, makes assignments of a reasonable length and level.*

_____ **(point score) --Evaluator's Comments**

➤ **Recommendations for Improvement:**

E) Student Rapport

How well does this instructor work and interact with students?

- Exhibits an attitude toward students that encourages learning and active participation in the class*
- Encourages students to seek assistance outside of class during regular, posted office hours*
- Displays genuine concern for student learning and development*
- Displays sensitivity to student problems and point of view.*

_____ **(point score) --Evaluator's Comments:**

➤ **Recommendations for Improvement:**

II. Other Required Duties and Responsibilities

F) Check List of Required Responsibilities (completed by Division Chair, Department Head, or Designated Full-time Faculty Department Representative) Attached.

Yes _____ No _____

➤ Recommendations for Improvement:

III. Additional Corrective Actions (if necessary)

G) Areas of instructional concern that need immediate attention:

➤ Recommendations for Improvement:

H) Instructor's response indicating effect of "Recommendations for Improvement".

Please submit in writing by (due date): _____

Signature of Evaluator _____ Date _____

Date of Evaluation Conference _____

Signature of Instructor _____ Date _____

Instructor Comments: *(optional attachment provided by instructor)*