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SECTION 1: ORGANIZATION OF THE COLLEGE

1.1 Legal Authority Policy (Adopted December 3, 1968; Revised February 4, 2002; Revised November 12, 2007)

The Junior College District of East Central Missouri, its Board and employees will comply with all applicable public school laws of Missouri. Other sections and statutes, not specifically written for public schools but applicable to them will be complied with as interpreted and defined by the Coordinating Board for Higher Education and by legal counsel.

1.2 Mission Policy (Adopted December 6, 1994; Revised October 6, 2003)

Institutional Mission. East Central College will provide an environment for lifelong learning.

1.3 Authority and Responsibilities of the Board of Trustees Policy (Adopted June 6, 1988; Revised November 12, 2007)

The Board of Trustees of the Junior College District of East Central Missouri is the sole statutory legislative governing body responsible for the control and operation of East Central College.

The statutory responsibilities of the Board of Trustees include, but are not limited to, the following:

1. Approve the appointment, retention and dismissal of employees of the College, define and assign their powers and duties and fix their compensation.
2. Levy such taxes as are required for the operation of the College.
3. Establish fees for students in the amount necessary to maintain College courses.
4. Provide instructional programs and services and physical facilities.
5. Approve all contracts where the consideration to be paid is \$15,000 or more
6. Formulate and oversee disciplinary policy regarding students.
7. Comply with all applicable federal, state and local mandates.

1.4 New Instructional Programs Policy (Reaffirmed December 2, 1991; Revised November 12, 2007)

The Board will approve all new instructional programs.

1.5 Organization of the College Policy (Adopted February 7, 1991; Revised February 4, 2002)

The organization of the College shall be proposed by the President of the College and approved by the Board.

1.6 Approval of Contracts Policy (Adopted November 12, 2007)

The Board of Trustees shall approve all contracts where the consideration to be paid under the contract is \$15,000 or more. Approval requires an affirmative vote of at least four trustees. A contract requiring Board approval may not be signed by a representative of the College unless and until the Board has approved the contract.

The Board hereby delegates to the College President the authority to approve and sign contracts where less than \$15,000 is to be paid.

1.7 Elections Policy (Reaffirmed December 2, 1991; Revised November 12, 2007)

All elections will be carried out in accordance with Missouri law.

1.8 Sub-districting Policy (Adopted December 2, 1991; Revised February 4, 2002)

For the purpose of electing trustees, a sub-districting plan will be adopted by the Board of Trustees, approved by the Coordinating Board for Higher Education and reviewed following publication of each decennial census.

1.9 Trustee Qualifications Policy (Adopted November 12, 2007)

Members of the Board of Trustees shall be citizens of the United States and at least twenty-one years of age. They shall also have been voters of their respective sub-district for at least one whole year preceding their election or appointment.

1.10 Trustee Elections Policy (Adopted November 12, 2007)

The qualified voters of the Junior College District of East Central shall elect two (2) trustees for terms of six (6) years each on municipal election day in April of each even-numbered year. Unexpired vacant terms will be filled in accordance with law.

1.10.1 Candidate Filing

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the district the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the President's office commencing at 8:00 a.m. on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the Recording Secretary of the Board of Trustees or designee.

The names of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 4:30 p.m. on the first day of filing, the College shall determine by random drawing the order in which such candidates' names shall appear on the ballot. Each candidate filing on the first day shall draw a number at random at the time of filing. The College shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the various election authorities by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the College's certification of candidates to the election authorities, a candidate may withdraw from the election by presenting to the College a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The College will provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

1.10.2 No Election Held

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election. However, if the number of candidates filing exceeds the number of positions, the election will be held even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

1.10.3 Certification of Results Policy

Within seven business days after receipt of the official election returns from the election authorities, at least a majority of the then-qualified members of the Board of Trustees will tabulate the results so received and declare and certify the candidate or candidates receiving the greatest number of votes and the result of balloting upon any question. Said certification will be duly noted in the official minutes of the Board meeting.

1.11 Assuming the Office (Adopted December 3, 1968; Revised February 4, 2002)

At the first meeting of the Board of Trustees after the election of a member or members of the Board of Trustees has been certified, said member or members so elected and certified shall present themselves for the purpose of being seated.

1.11.1 Oath

All members of the Board of Trustees shall be required to take and subscribe to an oath of office in the following form:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of Missouri, and that I will faithfully demean myself in the office of Trustee of the Junior College District of East Central Missouri.”

1.12 Seating of Members (Adopted December 3, 1968; Revised February 4, 2002)

The President of the Board shall thereupon recognize newly elected members as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of members of the Board of Trustees.

1.13 Vacancy on the Board of Trustees (Adopted December 3, 1968; Revised February 4, 2002)

Any vacancy shall be filled by an act of the Board.

- A. In the case of a vacancy occurring in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof.
- B. After such certification, the Trustees at a regular or special meeting shall nominate and appoint a successor Trustee to serve until the next election held by or for the district when a Trustee shall be elected for the unexpired term.
- C. Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee.
- D. When a person becomes a member of the Board of Trustees by appointment, the new member shall be seated at the next regular meeting after said appointment and after having taken the prescribed oath of office.

1.14 Officers and Staff of the Board of Trustees Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised February 4, 2002)

The Board of Trustees shall select members and other personnel to serve as officers and staff.

1.14.1 Officers

The officers of the Board of Trustees shall be a president and a vice president who shall be members of the Board, and a secretary, treasurer and a recording secretary, who may but need not be members of the Board.

1.14.2 Officers – When Elected

Officers shall be elected at the first meeting of the Board in April following elections in each even numbered year. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

1.14.3 Election – How Conducted

The election of all officers may be by secret ballot and shall be held at a regular meeting or at a special meeting of the Board held for that purpose.

1.14.4 Term of Office

Each officer of the Board shall be elected for a term of two years, shall assume office immediately upon election, and shall hold office until his/her successor shall be elected and qualified.

1.14.5 Duties of the Officers and Staff

President

The duties of the President shall be, specifically:

1. To preside at all meetings of the Board of Trustees.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law for action of the Board of Trustees.
5. To sign checks and conduct financial transactions in the absence of the treasurer.

Vice President

The duties of the Vice President shall be, specifically:

1. In the case of the resignation, absence or other disability of the President, to perform all of the duties of the President.
2. To perform such other and further duties as shall from time to time be assigned to him/her by the President of the Board of Trustees.

Secretary

The duties of the Secretary shall be, specifically:

1. To be the official custodian of the proceedings and records of the Board of Trustees
2. To sign documents, contracts, and other instruments on which the signature of the secretary is required or appropriate.
3. To be the custodian of the official seal of the district and of the official bond of the Treasurer which shall be recorded in the records of the district.

Treasurer

The duties of the Treasurer shall be, specifically:

1. To keep or cause to be kept complete records of the financial transactions of the district, to sign all checks and to report or cause to be reported the financial status of the Junior College District.
2. Such other duties as are imposed on the Treasurer under the Laws of Missouri.

Recording Secretary

1. May be appointed by the Board of Trustees and may or may not be a member of the Board. Any compensation for serving as Recording Secretary shall be fixed by the Board of Trustees.
2. The duties of the Recording secretary shall be, specifically, to attend meetings of the Board of Trustees, to prepare a transcript of the proceedings, and at the direction of the Board of Trustees to sign all legal documents in the absence of the Secretary of the Board of Trustees.

1.15 Board Meetings Policy (Adopted December 3, 1968; Revised February 4, 2002)

Board meeting procedures and schedules shall be established by the Board.

1.15.1 Regular Meetings

The regular monthly meeting of the Board of Trustees is held on the first Monday of each calendar month at a time to be established unless such day occurs on a legal holiday or the Board selects an alternative date for the meeting.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any

of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting will be stated in the Board minutes.

Recording open meetings by audiotape, videotape or other electronic means is allowed by law. However, the Board will establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board.

1.15.2 Meetings to be Public

All regular meetings of the Board shall be open to the public unless closed as authorized by law.

1.15.3 Representatives of the Employee Associations

The Board of Trustees will officially recognize a member of each employee association selected by these bodies as their representatives. These representatives will receive notices of the Board meetings and agendas and will be invited to attend the Board meetings.

1.15.4 Notification of Meetings

It is the policy of the district to inform the public of Board of Trustee meetings in accordance with law. The Recording Secretary has the responsibility to post notice of Board meetings.

A. All Meetings.

In addition to the criteria listed below, notice of all Board meetings (regular, special and closed) shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when the College is closed, unless for good cause such notice is impossible or impractical, in which case as much notice is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose in the Administration Building.

All interested news media organizations will be notified of all meetings of the Board of Trustees.

B. Open Meetings

Public notice of an open meeting will include the time, date, place and tentative agenda advising the public of the matters to be considered.

C. Closed Meetings

Public notice of a closed meeting will include the time, date, and place of the meeting and the specific statutory exemption under which the meeting is closed.

1.16 Telephone Meetings Policy (Adopted November 12, 2007)

The Board may hold a meeting with all or a majority of the trustees participating by telephone. Such telephone meetings shall be open to the public. Trustees may cast votes other than roll call votes at a telephone meeting. However, issues that require a roll call vote, including issues to be discussed and decided in closed session, may not be voted on at a telephone meeting. The College President will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting by telephone may interact and the public may observe or hear the comments made. The College President will take measures to verify the identity of any remotely located participants.

1.17 Special Meetings Policy (Revised November 12, 2007)

Special meetings may be called (1) at any time by the Board President, and (2) also may be called by the Secretary upon written request of a majority of the members of the Board of Trustees. Written notice of the special meeting, including the starting time and place of the meeting and the business to be conducted, will be given to each member and to the public at least 24 hours (exclusive of weekends and holidays) prior to the commencement of the meeting. The only exception to this is when, for good cause, such advance notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. No business will be transacted at special meetings other than that stated in the notice.

1.18 Quorum Policy (Revised November 12, 2007)

At all meetings of the Board of Trustees a majority of the Board will constitute a quorum to do business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole board (i.e., four trustees) votes therefor.

1.19 Closed Meetings Policy (Adopted November 7, 1988; Revised January, 2005)

The Board of Trustees will comply with RSMo sections 610.010 - 610.030 regarding open meetings, records, and votes. All meetings, records and votes shall be open to the public unless closed as authorized by law. The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

1.19.1 Authorizing a Closed Meeting

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

1.19.2 Objection

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Recording Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

1.19.3 Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

1.19.4 Confidentiality

The Board members and employees in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. District employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may

publicly admonish Board members who fail to keep closed meetings, records or votes confidential in violation of this policy.

1.19.5 Reasons for Holding Closed Meetings

Unless otherwise determined by the Board, any meeting, record or vote pertaining to the following topics shall be considered a closed meeting, closed record, or closed vote:

1. Legal actions, causes of action or litigation involving the district and any confidential or privileged communication between the district or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court, except that the amount of any monies paid by the College shall be disclosed.
2. The lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.
3. Hiring, firing, disciplining or promoting of particular employees by the district when personal information about the employee is discussed or recorded. However, any vote on a final decision to hire, fire, promote or discipline an employee shall be made available to the public, along with a record of how each member voted, within 72 hours of the close of the meeting; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the 72-hour period before such decision is made available to the public.
4. Proceedings involving the mental or physical health of an identifiable individual.
5. Scholastic probation, expulsion or graduation of identifiable persons, including record of individual tests or examination scores, except that such records will be open to inspection by the student(s) and his/her/their parent(s), guardian(s), or other custodian(s) as permitted by law.
6. Testing and examination materials until the test or examination is given for the final time.
7. Welfare cases of identifiable individuals.

8. Preparations on behalf of the district or its representative for negotiations with employee groups, including any discussion or work product.
9. Software codes for electronic data processing and documentation thereof.
10. Competitive bidding specifications until officially approved or published.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
12. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of district employees shall be available to the public.
13. Records protected from disclosure by law.
14. Scientific and technological innovations in which the owner has a proprietary interest.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
17. Existing or proposed security systems and structural plans of real property owned or leased by the district where public disclosure would threaten public safety.
18. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system computer network of the district if released.
19. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the district and a person or entity doing business with the district.

1.20 Release of Information to the Public (Adopted November 12, 2007)

Records of the College are open to the public unless closed in accordance with the action of the Board of Trustees in adopting this policy, state or federal law. All records of East Central College subject to closure pursuant to Missouri's Sunshine Law (Chapter 610, Section 610.021 RSMO, as amended) are hereby closed.

For purposes of release of records not closed pursuant to this policy, the Recording Secretary of the Board serves as the College's custodian of records. Members of the public may request the custodian of records to provide access to public records. After receipt of the request, the custodian will provide access within three business days or sooner if possible or explain in writing the reason for denial of access or for delay.

Members of the public may request copies of public records. A charge of up to ten cents per page may be made for copies no larger than 9 x 14 inches. The College may also charge a fee for search, research and duplication time in responding to requests for copies of public records. Such charges shall be in accord with Missouri's Sunshine Law (Section 610.026 RSMO). Prior to producing copies of requested records, the person requesting the records may, upon request, obtain an estimate of the cost. The College may require the payment of such fees prior to the making of copies.

1.21 Rules of Order Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised August 14, 2006)

Rules of order shall be established and followed by the Board.

1.21.1 Order of Business

The President, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business unless modified by the Board shall be as follows:

1. Call to Order
2. Recognition of Guests
3. Consent Agenda/Agenda
4. Minutes
5. Financial Reports
6. Bids
7. Personnel
8. Actions and Reports

1.21.2 Rules of Order

In all matters not covered by the rules of the Board, parliamentary procedures shall be governed by Robert's Rules of Order Revised, Part I, Articles I through VIII.

1.21.3 Recognition (Adopted December 3, 1968; Reaffirmed December 2, 1991)

No person other than a member of the Board of Trustees, the President of the College or other chief administrative personnel of the district designated by the President shall be recognized to speak at any meeting of the Board of Trustees except upon the consent of the majority of the Board.

1.22 Voting Procedures (Adopted December 3, 1968; Revised November 12, 2007)

Voting at meetings of the Board of Trustees shall be conducted in accordance with the provisions set out below:

A. In General

All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of “yes” and “no” votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The President of the Board shall have a vote on all questions.

Any member upon request may have a brief explanation of their vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business.

Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise limited by Policy 1.18.

B. Voting in Open Session

Voting in open session must be conducted in a manner that allows the Recording Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. Any member

desiring a roll call vote shall so request it of the President and upon being recognized shall proceed to cast his vote first, the vote then proceeding in a clockwise manner until all have voted, and the vote shall be so recorded. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law and the vote must be taken by roll call.

C. Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn.

D. Additional Provisions

1. No member of the Board may vote by proxy.
2. Every member present shall vote in accordance with Missouri law.
3. The reconsideration of a vote may be moved only by a member who voted with the majority and only at the same meeting at which the vote was taken.
4. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular session, and the matter as thus finally decided shall not be revived within a period of three months unless by consent of a two-thirds majority of the Board.

1.23 Board Agenda Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised November 12, 2007)

The agenda for all regular and special Board meetings will be developed by the President of the College.

- 1.23.1** An individual Board member may present any additional item for the agenda to the Board under the item "Approval of Agenda." It shall be added to the agenda upon the approval of a majority of the Board members present.
- 1.23.2** Any individual or group who wishes to have an item placed on the agenda shall submit the item to the President at least seven (7) business days prior to a regular or special Board meeting and he/she may place it on the agenda upon approval by three (3) Board members.

1.24 Board Minutes Policy (Adopted December 3, 1968; Revised January, 2005; Revised November 12, 2007)

Minutes of all meetings will be kept in accordance with the provisions set out below.

- 1.24.1** Minutes of open and closed meetings shall be taken and retained by the Board, including a record of any votes taken at such meetings. This shall normally be the responsibility of the Recording Secretary of the Board. The minutes shall include the date, time, place, members present, members absent and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each “yes” and “no” vote, or abstinence if not voting, to the name of the individual member of the Board.
- 1.24.2** The Recording Secretary will keep the official minute book of all Board meetings. These minutes must be approved by a majority vote of the Board of Trustees and signed by the President and Secretary of the Board.
- 1.24.3** Minutes are not considered official until approved by a majority of the Board of Trustees and signed by the President and Secretary of the Board. A draft version of the minutes shall be available for public inspection and/or copying once they are completed by the Recording Secretary and reviewed and approved by the President of the College. Draft versions shall be clearly marked "DRAFT" and are subject to revision until adoption by the Board of Trustees.
- 1.24.4** The minutes of all open meetings shall be published in the next Board of Trustees meeting agenda for approval and/or correction. All approved minutes of open meetings shall be maintained in a permanent file in the office of the Recording Secretary and made available for public viewing during regular working hours. Copies are available for a predetermined fee.
- 1.24.5** Minutes of all closed meetings shall be reviewed and approved by the Board at the next closed meeting and shall be maintained in the office of the Recording Secretary. Minutes of closed meetings are not available for inspection or copying by the public, except as provided in Policy 1.19.5 above.

1.25 Board Committees Policy (Adopted December 3, 1968; Revised January, 2005)

The President of the Board of Trustees will appoint all Board committees and outline specific responsibilities of each committee.

- 1.25.1** No permanent committee will be established.
- 1.25.2** Lay committees will be appointed on a temporary basis to accomplish certain goals, and then will be terminated at the conclusion of their duties.
- 1.25.3** Any committee appointed by or at the direction of the Board and which is authorized to report to the Board, or any committee appointed by or at the direction of the Board for the specific purpose of recommending, directly to the Board or the President of the Board, policy or policy revisions or expenditures of public funds shall be subject to the Missouri Sunshine Law in connection with the committee's meetings, records and votes.

1.26 Board Travel Policy (Adopted February 4, 2002)

The Board recognizes the benefits derived by the College through Board member attendance at local, state and national meetings and similar events on behalf of the College. The Board will reimburse Board members for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences and meetings. Trustees will abide by administrative guidelines regarding reimbursement of travel expenses.

1.27 Board Member Service Policy (Adopted August 12, 1991; Reaffirmed August 29, 2005; Revised November 12, 2007)

No member of the Board shall directly or indirectly receive any compensation or remuneration nor derive any profit or gain from membership on the Board or from services rendered to the College. No Board member of East Central College will use any College equipment, supplies, or personnel for any purpose other than the College's business.

1.28 Board Member Conflict of Interest Policy (Adopted November 12, 2007; Reaffirmed August 31, 2009)

All trustees of the College shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the College. As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent

partnership interest, or a co-participant or owner of more than ten (10) percent of the outstanding shares of any class of stock.

1.28.1 Sale, Rental, Lease or Provision of Personal Property

Board members or businesses they own shall not sell, rent, lease or provide personal property to the district.

1.28.2 Sale, Rental or Lease of Real Property (Real Estate)

Board members and businesses they own may sell, rent or lease real estate to the College. Public notice of the transaction must be given prior to execution if the payment to the Board member or business exceeds \$500 per transaction or \$5,000 per year.

1.28.3 Employment

The College shall not employ Board members for compensation even on a part-time basis. While a Board member remains on the Board of Trustees, the College will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member. Board members may provide services on a volunteer basis.

1.28.4 Independent Contractor

Board members may provide services to the College as independent contractors through businesses they own. If payment for the service exceeds \$500 per transaction or \$5,000 per year, the College must give public notice and competitively bid the service, and the bid or offer of the Board member's business must be the lowest received. Businesses owned by Board members may provide services on a volunteer basis.

1.28.5 Businesses That Employ Board Members

Board members may participate in discussions and vote on motions for the College to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

1.28.6 Statement of Interest

If a Board member has a substantial personal or private interest in a decision before the Board, before voting the Board member shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. A Board member will have complied with this requirement if the Board member has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A "substantial interest" exists when the Board member, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

1.28.7 Self-Dealing

A Board member shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Board member, his or her spouse or dependent children.

A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

A Board member will not directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the College of a service or the sale, rental or lease of property to the College and the Board member, his or her spouse, dependent children in his or her custody or any business with which he or she is associated will benefit financially.

"Business with which a person is associated" means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the person's custody.

2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member, spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the Board member is the settlor or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

1.28.8 Use of Confidential Information

A Board member shall not use confidential information obtained in the course of his or her official capacity in any manner with the intent to result in financial gain for himself or herself, any other person or any business.

1.28.9 Nepotism

A Board member shall not vote to employ or appoint any person who is related within the fourth degree to such Board member by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting and shall leave the room during consideration of the question and the vote.

"Fourth degree of consanguinity or affinity" means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great-aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

1.29 Personal Financial Disclosure Statements Policy (Adopted November 12, 2007)

The Board of Trustees hereby adopts a policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the East Central College Board of Trustees, on or before May

1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates who are required to file reports (i.e., those who have engaged in reportable transactions in the previous calendar year) must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.

1.29.1 Board Member Disclosure

All trustees and candidates for trustee will disclose in writing the following transactions if they occurred during the calendar year:

1. Each transaction in excess of \$500 per year between the College and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the College. The statement shall include the dates and identities of the parties in the transaction.

"First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the College and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the district or payment for providing utility service to the College. The statement shall include the dates and identities of the parties in the transactions.

"Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively, directly or indirectly, of ten (10) percent or more of any business entity, or of an interest having a value of \$10,000 or more, or the receipt of a salary, gratuity or other compensation of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

1.29.2 College President and Chief Purchasing Officer Disclosure

The College President and the Chief Purchasing Officer (i.e., the Vice President of Finance and Administration) will disclose in writing the

information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouses and dependent children:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement.
2. The name and address of each sole proprietorship the individual owned.
3. The name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant.
4. The name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.
6. The name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

1.30 Responsibilities of the President Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised February 4, 2002)

The President of the district shall be the Chief Executive Officer through which the Board carries out its program and exercises its policies. The President may delegate to subordinate officers of the district such powers as he/she may deem desirable to be exercised under her/his supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out responsibilities of the position.

- 1.30.1** The President shall perform the following functions and be responsible for:

1. Designing and overseeing the organization and administration of the College.
2. Making policy recommendations to the Board on all matters that affect the College.
3. Recommending all additions or changes in personnel and in personnel policies.
4. Submitting an annual budget and administer the Board approved budget.
5. Formulating of all reports as may be required by the Board and by local, state, or national agencies.
6. Recommending to the Board site locations and site utilization.
7. Directing the development of the campus building program.
8. Recommending the establishment of citizen and trade advisory committees.
9. Lending influence in the development of higher education programs in local, state, and national committees and organizations.
10. Performing such other duties as may be assigned or delegated by the Board of Trustees.

1.31 Evaluation, Planning and Assessment Policy (Adopted June 4, 1973; Reaffirmed December 2, 1991; Revised November 12, 2007)

In order to determine the effectiveness of the College, the President of the College shall implement a process of planning and assessment of the College operations and shall report findings to the Board of Trustees on a periodic basis.

1.32 Role and Relationship Between the Board of Trustees and the Chief Executive Officer Policy (Adopted June 6, 1988; Reaffirmed December 2, 1991; Revised February 4, 2002)

The Board of Trustees recognizes and maintains the distinction between those activities which are appropriate to the Board as the sole statutory legislative governing body of the district and those administrative functions and duties which are to be performed by the Chief Executive Officer and his/her staff. In

that regard, the Board views the legislative authority vested within itself as a body of the whole rather than as individuals acting unilaterally.

- 1.32.1** Based upon the premise of mutual respect and trust, the Board encourages a shared governance relationship that is characterized by open, honest, two-way flow of continuous communications based upon accurate, reliable information resulting from thorough study and analysis. In that regard, the Board looks toward the Chief Executive Officer to provide recommendations, suggestions and options relating to both short- and long-term goals and objectives of the district in a routine and timely manner. This should allow the Board an adequate period of deliberation which would ultimately result in the adoption of policies that would enhance the well-being of the overall district.
- 1.32.2** The Board recognizes that if the Chief Executive Officer is to be strong and responsible for the prudent management of the district and its resources, likewise, the Board must also be strong, fully informed and recognize its responsibility to be fully supportive of the Chief Executive Officer by granting him/her full authority to carry out and implement the administration of the district in accordance with those policies adopted by the Board.
- 1.32.3** The Board will maintain an understanding and respect for the delineation of policy versus administration and will maintain a self-discipline that will avoid direct interference into the administrative functions of the district. The Board will encourage and be supportive of an atmosphere that will allow the Chief Executive Officer the flexibility and creativity to successfully exercise his/her administrative style necessary for successfully carrying out the administrative functions of the district.

1.33 Citizens Advisory Committees Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised February 4, 2002)

Citizens Advisory Committees may be used to advise the College in specific areas of responsibility.

- 1.33.1** Such committees will be appointed to serve in a recommending capacity to College officials.
- 1.33.2** Committee members will be selected by the College administrative staff and approved by the Board of Trustees.

1.33.3 All committees will be chosen for a specific purpose and will be terminated when that purpose is fulfilled.

1.34 College Governance Associations (Adopted March 10, 2003)

The Board of Trustees of the Junior College District of East Central Missouri encourages the formation of voluntary associations representing employee classification groups for purposes of communication and participation in the business of the College. Each association must operate under a constitution and/or bylaws. No constitution and/or bylaws will in any way be written or be understood to limit the authority of the Board or the President in the governance of the College.

1.35 Amendments to Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised November 12, 2007)

The policies of the Board of Trustees of East Central College may be amended, repealed, or added to upon motion made in writing for that purpose and an affirmative vote of four trustees.

SECTION 2: INSTRUCTION POLICIES AND PROCEDURES

2.1 Accreditation Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised May 12, 2008)

East Central College will meet all standards and criteria for accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools. In addition individual programs will meet licensure and accreditation standards as required by the State of Missouri and as appropriate to ensure quality education to its students.

2.2 Degree Policy (Adopted December 2, 1991; Revised April 2, 2007)

East Central College offers a variety of degree programs approved by the Board of Trustees and by the Missouri Coordinating Board for Higher Education.

The Associate of Arts (AA) Degree is the institutional transfer degree. The degree is comprised of the Coordinating Board for Higher Education's statewide general education core and electives in the academic discipline of choice.

The Associate of Science (AS) Degree is the institutional pre-engineering degree. A specifically articulated degree with selected Missouri public universities, the Associate of Science Degree is comprised of a general education core and the necessary coursework to prepare students for a course of study in engineering. The degree allows students to elect appropriate specialized coursework for various areas of engineering.

The Associate of Arts in Teaching (AAT) Degree is the institutional transfer degree for students preparing to study in teacher education programs. The degree is comprised of the Coordinating Board for Higher Education's statewide general education core and electives in education and other disciplines related to teacher education. The degree is specifically articulated with Missouri public baccalaureate institutions offering teacher education programs and meets all the accreditation requirements of the Department of Elementary and Secondary Education (DESE).

The Associate of Applied Science Degree (AAS) is the career technical and workforce preparation degree consisting of a combination of general education and program-based coursework. Many of the career fields offering the AAS degrees also offer options in certificates.

Degree requirements may be updated, altered and revised through appropriate College procedures. Students must satisfy the set of degree requirements in

effect at the time of enrollment at East Central College or the degree requirements current at the time of completion.

2.2.1 Graduation Requirements for the Associate of Arts Degree

- A. Candidates for an Associate of Arts degree must meet the following degree requirements:
1. Completion of a minimum of 64 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework, in an approved program of study.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirement (a minimum of 15 of the last 30 semester credit hours must be completed at East Central College).
 4. Complete an exit examination as specified by the College.

2.2.2 Graduation Requirements for the Associate of Science Degree

- A. Candidates for an Associate of Science degree must meet the following degree requirements:
1. Completion of an approved program of study, consisting of a minimum of 64 college semester credit hours (a combination of the general education requirements and elective coursework), excluding developmental coursework and career technical coursework.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirement (a minimum of 15 of the last 30 semester credit hours must be completed at East Central College).
 4. Complete an exit examination as specified by the College.

2.2.3 Graduation Requirements for the Associate of Arts in Teaching Degree

- A. Candidates for an Associate of Arts in Teaching degree must meet the following degree requirements:
1. Completion of an approved program of study, consisting of a minimum of 64 college semester credit hours (a combination of the general education requirements, program requirements and elective coursework), excluding developmental coursework.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirement (a minimum of 15 of the last 30 semester credit hours must be completed at East Central College).
 4. Complete an exit examination as specified by the College.

2.2.4 Graduation Requirements for the Associate of Applied Science Degree

- A. Candidates for an Associate of Applied Science degree must meet the following degree requirements:
1. Completion of an approved program of study, consisting of a minimum of 64 college semester credit hours (a combination of the general education requirements and program requirement coursework), excluding developmental coursework.
 2. A minimum cumulative grade point average of 2.00 on all college credit earned.
 3. Satisfaction of the College residency requirement (a minimum of 15 of the last 30 semester credit hours must be completed at East Central College). Within the last 15 semester hours, a minimum of two (2) courses from the specific major area must be included.
 4. Complete an exit examination as specified by the College.

2.2.5 Second or Subsequent Degree or Certificates

Any student seeking a second or subsequent degree or certificate must complete all requirements for the desired degree or certificate. In no case will second or subsequent degrees be awarded without the

student's completing a minimum of 15 additional semester hours of college-level credit with a minimum overall grade point average of 2.0. Those hours must be earned in residence at East Central College and may not include credit by examination.

2.3 Definition of Credit Hour (Adopted July 12, 2010)

East Central College measures units of coursework by the semester credit hour. The semester credit hour is a recognized unit for college credit coursework and is used to determine degree requirements and course equivalency in transfer.

2.3.1 Traditional Coursework

For a traditional face-to-face lecture course, the Carnegie unit and state regulation have been used to determine a semester credit hour value (i.e. a minimum of 750 minutes of instruction or "seat time" per credit hour per semester period). For non-lecture courses (i.e. science laboratories, studio coursework, career technical courses, music activities) additional instructional time per credit hour is necessary to achieve the College's learning objectives determined for the course or instructional activity.

2.3.2 Distance/Web-Based/Hybrid Learning

For the College's distance learning courses (i.e. online and hybrid), the credit hour value is based on the learning objectives determined in the traditional model of the coursework. Students would, therefore, be required to spend comparable amounts of time to achieve the desired learning objectives. To earn the credit hour value assigned to the course, students must demonstrate achievement of the course-based learning objectives at a satisfactory level.

2.4 Course Credit Options (Adopted April 7, 2003; Revised May 12, 2008; Revised August 31, 2009)

East Central College provides students various options regarding college credit. Students may receive credit in any of the following ways:

Satisfactory Course Completion

- Transfer Credit

- Dual Credit

- Dual Technical Credit

- Credit by Articulation

- Military Credit

- Credit By Exam:

 - CLEP

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Advanced Placement
Departmental

Other sources, including non-regionally accredited institutions, will be considered on a case-by-case basis. Guidelines, limitations and exclusions for each are stated below.

2.4.1 Credit Earned at Other Institutions

Students must request that official transcripts be sent to East Central College from all previously attended post-secondary institutions. Transcripts will be reviewed and credit accepted if the course(s) correspond to East Central College coursework and are consistent with the transfer policy outlined in Board Policy 2.4.

2.4.2 Dual Credit

Students attending participating taxing district and service area high schools may elect to take part in the East Central College dual credit program. Following the guidelines approved by the Department of Higher Education, the College approves certain courses in selected high schools as being eligible for college credit. Participating school districts must satisfy the criteria for faculty qualifications and development, required minutes of instruction, assessment and outcome measures and any other contractual requirements as stipulated by the Department of Higher Education. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework. Students participating in the program will pay the current credit hour tuition and fees of East Central College as determined by residency requirements and are entitled to all of the privileges and services of on-campus students but are not eligible for financial aid.

2.4.3 Dual Technical Credit

Secondary students attending participating high schools and/or regional career centers may elect to take part in the East Central College dual technical credit program, available to institutions with current articulation agreements in place, and operated under guidelines of the Regional Tech Prep Consortium. Following these guidelines, the College approves selected courses that are aligned with career technical programs offered by the College. College faculty in the programs will provide guidance in instruction, curriculum, assessment and outcome measures and any other requirements as stipulated by the Department of Higher Education. Students meeting the eligibility criteria are admitted to the College and can elect enrollment in available coursework.

Students participating in the dual technical credit program will pay the per course processing fee as established by East Central College.

2.4.5 Credit by Articulation

Under arrangements with agencies providing post secondary programming, East Central College grants credit by articulation agreement. Through signed and authorized articulation agreements entered into with regional career centers, union education and training programs, and state agency education and training programs, students may receive credit. Credit may be awarded on a course by course basis, associated with coursework offered at East Central College or credit may be awarded in “block” form upon completion of a post secondary program of study for which students will be required to produce completion documents. Credit by articulation may also be awarded in partnership with post secondary institutions providing the program content delivery. Guidelines, restrictions, procedures and any costs associated with the articulation process are available through the school district, East Central College or other participating educational entity.

2.4.6 Military Credit

Students with coursework and course credits acquired during military service must provide an official copy of their DD214 and/or an official transcript for review. Credit transcription will occur upon receipt of all official documentation.

2.4.7 Credit by Exam

- A. Credit by Nationally Recognized Examination.** Students may complete nationally recognized achievement performance tests (CLEP, DANTES, Advanced Placement and have official results sent to the registrar for processing. Credit transcription will occur upon receipt of official results that reflect achievement of a minimum score as determined by the College. A fee per course will be assessed.

- B. Credit by Departmental Examination/Review.** Students who demonstrate a high level of proficiency within a subject area may petition the academic discipline or program faculty for credit by examination or review. If this petition is approved, discipline or program faculty would prepare an appropriate measure (test or other instrument) of proficiency and establish with the student guidelines for passing. The decision of the faculty is final. A fee per course will be assessed.

2.5 Transfer Credit Policy (Adopted August 31, 2009)

East Central College is committed to assisting student transfer to and from East Central College and facilitating credit transfer to and from other post secondary institutions. Transfer in credit will be analyzed in terms of level, course content, comparability and compatibility with degree programs and course offerings at East Central College.

A. Transfer In Credit Procedures

- 1) Courses completed at any Missouri public institution in compliance with the Missouri Department of Higher Education's guidelines and agreements concerning the transfer and articulation of credit will be accepted in transfer if appropriate to a student's program of study.
- 2) Courses completed at any institution maintaining current articulation agreements with East Central College will be accepted in transfer as outlined in the agreement.
- 3) Courses completed at any regionally accredited institution will be reviewed for course equivalency and program relevance and accepted for transfer accordingly.
- 4) Courses completed at non-regionally accredited institutions will be reviewed as follows:
 - i. The transfer institution's accreditation status will be examined.
 - ii. Information provided by the school or the student regarding the completed coursework (e.g. transcripts, catalog descriptions, course syllabi, faculty credentials, etc.) will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer.
- 5) Courses completed at a foreign institution will be reviewed as follows:
 - i. Student is required to provide an official transcript, along with an English translation, and an explanation of the foreign institution's grading procedures.
 - ii. Information regarding the completed coursework will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar or the Chief Academic Officer. Such an appeal will require a review through an international credit evaluation service, as directed by the Registrar's Office. The cost of the evaluation must be paid by the student prior to the evaluation.

- 6) Experiential learning will be reviewed as follows:
 - i. Student will submit a written request to the Registrar describing the experiential learning and provide supporting documentation. Student will make a formal request for course/credit equivalency.
 - ii. Information regarding the request will be distributed to the appropriate program/academic department official for recommendation to the Chief Academic Officer.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer.

- 7) Military credit will be reviewed as follows:
 - i. Student will provide an official copy of his/her DD214 and/or a transcript from his/her military service.
 - ii. Courses completed through the military will be reviewed for course equivalency and program relevance using ACE credit recommendations and accepted for transfer accordingly.
 - iii. After an evaluation has been completed and the results communicated to the student, the student may appeal the decision regarding transfer to the Registrar and the Chief Academic Officer.

- 8) Dual credit coursework will be reviewed based on the policies and guidelines of the Missouri Department of Higher Education (MDHE) with respect to the transfer in of dual credit coursework. Limitations and exclusions may apply based on the MDHE policy and guidelines statements.

- 9) All other incoming credit transfer requests not covered by the aforementioned procedures must be made in writing to the Registrar's office.

2.6 Course Placement Policy (Adopted May 12, 2008)

The College may enroll students in programs and courses on the basis of placement tests, pre-enrollment interviews, physical examinations, achievements in previous work or other appropriate criteria.

2.7 Curriculum Development and Review (Adopted May 12, 2008)

The faculty and instructional administrators will be responsible for proposing, regularly evaluating, and revising the College's educational programs and courses. For career programs, advisory committees made up of knowledgeable professionals may advise the faculty on developments in the field and possible changes in the educational program. A college-wide curriculum committee will review and approve changes in courses and recommend changes to existing programs and the addition of new programs. As appropriate, transfer

institutions will be contacted to determine the transferability of courses and programs.

All courses and programs will be periodically reviewed and evaluated by faculty and administrators to ensure that the College's educational offerings remain current, cost effective, and relevant to the needs of students and the community. All changes, additions and deletions to transfer and career programs will be reviewed by the President and submitted to the Board of Trustees for approval.

2.8 Discontinuance of a Program Policy (Adopted June 4, 1979; Revised May 6, 2002)

The Chief Academic Officer will submit to the College President an annual status report making recommendations with respect to the College's instructional programs. Recommendations to enhance, continue, reduce, restructure or discontinue any program(s) may be based on the results of program review, program consolidation/reorganization, Board staffing decisions or declared financial exigency.

Procedures (Revised May 12, 2008):

2.8.1 Prior to the development of an annual staffing plan, the Chief Academic Officer (assisted by faculty in related disciplines, division chairs, and the career education administrator) will analyze selected instructional programs with questions similar to the following:

1. What are the employment or transfer opportunities for students enrolled in that area, both immediate and short-range?
2. What is the size of the yearly reservoir of potential students in that area?
3. Is the instructional area necessary to support other instructional areas within the College and/or the College mission?
4. Are there value-added benefits to the student's career opportunities and income by completing the program of study?
5. What changes in technology have or will likely affect the instructional area?

2.8.2 Upon completion of the analysis, the Chief Academic Officer will submit to the President of the College a status report on the College's instructional programs, including any recommendations for action.

2.8.3 Upon review of the Chief Academic Officer's report, the College President will, in concert with the administrative leadership of the College, make an administrative decision regarding the College's instructional programs.

- 2.8.4 The President will make recommendations to the Board of Trustees as appropriate.
- 2.8.5 In cases of retrenchment, affected faculty, including the division chairpersons, may submit a written appeal of such decisions to the Board of Trustees. The decision of the Board will be final.
- 2.8.6 If the Board accepts retrenchment recommendation(s), the Board will follow procedures as outlined in Full-time Faculty Non-reappointment procedures.

2.9 College Committees Policy (Adopted December 3, 1968; Revised May 12, 2008)

The President of the College is authorized to create appropriate committees and to appoint representative employees to such committees, both standing and ad hoc, deemed necessary to support and enhance the mission and effectiveness of the institution.

The Vice President of Career & Outreach Education will annually recommend to the President the appointments of advisory committee members to assure the academic currency and economic development potential of each program.

2.9.1 Career and Technical Advisory Committee Procedures (Adopted October 1, 1990; Revised April 7, 2003)

- A. **Membership.** The program committees should have a minimum of 12 members to ensure reasonable meeting attendance with representation from business, industry and labor. In addition, members should be selected to represent diverse geographic, gender and ethnic viewpoints. Program graduates and personal friends of the instructor(s) involved should be only minimally represented.
- B. **Membership Term.** Members will be appointed to three-year terms.
- C. **Meetings.** Two Advisory Committee meetings will be scheduled each academic year (one in the fall term and one in the spring term). Advisory committee meetings are intended to serve as opportunities to receive advice and counsel on current workforce needs, the relevance of programs to meet these needs, the development of plans to support the programs, faculty qualifications, curricular content, equipment facilities and

placement of graduates. Each meeting date will have an agenda published and distributed two weeks prior to the meeting. Minutes will be recorded for each meeting with copies distributed to members and filed in the office of the administrator responsible for career and technical education.

2.10 Non-credit Programs (Adopted May 12, 2008)

The College will develop and provide non-credit courses and programs and services to meet identified community needs. Such courses will not appear on official student credit course transcripts. Students enrolled in non-credit courses will not be required to meet the College's admission criteria for credit programs.

Certificates of Completion may be granted to students satisfactorily completing a single course, a seminar, conference, workshop or similar instructional activity.

2.11 Library Materials Policy (Adopted June 1, 1987; Revised August 28, 2003)

Library materials are intended to support the mission of the College and to provide information and enlightenment to the community and its citizens. Thus the library should provide the fullest practicable access to materials presenting all points of view concerning the problems and issues of our time. The principles of academic freedom and the freedom to read will be defended.

Procedures:

2.11.1 Selection of Materials.

- A. Library materials will be selected by the Librarian, with assistance from faculty and qualified members of the library staff.
- B. The materials selection process will operate within the policies of the Board of Trustees.
- C. Materials will not be excluded because of the race, sex, nationality or the political, ethical, or religious views of the writer or artist.
- D. No item shall be removed from the Library except by order of the Board of Trustees or a court having jurisdiction over such a decision.

2.11.2 Procedure for Accepting Gifts

Specific procedures for accepting donation of materials, including criteria for such acceptance, may be found in the Library Materials Selection Procedures Manual kept in the Librarian's office. Any

potential donor should contact the Executive Director of the Foundation or the Librarian about donations.

2.11.3 Procedure for Complaints

The procedures for lodging and receiving complaints as contained in the Library Bill of Rights, Freedom to Read Statement, and Code of Ethics adopted by the American Library Association will be followed. Patron comment forms are available upon request from the Librarian.

2.12 Records Retention Policy (Adopted January 4, 1988; Revised May 12, 2008)

The Office of the Secretary of State will serve as the legal authority and guide for retention and disposal of official records of the Junior College District of East Central Missouri. Each administrative division will be responsible for the retention and disposition of records falling under its purview, in accordance with the guidelines of the manual.

2.13 Archives Development Policy (Adopted January 4, 1988; Revised August 28, 2003)

College documents that are of historical importance will be stored in the Archives section of the library. A committee appointed by the President will have the authority to accept or reject materials submitted to the archives.

Procedures:

2.13.1 Archives Development

It will be the responsibility of the division or entity producing the submitted document or publication to see that the necessary copies are forwarded to the library for inclusion in the Archives. The development and maintenance of the Archives shall be the responsibility of the Librarian.

The archives will permanently store three copies of official College publications. The list will be reviewed annually by the records committee and will include, but will not necessarily be limited to:

- College Newspaper
- Yearbooks
- Catalogs

Commencement Programs
Building Dedication Programs
Foundation Reports
Literary Reviews
Student Handbooks

2.14 Field Trip Policy (Adopted December 3, 1968; Revised August 28, 2003)

Field trips for classes are permitted and encouraged. No trip is to be taken without prior approval of the administration, and a full-time employee must accompany and supervise each trip.

Procedures (Revised May 12, 2008):

- 2.14.1** As a general rule, students must travel to all off-campus trips by bus provided by the College and be accompanied by a faculty sponsor.
- 2.14.2** Faculty members will have discretion to waive this requirement if the student's convenience or needs are better served by being permitted to use personal transportation to meet the group at the site of the field trip. In such cases, the student is to be notified that he/she is assuming all risks and liability for such travel.

2.15 Children on Campus Policy (Adopted May 9, 2005; Revised May 12, 2008)

Children, aged 16 and under, unaccompanied by an adult are not permitted on campus. No children will be allowed at any time in laboratories, study areas, computer labs, the Fitness Center or nearby locations, unless a child is an integral part of an instructional activity. Exceptions may be approved in advance by an agent of the College.

SECTION 3: STUDENT SERVICES POLICIES AND PROCEDURES

3.1 Admission Policies (Adopted February 6, 1989; Revised December 4, 2000; Revised June 23, 2003)

The administration of the College will develop and implement admissions procedures in accordance with the Revised Statutes of Missouri, guidelines of the Coordinating Board for Higher Education and the Department of Higher Education, and best practices recommended by The Higher Learning Commission North Central Association of Colleges and Schools. Some programs and majors have specific admission requirements, such as educational prerequisites, cumulative grade point averages and/or test scores. Admission to the College does not insure a student admission to a specific program.

Procedures (Revised May 12, 2008):

- A. All graduates of accredited high schools and Missouri residents who hold a General Educational Development (GED) certificate are eligible to enroll at East Central College.
- B. Non-graduates not holding a GED certificate, but who may profit from instruction, may be admitted on the following conditions:
 - 1. Students without a high school diploma/GED certificate must enroll in Adult Education and Literacy Program classes to work toward a GED certificate the first semester a major field of study is declared.
 - 2. These students must complete a GED certificate or high school diploma and present evidence to the Admissions Office before receiving a degree or certificate.
- C. Graduates of high schools that are not accredited by a regional accrediting agency or appropriate state agency must, before entering East Central College, display proper evidence of a composite ACT score of 21 or above, or the GED certificate or petition the Admissions Committee for entrance.
- D. Students graduating from home schooling fall under the regulations found in Chapter 167 of the Revised Statutes of Missouri and as such are eligible to enroll at East Central College.
 - 1. Home school students must present:
 - a. Either a parent's, guardian's or external correspondence vendor's home school high school transcript or

- b. Evidence of a composite ACT score of 21 or above or
 - c. GED certificate
2. All home schooled students will be placed in appropriate levels of courses based upon college placement measures in effect at the time of admission.
 3. Home school completers will be admitted at the start of the semester following certification of completion by a parent, guardian, or other person responsible for the child, regardless of their age at that time.
- E. To be admitted, all full-time students and certain part-time students will be required to complete an assessment of basic reading, writing and mathematics for placement in appropriate course levels unless official transcripts from accredited colleges indicate that they have successfully completed college level reading, English composition and mathematics courses.
 - F. Registration of dual credit and dual enrollment students is covered in the Course Credit Options Policy.

3.2 Program Admission Policy (Adopted May 9, 2005)

The faculty, staff and Chief Academic Officer will devise, implement and monitor an objective, timely and nondiscriminatory method for selecting applicants for admission to specific college programs with admissions criteria. These programs are identified annually and information is publicized in each semester's schedule of classes. The selection process will reflect good practice, and criteria will be made available to interested parties in the departmental offices or academic advisement.

Procedures: (Adopted May 31, 2007)

3.2.1 Criminal Background Check/Drug Screening

In response to external agency requirements and as a condition of required participation in activities at these agencies, students in designated programs must consent to a criminal background check and/or drug screening and must be responsible for all costs involved.

Students who do not consent to or do not pass the drug screening cannot remain a student in the designated program. Any information derived from the criminal background check and/or drug screening will not result in disciplinary action by the College, nor will it be made part of the student's college record. The student may remain enrolled at the

College and continue in another program that does not have a criminal background and/or drug screening examination requirement.

3.3 International Student Admission Policy (Reaffirmed December 2, 1991; Revised August 27, 2007)

East Central College is approved by the United States Department of Justice (Permit STL-214F-220, 3 April 1973) as an institution of higher learning for non-immigrant international students. Residents of other countries entering college for the first time must apply for admission directly from their homeland. A student from another country is admitted by transfer from another college or university in the United States only if he or she has attained a grade point average of 2.0 or higher, based upon a 4.0 scale or the equivalent, and is entitled to an honorable dismissal from that college.

International students desiring admission to East Central College should submit the proper documents and information in addition to meeting the general college admission requirements. All applicants must show evidence of health insurance covering a 12-month period. Insurance must be in force during the entire period that the student is attending East Central College, and supporting documents must be on file with the International Student Advisor.

Procedures:

All students must:

- A. Complete an East Central College Application for Admission.
- B. Submit an original copy of an Affidavit of Support (INS form I-134) indicating minimum support as designated in the catalog.
- C. Submit an East Central College Sponsorship of International Students form. NOTE: The sponsor must be a resident of the East Central College service district and be responsible for assisting with the international student's housing and transportation needs (not necessarily financial liability).
- D. Submit one of the following as evidence of English competency:
 - Test of English as a Foreign Language (minimum TOEFL score of 550 on the paper-based test, 213 on the computer-based test, or 79 on the Internet-based test).
 - A grade of C or better in a course equivalent to English Composition I taken in residence at a U.S. college or university.

- E. Submit original transcripts from secondary schools and universities previously attended translated into English and accompanied by an explanation of the grading system used. Transcripts must be sent directly from school/college records/registrar's offices to the address below. These records cannot be received directly from students or sponsors.

Send all documents pertaining to international student admission to:

International Student Advisor
East Central College
1964 Prairie Dell Road
Union, Missouri 63084
Fax: 636-583-1897

If international student admission is approved, an I-20 form will be issued within 30 days of receipt of the above records. All documents must be received by the following dates:

April 15 for Summer Sessions
July 15 for Fall Semesters
November 15 for Spring Semesters

3.4 Residency Status Policy (Revised October 7, 1985; Revised June 23, 2003)

Student residency status will be determined at the time of enrollment at East Central College. Student residency guidelines followed by the College will be those adopted by the Coordinating Board for Higher Education. In the case of international students or resident aliens, residency will be determined based upon both federal determination of status and state guidelines. A copy of such guidelines may be found in the Office of the Registrar.

Procedures (Revised August 17, 2007):

If the student disagrees with the College's assessment of his or her resident/non-resident status, the following procedure should be followed to appeal the decision:

- A. **Informal Appeal.** Meet informally with the Registrar to discuss the residency status and reasons why the student should be considered an in-district student. The Registrar will render an informal decision based upon the information provided in this discussion.
- B. **First Level of Formal Appeal.** If the informal decision determines that the student is not an in-district resident and if the student wishes to appeal this decision further, then the next level of appeal may be implemented. The student is obligated to submit the appeal in writing to the Chief Student

Affairs Officer, accompanied by written documentation of those criteria which the student meets for in-district residency as set forth in the Student Residency Requirements published by the Missouri Department of Higher Education. The Chief Student Affairs Officer will review and verify the information provided and render a decision within three working days of receipt of the written appeal.

- C. **Second Level of Formal Appeal.** The final level of appeal requires the student to submit an appeal in writing to the Office of the President of the College. The Chief Student Affairs Officer will forward to the President the documentation previously provided by the student at the first level of formal appeal. The President will deliver a decision within five (5) working days of receipt of the written appeal.

3.5 Institutional Scholarships Policy (Revised May 12, 2008)

The East Central College institutional scholarship program, funded through the general fund of the College, is intended to provide access to East Central College for students who demonstrate academic or performance excellence and for those who could not otherwise attend due to the lack of necessary financial resources.

The following scholarships are approved by the Board of Trustees for funding through the general fund of the College. The awarding of scholarships and the number of scholarships awarded each year will be contingent upon funding, as determined by the College during its budget development process.

Board of Trustees Scholarship. Eligible students for a full award include the valedictorian, salutatorian and the top 10% of students graduating within the last calendar year from any high school in the East Central College taxing and service district. This scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

Academic Division Scholarship Each division will be approved for an equal number of one year, non-renewable full awards. Each division will decide on the award distribution within and among the disciplines, taking into consideration the availability of other scholarships and financial aid. Those awards made to the division(s) that house the disciplines of art, music and theater will go to students enrolled in or majoring in other areas, since those disciplines have their own awards.

Music. Scholarship awards are provided for music majors and for students who may not be music majors but who participate in musical group performances. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded by the ECC Scholarship Committee based on information from the faculty. At the recommendation of the faculty, awards

may be in either full or half increments, although in no case will the authorized number of full time equivalent awards be exceeded.

Art. Scholarship awards are provided for art majors. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded by the ECC Scholarship Committee based on information from the faculty. At the recommendation of the faculty, awards may be in either full or half increments, although in no case will the authorized number of full time equivalent awards be exceeded.

Communications, Media and Theater. Scholarships are provided for communications, media and theater majors and/or students working in and on theater productions. Eligibility criteria will be determined by faculty from the discipline. Scholarships will be awarded by the ECC Scholarship Committee based on information from the faculty. At the recommendation of the faculty, awards may be in either full or half increments, although in no case will the authorized number of full-time equivalent awards be exceeded.

General Educational Development Scholarship. Students are eligible for a full, non-renewable award if admitted on the basis of a GED Test score set by the College. GED Awards will be made each semester.

Harrison M. Eaton Scholarship. A waiver of tuition and support services and technology fees is provided for an education major, renewable if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

New Program Scholarships. A full scholarship is provided for a student enrolling in a new college program. Such a scholarship may become available in the first semester of any year in which a new, fully approved program is opened to enrollment. No more than two programs may offer New Program Scholarships at any one time. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 12 hours completed in the fall semester and 12 hours completed in the spring semester.

Home School Scholarship. Full scholarship awards are available to a student completing a course of home study and scoring in the ninetieth percentile on a nationally recognized test measuring academic achievement. The scholarship is renewable for up to three semesters if a 3.0 grade point average is maintained on at least 24 credit hours completed annually.

Non-traditional Student Scholarship. A non-renewable half scholarship award is available for an adult student enrolling in the College who is over the age of 23 and whose family income makes the student ineligible for need-based federal financial aid. To be eligible the student must be enrolled in no fewer than 6 credit hours and have completed a minimum of 15 credit hours at East Central College with a 3.0 grade point average.

Technical Skills Scholarships. A full scholarship award is available to students from any high school in the East Central College service area pursuing an AAS degree in an area where they have demonstrated exemplary skills by scoring either first, second or third in a state (or higher) level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

A half scholarship award is available to students from any high school in the East Central College service area pursuing an AAS degree in an area where they have demonstrated high potential in their chosen career field by scoring either first, second or third in a district level technical skills competition in a program area articulated from their high school or area career center to a degree program at the College. The scholarship is renewable for a second year if a 3.3 grade point average is maintained on at least 24 credit hours completed annually.

Procedures:

3.5.1. Terms of Awards

- A. Awards will be on the basis of merit and/or need as defined by the scholarship type.
- B. All award processes will abide by all federal and state statutes and regulations concerning non-discrimination.
- C. Unless otherwise noted, all institutional scholarships will be awarded in the following increments.
 - 1. Full Award—Up to a \$1000 credit per semester to be applied to tuition and to support services and technology fees. It does not cover student activity fees, special fees, books or summer session.
 - 2. Half Award—Up to a \$500 credit per semester to be applied to tuition and to support services and technology fees. It does not cover student activity fees, special fees, books or summer session.
- D. Scholarships not used in the semester in which they are awarded will be forfeited and re-awarded.
- E. Unless otherwise noted, all scholarship award recipients must enroll full time for a minimum of 12 credit hours per semester.

- F. To be eligible for an institutional scholarship, all scholarship applicants must first complete a federal student financial aid application (FAFSA) in order to maximize use of available aid and to assist the committee with decisions regarding those award types requiring proof of need.
- G. In most cases, awards will not be made to students who have completed over 96 credit hours.

3.5.2 Awards Procedures

- A. An annual East Central College Financial Aid and Scholarship Award Guide is available through the Office of Financial Aid. The guide includes information on scholarships, the application process and relevant deadlines.
- B. Revisions to the guide or exceptions to the process are within the purview of the ECC Scholarship Committee.
- C. An ECC Scholarship Committee will be appointed by the President and charged with overseeing the scholarship process, determining student eligibility for awards, and making all award decisions.
 - 1. The Committee will be responsible for awarding all institutional, student activities and Foundation scholarships to ensure that the use of all available scholarship funds is maximized.
 - 2. The Committee will consist of a representative of the Office of Financial Aid, the Office of Academic Affairs, the Office of Student Development, and the ECC Foundation, and will include two ECC Foundation representatives external to the College.
- D. Unless otherwise noted, most scholarships are intended for first-time students. In terms of eligibility, students who first enroll in the spring semester will not lose eligibility for a first-time student award the following fall.
- E. All awards of all scholarships, whatever the source of funding, student financial aid and/or federal and state funding must be awarded through and the recipient monitored by the ECC Office of Financial Aid.

3.6 Grade Policy (Adopted August 28, 2003; Revised August 27, 2007; Revised August 31, 2009)

The faculty at East Central College have sole responsibility for assignment of grades to students based upon student academic performance and other criteria as described in the official course syllabus provided to each student. These criteria have been developed by the faculty and are approved by the academic administration of the College.

Procedures:

3.6.1 Grade Descriptions and Records (*revised 3-1-12*)

Each faculty member's assignment of grades reflects the following standard college grading scale and corresponding grade points earned:

Grade	Explanation	Grade Quality Points Per Credit Hr.
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average, Passing	1
F	Failing	0
W	Withdrawal with Approval	0
WX	Administrative Withdrawal	0
I	Incomplete	0
H	Audit	0
P	Pass	0
NC	No Credit	0

At the end of each academic semester, faculty are required to submit final course grades to the Registrar and file a record of the grade plus the criteria used to arrive at the official grade with the appropriate instructional division. Grades are available to students via eCentral on the College website. All submitted grades become part of the student's official record (transcript) and are used in the computation of the semester grade point average and the student's cumulative grade point average.

3.6.2 Other Grade Options

A. Mid-Semester Progress Reports

In addition to final grades, faculty may report mid-semester student progress. At that time, in addition to the mid-semester grades of "D" and "F", the following may be reported:

U Unsatisfactory Progress

While not an official transcript grade, “U” is used at midsemester to identify unsatisfactory progress within a course.

B. Incomplete (I)

A grade of Incomplete (I) may be recorded for a student who has completed 80% of the required coursework with a passing grade but, because of reasons acceptable to the instructor, has failed to complete all coursework. Each grade of “I” must be accompanied by a written contract with specific terms for satisfactory course completion and the signatures of the instructor and student. All coursework must be completed during the following semester. If class attendance is required, coursework must be completed during the semester when the course is next offered. A final grade will be recorded as determined by the instructor. Students on financial aid should consult with the Financial Aid Office regarding the impact a grade of “I” may have on student financial aid status.

C. Audit (H)

A student may elect an audit grade option following the procedures outlined below. Audit (H) grades carry no credit hour value and will not count in credit hours attempted in certain financial aid programs.

1) A student is admitted to the College, meets all course admission requirements and registers for the course, paying the usual tuition and fees and enrolls as an audit student. Faculty may or may not require that the audit student take exam, but all attendance requirements are the same as other students in the class. A student completing the class and meeting the audit requirements as established by the faculty member will receive a grade of “H” for the class, but no credit hour completion will be associated with the grade. A student who fails to meet the attendance requirement may withdraw or be administratively withdrawn from the class and a grade of “W” will be recorded.

2) A student is admitted to the College, meets all course admission requirements, registers for the course paying the usual tuition and fees, and enrolls in a class. Within the College refund period (as defined in the course schedule and available in the Registrar’s Office), a student may change status to audit (H). All the procedures for an audit class will then apply.

D. Withdrawal (W or WX)

A student may initiate the withdrawal from a course with the approval of the instructor, advisor or other appropriate campus official and will receive a grade of “W.” The grade is not used in

calculating the grade point average and by itself does not represent the quality of the student's academic performance or conduct.

A student may be withdrawn from a class administratively by the instructor or campus official due to excessive absence or other reason and will receive a grade of "WX."

In either situation, a grade of "W" or "WX" carries no credit hour value and will count in credit hours attempted in certain financial aid programs.

E. Pass (P)

In some courses and under certain circumstances, a grade of "P" is used to indicate that a student has attained a sufficient level of knowledge within a course or program for the student to receive credit. Circumstances that warrant the use of "P" include, but are not limited to, articulated credit, advanced placement, and foreign language credit. Any specific course must receive approval from Academic Council to have a grade option of "P". In each of these circumstances, credit is awarded but no grade point average points are computed. Students may not request a Pass grade option.

F. No Credit (NC)

An option only for students enrolled in dual technical credit courses, the "NC" grade demonstrates that the student has not achieved the minimum standard to receive credit.

3.6.3 Grade Point Average

Grade point average is determined using the following steps:

- Exclude for purposes of computation all grades of W, P, I and H
- For all other grades, multiply the credit hour value of the course by the point value of the grade; this value is the student's **grade points**
- Total the number of semester hours attempted in all courses used to determine grade points; this value is the student's **hours attempted**
- Divide the grade points by the hours attempted; this number (a value of at least 0.00 and not to exceed 4.00) is the grade point average.

Cumulative grade point average computations will include all courses taken at East Central College plus any courses transferred and accepted by East Central College.

3.7 Grade Appeal Process Policy (Adopted August 28, 2003; Revised August 27, 2007)

Students at East Central College have the right to appeal a final course grade. The right to appeal is limited to grades given for the semester most recently completed.

Procedures:

- 3.7.1. Students must make appeal within eight (8) weeks of the official end date of the semester for which the grade is reported. Students must submit in writing to the Chief Academic Officer (CAO) a statement detailing the course, the faculty member, the grade received and the reason the appeal is sought.
- 3.7.2 The CAO will review the appeal and seek a resolution. Should no resolution be reached, the student will be notified and a formal hearing conducted.
- 3.7.3 A hearing committee will be appointed by the Chief Academic Officer, and a hearing conducted for the purpose of allowing all parties to state their positions. The committee will render a decision in writing to the student and faculty member within five (5) school days.
- 3.7.4 The student may appeal the decision of the committee to the President in writing within ten (10) days of the committee's decision. The President will conduct a review and render a decision within thirty (30) days. The decision of the President is final.

3.8 Grade Forgiveness Policy (Adopted August 28, 2003; Revised August 27, 2007)

Students at East Central College may petition for grade forgiveness; application is limited to grades of D or F earned in coursework in a single semester.

Procedures:

- 3.8.1 Certain conditions apply to be eligible. The original grade(s) remain on the transcript, and the forgiveness is noted. Transfer institutions may or may not, at their discretion, honor the grade forgiveness from East Central College. Students should consult with the transfer school regarding its policies.
- 3.8.2. Students may obtain more information on Grade Forgiveness from their academic advisor. The grade forgiveness petition is available in the Registrar's office or on the College website.

3.9 Grade Replacement Policy (Adopted August 28, 2003; Revised August 27, 2007)

A student enrolled at East Central College may repeat a course under any one of the following conditions: 1) The student previously enrolled in the course and received a grade of D or F. 2) The course content as outlined in the official course syllabus has changed significantly. 3) The student's previous enrollment in the course occurred more than five years ago or 4) The student has the written permission of the Chief Academic Officer.

3.9.1 Once a course has been repeated, the student grade point average will be computed based on the highest grade awarded in the course. Any course repeat is noted on the official college transcript. Transfer institutions may or may not honor a repeat course grade.

3.10 Graduation and Academic Honors Policy (Adopted May 6, 1974; Revised June 23, 2003)

The following minimum cumulative grade point averages will be required for graduation honors:

Highest Honors	3.85
Honors	3.50

President's List. A semester grade point average of 3.85 to 4.00 will be required for placement on the President's Honors List.

Vice President's List. A semester grade point average of 3.50 to 3.84 will be required for placement on the Vice President's Honors List.

3.11 Academic Standards of Progress Policy (Adopted December 3, 1968; Revised August 27, 2007)

Upon enrollment at East Central College, students are expected to make progress toward graduation. The College defines minimal academic progress based on the following grade point averages:

Completion of at least 12 semester credit hours of coursework:	1.80
Completion of at least 24 semester credit hours of coursework:	2.00

3.12 Academic Probation and Suspension Policy (Adopted December 3, 1968; Revised August 27, 2007)

Any student with a grade point average that falls below minimal academic standards of progress will be placed on academic probation.

Students in academic probation status are notified by the Chief Student Affairs Officer and are required to participate in academic counseling. Students have a full semester to remedy academic probation.

If at the end of the academic probation semester the probation status is not remedied, the student is automatically suspended. Students have the right to appeal any academic suspension.

Procedures:

3.12.1 A student appeal of an academic suspension requires a written petition to the Chief Student Affairs Officer for reinstatement as an active student. The petition should include two components: a statement of the circumstances which led to the current academic status and a statement detailing a remedy of the current academic circumstances.

3.12.2 Upon completion of the semester of suspension, a student must apply for readmission to the College. Students must submit a written petition to the Chief Student Affairs Officer at least two weeks prior to the start of the semester of readmission. Any petition submitted must contain the elements listed above.

3.12.3 Specific academic programs and eligibility criteria established for various financial aid and benefit programs may include additional academic requirements for enrollment, program continuation or graduation.

3.13 Graduation Requirements (Adopted December 3, 1968; revised June 1, 1998)

Specific graduation requirements will be set up by the College faculty in accordance with the requirements of the State of Missouri and appropriate accrediting agencies.

3.14 Return of Title IV Funds Policy (Adopted September 11, 2000)

East Central College complies with the Federal Return of Title IV Funds requirements as added to law by the Higher Education Amendments of 1998 (Public Law 105-244) and found in section 488B of the Higher Education Act of 1965, as amended.

Procedures:

3.14.1 Students are required to earn Title IV financial aid by attending classes beyond the 60% point of the semester for which aid was received.

Students who withdraw from or stop attending classes prior to completing 60% of the semester are subject to a recalculation of their Title IV financial aid as directed by the Federal Return of Title IV Funds policy.

- A. Title IV Funds refers to Federal financial aid programs authorized under the Higher Education Act of 1965, as amended. Title IV Funds include Subsidized and Unsubsidized Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG Grants, and LEAP grant funds.
- B. A student's withdrawal date is determined by the Financial Aid Office in accordance with federal guidelines.
- C. Title IV financial aid is earned in a prorated manner by attending classes up to and including the 60% point in the semester. Title IV financial aid is considered 100% earned by attending classes beyond the 60% point in the semester.
- D. The Financial Aid Office will utilize a formula dictated by the Federal Return of Title IV Funds policy to assign responsibility to both East Central College and the student for returning unearned Title IV financial aid to the Title IV programs.
- E. Students are responsible for payment of any outstanding balance on their East Central College account resulting from their withdrawal and the return of Title IV funds.

3.15 Extracurricular Activities Policy (Revised May 12, 2003)

3.15.1 Athletics Policy

A program of intercollegiate athletics, which fosters student development and enriches student life, will be encouraged.

Procedures:

- A. The Board of Trustees will approve all intercollegiate sports.
- B. Coaches and athletes will abide by the rules and regulations of the National Junior College Athletic Association (NJCAA). A copy of the rules and regulations is available through the Chief Student Affairs Officer.
- C. Intercollegiate athletics will be funded from student activity fees.

3.15.2 Student Organizations Policy

The establishment of and participation in student organizations, which support the mission of the College, is encouraged.

Procedures:

To be established and maintained on the East Central College campus, a student organization must meet the following requirements:

- A. Have an employee sponsor.
- B. File a mission statement and application with the Chief Student Affairs Officer.
- C. Gain approval of the Student Senate as a beneficial and worthy college organization.

Student organizations are governed by the constitution of the Student Government Association. Failure to function in accordance with the aforementioned mission statement or constitution will bring about loss of approval.

3.15.3 Student Publications

The editor of the student newspaper will be chosen near the end of the school year by a committee consisting of: 1) the faculty sponsor; 2) the Chief Student Affairs Officer (non-voting member); 3) the present editor; and 4) the president of the Student Senate.

Guidelines for all student publications are available in the Student Publications Handbook available through the faculty sponsor or the Chief Student Affairs Officer.

3.16 Student Health and Safety Policy (Revised May 12, 2008)

East Central College will endeavor to provide its students with a safe and healthful environment in which learning can occur. At the direction of the Board, the President of the College will enforce rules and procedures that will produce such an environment.

Procedures:

3.16.1 Student Behavior

Both individual students and student organizations are required to observe the policies of the district and the laws of the city, state, and federal government, and to conduct their affairs in a manner described in the Student Code of Conduct.

Possession or use of firearms or other weapons, explosives, dangerous chemicals or other weapons on campus or at college-sponsored activities is explicitly prohibited.

This procedure is intended to prevent the transmission of communicable diseases from a student to other members of the College community. A student with a communicable disease presents a reasonably foreseeable risk of harm to others. Therefore, the College will take action in accordance with this policy to minimize the risk of transmission and to maintain a safe campus and educational environment.

A. Definitions

The term “communicable disease” shall mean an infectious disease caused by pathogenic microbial agents, such as viruses, bacteria, fungi, protozoa, parasites, and prions, that is readily capable of transmission to other individuals through close contact, exposure to routine secretions, and/or physical proximity on a College campus. A communicable disease may be acute (short-term) or chronic (long-term). For purposes of this policy, the term is not intended to include diseases for which transmission is virtually eliminated as a result of the application of standard universal precautions (e.g., HIV/AIDS).

The term “Assessment Team” shall mean a multi-disciplinary team convened to review and assess the student’s communicable disease and its effect on the College community.

The terms “others” or “others in the College community” shall mean employees, students, and visitors to the College or any of its satellite facilities or properties.

B. Disclosure

A student who becomes aware that he/she has a communicable disease shall self-report to the Chief Student Affairs Officer. A College employee who has personal knowledge that a College student has a communicable disease must also report this fact to the Chief Student Affairs Officer.

C. Assessment

Upon receipt of a report that a student has a communicable disease, the Chief Student Affairs Officer is authorized to exclude the student from College property until a multi-disciplinary team (“Assessment Team”) is convened to review and assess the student’s condition.

The Chief Student Affairs Officer must convene the Team within a reasonably prompt period of time after receiving a report that a student has a communicable disease. The Team should be convened within five (5) business days, if not sooner. The Assessment Team will be comprised of the following persons: (1) the student; (2) the Chief Student Affairs Officer or designee; (3) a College-selected physician or other consultant with knowledge of the particular disease; (4) the student’s health care provider; and (5) other advisers for the parties, upon request, at their respective expense. All individuals are responsible for arranging their schedules to meet at the time and place designated by the Chief Student Affairs Officer. Because of the importance of addressing the communicable disease in a prompt manner, this meeting will not be rescheduled because of the unavailability of one or more members. However, Team Members may participate by telephone upon giving advance notice to the Chief Student Affairs Officer.

The Team will assess, review, and consider the following: (1) the student’s condition; (2) the present and future risk of transmission to others; (3) the existence and practicality of implementing precautions, methods and strategies to eliminate or reduce the risk of transmission to others; (4) the restrictions, if any, that will be required to prevent the student from creating the risk of transmission to others; (5) whether the student should be excluded from College property, and, if so, whether alternative arrangements can be made; and (6) if warranted, the date upon which the Team will reconvene to reassess the matter.

The Team will make its determination within three (3) working days after it has convened. The Team’s determination will be communicated in writing to the Chief Student Affairs Officer, who shall provide written notice of the determination to the student and President of the College.

If the condition is chronic or persists for more than a short, definable period, the Team shall reassess its determination as often as the Team deems appropriate.

This assessment process is not intended to limit or otherwise inhibit the right of the College to contact the local health authority or other public health official for guidance in handling a communicable disease situation or for direction. Directives or orders from public health officials shall supersede the assessment process in this policy.

D. Consent

To aid in its assessment, the Team may request that the student provide a HIPPA-compliant authorization that permits the Team to communicate with the student's health care provider(s) regarding the status and effect of the student's communicable disease. In addition, the Team may require, at College expense and in accordance with law, the student to undergo a physical examination and/or medical tests that are narrowly tailored to assist the team in determining whether the student still has a communicable disease. A student who refuses to provide consent to enable the Team to communicate with the student's health care provider(s) or to undergo the required examination/tests may be subject to exclusion from College property, as permitted by law, until such time as consent is provided or the Team determines that the student may return in accordance with this policy.

E. Return to the College

The Team is authorized to decide that the student may return to the College if it determines that one or more of the following is true:

1. The student no longer has the communicable disease; or
2. The communicable disease is not in the infectious or contagious stage; or
3. The communicable disease poses little to no risk of transmission in the College environment upon the application of universal precautions.

F. Appeal

The student may appeal the Team's determination to the President of the College by written notice within three (3) business days of the receipt of the Team's decision. The student shall set forth in writing all reasons as to why the Team's decision should be modified or reversed. As part of the appeal process, the President is entitled to review all documentation produced and considered by the Team. Upon conclusion of this review, the President will issue a written decision to the Team and the student. The President's decision shall be final. However, if the student believes that the actions under this policy were taken in violation of Section 504 of the Rehabilitation Act of 1974 ("Section 504") or the Americans with Disabilities Act ("ADA"), the student is permitted to submit an appeal

by proceeding to the final level of the District's grievance policy on Section 504/ADA complaints. A copy of that policy may be obtained from the College's Compliance Coordinator for these laws, whose contact information is as follows:

Chief Student Affairs Officer
East Central College
1964 Prairie Dell Road
Union, MO 63084
Phone: 636-583-5195

G. Confidentiality

Students with communicable diseases have a right to privacy and a need for confidentiality of their medical information. Therefore, to preserve this right, the following rules will apply:

- 1 The student's medical condition and related information may be disclosed to those individuals who have a "need to know" the information in order to implement this policy, to assure that proper care is provided, and/or to detect/monitor situations in which the potential for transmission of the communicable disease may increase, as well as to those individuals who are otherwise authorized to receive, or who must receive, this information under law.
- 2 The student's medical information shall be retained in a file separate from the student's other records. This separate file shall be maintained by the Chief Student Affairs Officer.
- 3 Willful, negligent, or unauthorized disclosure of information about a student's medical condition will be cause for remedial or disciplinary action, up to and including dismissal.

3.16.2 Medical Examination

Physical examinations are required of all varsity athletes.

3.16.3 Transportation

East Central College, its agents, employees and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from or be incident to the carriage, transportation, and/or transference of any student to and/or from any field trip site, athletic contest or clinical site or internship location.

- A. Field trips and athletics. Student bus transportation will be provided for all off-campus field trips and athletic contests. Students will be required to use such transportation unless waivers are allowed as referred to in the Field Trip Policy (see policy 2.12).
- B. Nursing Programs. Each nursing student is expected to provide personal transportation to and from each clinical site, including any facility selected for practice or observation.
- C. Internships, observations, practicums and cooperative placements. Students enrolled in such classes will be responsible for personal transportation to such sites.

3.17 Student Conduct Policy (Revised May 7, 1973; Reaffirmed December 2, 1991; Revised August 28, 2003)

Admission to East Central College carries an obligation to conduct one's self as a responsible member of the College community. Both individual students and student organizations are required to observe the policies of the College district and the laws of the city, state, and federal government, and to conduct their affairs in a manner compatible with the educational objectives of the College. Prohibited conduct will lead to student discipline.

Procedures (Revised May 12, 2008):

3.17.1 Prohibited Conduct:

- A. Violations of standards established by college academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops, internships, and co-ops.
- B. Violation of East Central College's Information Technology Policy found on the College web site at www.eastcentral.edu.
- C. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, fabrication or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code available from the office of the Chief Academic Officer.
- D. Knowingly furnishing false information to the College.
- E. Forgery, alteration, or misuse of college documents, records, or identification, whether in written or electronic form.

- F. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other college events or activities, including public service functions and other authorized activities on college premises.
- G. Assault, abuse or conduct which threatens or endangers the health or safety of another person on college-owned or controlled property or at a college-sponsored or supervised function.
- H. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a college employee, a college student, or a campus visitor.
- I. Unauthorized entry to or use of college facilities.
- J. Violation of local, state, or federal laws on college-owned or controlled property or at college-sponsored or supervised functions.
- K. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on college premises or at off-campus sites, in college vehicles and in any private vehicles parked on college premises or at off-campus sites or at college-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.
- L. Failure to identify one's self when requested to by college officials or college agents or failure to comply with directions of college officials acting in the performance of their duties.
- M. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at college-sponsored or supervised activities.
- N. Gambling on college-owned or controlled property or at college-sponsored or supervised functions.
- O. Sexual harassment of any person on college property or at college activities.
- P. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the

rights of another or defamation of another either on college property or at college-authorized activities.

- Q. Hazing, or any act that intimidates, frightens, or degrades an individual.
- R. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

3.18 Student Discipline Policy (Revised May 1, 1989; Reaffirmed December 2, 1991; Revised August 28, 2003)

All students are expected to meet the expectations of college administrators and faculty and the norms of a civil society and to avoid prohibited conduct (see Student Conduct Policy 3.17). If the need for student discipline arises, students can expect due process as defined by the following procedures.

Procedures:

In most cases, disciplinary actions are meant to be remedial rather than punitive. Ideally, disciplinary proceedings will be conducted informally between the student(s) and the Chief Student Affairs Officer. However, when this means of resolution is not possible, a student has the right to formal processes of discipline and appeal.

A. Definitions:

1. Chief Student Affairs Officer (CSAO): the administrator responsible for student services such as counseling and advising.
2. Chief Academic Officer (CAO): the administrator responsible for the oversight and direction of academic programs and faculty.
3. Hearing Committee: A five-member committee called upon for hearings whose membership includes 2 faculty, 2 administrative/ professional staff, and 1 support staff member. The CSAO and the CAO are not voting members of the hearing committee, but they are nevertheless involved in the hearing. The CSAO will preside over, and the CAO will present the charges, at all hearings where the misconduct does not involve an academic issue. If the misconduct involves an academic issue, their roles shall be reversed.
4. Sanctions: Any action taken during the institutional discipline process, not including those actions an instructor may take within the classroom in cases of academic dishonesty such as assigning a lowered or failing grade for the assignment or class.

B. Possible Sanctions:

1. **Warning:** A verbal admonition by a college official regarding a violation of the Student Conduct Code.
2. **Disciplinary Probation:** A status resulting from a finding of misconduct. The student remains enrolled but under stated conditions.
3. **Summary Suspension:** An involuntary and immediate separation of the student from the institution when, in the judgment of the CAO, CSAO and/or President, the student presents potential for behavior dangerous or destructive to him/herself, others or college property. Such suspension will be for a limited time until further disciplinary determination is made.
4. **Disciplinary Suspension:** An involuntary separation of the student from the institution for a specified period of time due to misconduct. Student may be re-admitted following a specified period of time.
5. **Expulsion:** Permanent loss of student status due to misconduct. Other stated conditions may be applied.

C. Formal Student Disciplinary Process

Students subject to sanctions shall be accorded the opportunity for a hearing before a hearing committee. For a hearing to be held, the student is required to submit a written request for a hearing. The following guidelines will be applicable:

1. Students will be informed in writing of the time, date, and location of the hearing, either by personal delivery or certified mail, at least ten calendar days in advance of the hearing.
2. The entire case file, including the names of prospective witnesses, will be available for inspection by the student in the Chief Student Affairs Officer's office during normal business hours. The file, which should be available at least two (2) business days before the hearing, need not include the personal and confidential notes of any college official or participant in the evaluation process.
3. The hearing shall be conversational and non-adversarial. For that reason, legal counsel will not be allowed to participate in the hearing on behalf of either the student or the administrator presenting the case against the student. Formal rules of evidence will not apply. The Chief Student Affairs Officer or designee shall exercise active control over the

proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.

4. The student may choose to be assisted by a member of the faculty or staff of the institution. Furthermore, the student may be accompanied by legal counsel or other representative, although the role of legal counsel will be limited to providing legal advice to the student.
5. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant evidence.
6. Whenever possible, the student will be expected to respond to questions asked by the Chief Student Affairs Officer or designee.
7. If the student requests a hearing and fails to appear after proper notice, the hearing committee may either proceed with the hearing in the student's absence or may make a decision without holding a hearing.
8. The hearing shall be tape recorded. The tape(s) shall be kept with the pertinent case file for a minimum of six months.
9. A written decision shall be rendered by the hearing committee within five business days after the completion of the hearing. The written decision, which should be mailed or personally delivered to the student, should contain a brief statement of reasons for any determination leading to sanctions. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement. The decision of the hearing committee shall be final unless a timely appeal is made to the College President.
10. A student who wishes to appeal a disciplinary decision must do so within 30 days of the original action by filing a written appeal with the College President. The College President will meet with the student and render a decision within 7 days. The decision of the President shall be final unless a timely appeal is made to the Board of Trustees.
11. The student may appeal to the Board of Trustees within 14 days of the President's decision. The Board of Trustees will review the matter and render a decision within 14 days. The decision of the Board of Trustees is final.
12. In all non-grade appeals, the student may withdraw from College or the class of his/her own volition at any time during the disciplinary process.

3.19 Student Drugs and Alcohol Policy (Reaffirmed December 2, 1992; Revised November 5, 2001)

It is the objective and goal of East Central College to provide a drug and alcohol-free environment for students.

Procedures (Revised May 12, 2008):

3.19.1 **Explanation and Consequences of Prohibitive Behavior.** The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on college premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites), or college sponsored functions is absolutely prohibited. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.

Violations of this policy will result in disciplinary actions, up to student expulsion, and may have legal consequences.

Instances of violations could result in the involvement of civil law enforcement authorities.

3.19.2 **Federal Law Compliance.** It is the College's intent and obligation to comply with the Drug-Free Workplace Act of 1988, Public Law 100-690, and update to the Drug-Free School Community Act of 1989, Public Law 101-226 to provide a drug-free, healthful, safe work environment.

3.19.3 **Student Responsibilities.** The College recognizes drug and alcohol abuse as a potential health, safety and security problem; and dependency as an illness for which there is effective treatment.

A. **Student Seeking Help.** Students needing help in dealing with such problems are encouraged to use the College's counseling services for referral assistance for treatment centers.

B. **Student Violations.** Student violations are subject to ECC procedures as outlined in the Student Discipline Policy (see 3.18).

3.20 Student Information Policy (Reaffirmed December 2, 1991; Revised April 7, 2003)

East Central College will comply with all state and federal statutes regarding use and release of student information including the Family Educational Rights and Privacy Act of 1974 (as amended). Students, parents or guardians seeking clarification of laws, regulations and practice may request such information from the office of the Chief Student Affairs Officer.

3.21 Student Right-to-Know and Campus Security Act Policy (Revised April 7, 2003)

East Central College will comply with all federal and state statutes and regulations concerning student right-to know, including Public Law 101-524, The Student Right-to-Know Act and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments. Detailed information regarding these statutes and regulations is available from the Chief Student Affairs Officer.

3.22 Transfer Articulation Officer (Adopted October 1, 1973; Revised April 7, 2003; August 31, 2009)

East Central College will designate a Transfer and Articulation Officer for the purpose of assisting students with matters related to transfer and articulation of credit.

3.23 Student Attendance Policy (Adopted May 9, 2005)

Enrolled students are expected to attend all scheduled meetings of their classes. Students are normally considered excessively absent when they have missed more than the equivalent of one week of class.

Specific attendance guidelines and consequences are provided in each course syllabus and are enforceable as written unless otherwise specified.

3.23.1 Administrative Withdrawal Procedures: (Adopted May 31, 2007)

Faculty or administrators at East Central College may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class. Faculty will submit the appropriate paperwork to the Registrar and the student will be notified in a timely fashion. Such withdrawal will result in a grade of W.

- A. Faculty will continue to report “No Shows” in the timeframe requested to the Financial Aid office for disposition.

- B. Faculty may elect to use the Student Excessive Absence report but are not required to report any student for excessive absence prior to the use of the administrative withdrawal.
- C. Any student who feels that the administrative withdrawal was executed unfairly or inaccurately can appeal the withdrawal within ten (10) calendar days of notification. Student must submit a written statement of the appeal to the College's Chief Academic Officer (CAO).

3.24 Student ADA Grievance Policy (Adopted May 8, 2006)

East Central College will provide for expeditious and reasonable resolution of student grievances related to the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, or other disability related statutory rights. Grievance must be filed during the semester in which accommodations are requested.

3.24.1 Informal Procedure

- A. Step 1:
 - 1. Student contacts faculty and/or Access staff regarding implementation of academic accommodations.
 - 2. Resolved or go to Step 2
- B. Step 2:
 - 1. Student requests conference with Access staff and/or faculty/staff. When deemed appropriate by the Access staff, the division chair will also be included.
 - 2. If the faculty/staff have been asked to provide the accommodations by the Access staff, the faculty/staff will continue to provide the accommodations.
 - 3. Resolved or go to Step 3.
- C. Step 3:
 - 1. Student requests conference with appropriate Vice President, as well as the parties listed above.
 - 2. Within 10 working days, appropriate Vice President convenes a conference of parties from above and may consult with the Chief Student Affairs Officer.
 - 3. Resolved or student initiates formal grievance procedure.

3.24.2 Formal Procedure

- A. Step 1:
 - 1. Student appeals by filing Formal ADA Grievance Form with Chief Student Affairs Officer within 10 working days of informal grievance decision.
 - 2. Chief Student Affairs Officer conducts investigation with all parties involved and issues a statement of findings.
 - 3. Resolved or go to Step 2.

- B. Step 2:
 - 1. Chief Student Affairs Officer appoints and convenes ADA Hearing Committee, which is a five-member committee composed of faculty and staff chaired by the Chief Student Affairs Officer, within 10 working days of appeal being filed. Hearing will be audio recorded.
 - 2. The ADA Hearing Committee reviews documentation and meets with all parties involved.
 - 3. Chief Student Affairs Officer notifies all concerned parties of the committee's decision in writing within 10 working days.
 - 4. Resolved or go to Step 3.

- C. Step 3:
 - 1. Student files written appeal to President within 10 working days of the committee's decision, including copies of Informal and Formal Grievance proceedings.
 - 2. President renders decision, which is final.

3.25 Student Protection Against Discrimination (Adopted May 12, 2008)

Students are protected against race and national origin discrimination by Title XI of the Civil Rights Act of 1964, and against sex and gender discrimination, including sexual harassment, by Title IX of the Education Amendments of 1972. Students are protected against discriminated based upon reason of disability by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Procedures:

Students who believe they have been discriminated against based upon reason of disability should use the procedures detailed in the Student ADA Grievance Policy 3.24. Students who believe they are being sexually harassed should use the complaint procedure described in the Sexual Harassment Policy 5.5.

Students who believe they have been subjected to discrimination based on race, religion, national origin, ancestry, gender, age or veterans status should use the procedures outlined below.

3.25.1 Grievance Procedure – Race, Color, Religion, National Origin, Ancestry, Gender, Age or Veterans Status

This grievance procedure is available to any student who believes that he/she has been discriminated against by a College employee on the basis of race, color, religion, national origin, ancestry, gender, age or veterans status.

- A. Step 1: The student should first make an informal appeal to that employee's immediate supervisor.
- B. Step 2: If an acceptable resolution is not reached, the student may continue informal appeals through organizational channels ending with a written decision from the Chief Student Affairs Officer.
- C. Step 3: If an acceptable solution is not reached at Step 2, the student may, within 10 days after the date of the written decision, submit a written appeal to the Director of Human Resources. The written appeal will state the circumstances pertaining to the case, the justification for appeal and the remedy sought. The Director of Human Resources may render a decision on the written petition, request further information and documentation, or conduct a hearing. The Director of Human Resources will render a decision as soon as possible after completion of the hearing.
- D. Step 4: Any affected party dissatisfied with the decision of the Director of Human Resources may make a written appeal to the College President within 10 calendar days after the date of the Director of Human Resources' written decision. The President, or his/her designee, may, in whole or in part, affirm, reverse or modify the Director of Human Resources' decision. The President's decision will be rendered within 30 calendar days and will be final.

SECTION 4: FINANCE AND ADMINISTRATION POLICIES AND PROCEDURES

4.1 Accounting System Policy (Adopted June 1, 1987; Revised August 25, 2008)

East Central College will maintain a financial reporting system which is in conformance with the laws of the State of Missouri and the Uniform Financial Reporting Manual of the Missouri Department of Higher Education and generally accepted accounting principles.

Procedures (Revised August 25, 2008):

- 4.1.1 East Central College will use a fund accounting system which is consistent with the Uniform Financial Reporting Manual of the Missouri Department of Higher Education.
- 4.1.2 The following fund types are established in order to provide a uniform financial reporting process, and these fund types are defined as follows:

General Fund. The general fund will be used to account for revenues and expenditures for the academic and service programs of the College. The source of the funds will be local taxes, state aid and student tuition/fees and other general miscellaneous revenue. Expenditures in the fund will include the costs associated with supporting the educational program of the College or maintaining the physical structure and operation of the College.

Bond and Interest Fund. The bond and interest fund is established to account for the payment of principle, interest, and related charges on any outstanding bond issue. Revenue for the fund is received by tax levy which has been authorized by the voters. Expenditures for the fund are restricted to the payment of the items noted above. Debt service for each bond issue must be accounted for separately, using a group of self-balancing accounts within the fund. Expenditures in the fund are restricted.

Auxiliary Enterprises Fund. The auxiliary enterprises fund is established for the purpose of accounting for college services where fees are charged to students, staff or the general public, be it either a sale fee for a good purchased or a user fee for a service rendered. Each enterprise service should be accounted for separately using a self-balancing account within the fund.

Restricted Purpose Fund. The restricted purpose fund is established to account for state or federal monies that have restrictions regarding their use. Each specific account in the restricted purpose fund must be accounted for separately using a self-balancing account. Accounts must be established to insure that the accounting and reporting requirements of the grantor are met. If the grantor provides a special accounting manual for audit purposes, it should be followed exactly.

Each account in the restricted purpose fund is self-balancing, and the account should balance to \$0 at the termination of the activity. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is under spent, the balance must be returned to the grantor.

Trust and Agency Fund. The trust and agency fund is established and used to receive and hold funds when the College serves as a custodian or fiscal agent for another body. The College has an agency rather than a beneficial interest in these monies; the College does not necessarily have control or direction over the use and expenditures of the monies, with the exception that the College uses its financial capability and accounting procedures to insure the integrity of the accounts. Each agency's money should be accounted for by a self-balancing account. These accounts will balance to \$0 at the termination of the activity. Monies generated by college clubs that are continuously inactive for three semesters or college athletic activities that are suspended by the Board of Trustees will be returned to the student government fund for use and/or disbursement.

Faculty Development Fund. The faculty development fund is established to provide funding to each full-time faculty member for purposes of professional development expenses. The specific annual allocation to each account is established as part of the annual budget. Balances in each account may not exceed the equivalent of two years of funding at the current annual allocation.

College Restricted Fund. The college restricted fund is established to account for college funds that have restrictions imposed by the institution regarding their use. Each specific account in the college restricted fund must be accounted for separately using a self-balancing account, and the account should balance to \$0 at the termination of the activity. If it does not, the amount that the account is overspent is a liability against the general fund. If the account is under spent, the balance is returned to the general fund.

Building Construction Fund. This fund will be used to account for revenues and expenditures which are associated with building construction or the purchase of unmovable equipment. The source of monies for this fund will be the proceeds of bond sales, gifts, grants, or other funds restricted to such purposes by their origin or by statute. The expenditures in this fund will be for construction or purchase of unmovable equipment. The accounts in this fund will be self-balancing, and the expenditures will be restricted.

4.2 Tax Rate (Approved August 25, 2008)

The Board will set the tax rate of the College in an amount deemed necessary within state statutes to satisfy the budgetary needs of the College. The tax rate will be set by the Board before September 1 of each year, unless otherwise provided by the laws of the state of Missouri.

4.3 Budget Policy (Reaffirmed December 2, 1991; Revised August 25, 2008)

East Central College will operate on an annual budget from July 1 to June 30. The budget will be prepared by administrative officials and submitted annually to the Board of Trustees for approval by June 15.

Procedures (Revised August 25, 2008):

- 4.3.1 Budgeting procedures will be carried out in accordance with the laws of the state and instructions from the Missouri Department of Higher Education.
- 4.3.2 The Board of Trustees will review the status of the budget at each regular meeting. The Board will be presented a treasurer's report, a balance sheet, a schedule of investments, a summary of budgeted expenditures versus actual expenditures and a summary of budgeted revenues versus actual revenues.
- 4.3.3 Amendments to the budget will require approval by the Board of Trustees.
- 4.3.4 The following guidelines will govern budget development, expenditure control and cash flow:
 - a. Budgeted expenditures will not exceed budgeted revenues.

- b. A restricted reserve shall be maintained in order to provide for timely payment of the College's financial obligations. The total of funds to be held in the reserve shall be established by the Board of Trustees and shall be consistent with prudent fiscal policy regarding cash flow requirements and the timing of revenue receipts. Transfers to or from the restricted reserve fund will require approval by the Board of Trustees.

4.4 Financial Reports Policy (Revised June 23, 2003)

The Chief Financial Officer, in cooperation with other appropriate employees, shall prepare and present financial reports to the Board of Trustees at all monthly meetings and at any time upon request, summarizing the status of the various funds contained in the annual budget and providing other appropriate information. Other financial reports to regulatory agencies and associations shall be filed as required and in the best interests of the College.

4.5 Auditing Policy (Adopted December 3, 1968; Revised June 23, 2003)

The College financial records will be audited annually by a certified public accountant licensed to practice public accounting in the State of Missouri and with documented experience in federal and state funds auditing. A copy of this audit will be sent to the Department of Higher Education, the Department of Elementary and Secondary Education, the U.S. Department of Education, and other regulatory agencies as required. A copy of the audited Revenues and Expense Statement will be published in local newspapers.

4.6 Purchasing Policy (Reaffirmed December 2, 1991; Revised August 25, 2008)

The Board of Trustees authorizes the College President to administer the College purchasing policy in accordance with state and federal laws. This policy covers purchases of supplies, equipment, library books and materials, insurance and contracted services.

Procedures (Revised August 25, 2008):

- 4.6.1 All purchases shall be made with the objective of securing services, materials, supplies and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

4.6.2 Purchasing to make purchases necessary for the operation procedures shall be based upon the level of expenditure:

- a. **Expenditures up to \$1,000.** Without competitive bidding, the Chief Financial Officer and designees are empowered to make purchases necessary for the operation of the district as long as the amount does not exceed \$1,000.
- b. **Expenditures of more than \$1,000 up to \$5,000.** Without competitive bidding, the Chief Financial Officer and designees are empowered of the district as long as the expenditure is more than \$1,000 up to \$5,000 and as long as the purchase is not made until at least three (3) verbal price quotations are considered if obtainable.
- c. **Expenditures of more than \$5,000 up to \$15,000.** Without competitive bidding, the Chief Financial Officer and designees shall obtain at least three (3) written price quotations, if obtainable, when purchases are necessary for the operation of the district of more than \$5,000 up to \$15,000. Further, when deemed necessary by the Chief Financial Officer, advertisement in a newspaper or newspapers of general circulation in the district for quotations shall be made.
- d. **Expenditures exceeding \$15,000.** In the event a proposed expenditure exceeds \$15,000, the expenditure shall not be made until competitive bidding has been engaged. Bid specifications shall be prepared by the Chief Financial Officer in consultation with other appropriate staff as necessary. Bids shall then be advertised in a newspaper or newspapers of general circulation within the district. Bids shall be opened and publicly read aloud at a designated time and place. The College reserves the right to waive minor technical defects in a bid, or reject any or all bids or any part of any bid. Purchases exceeding \$15,000 must be approved by the Board of Trustees of the College.

4.6.3 **Exceptions.** Any cooperative contracts established by (1) the state of Missouri, (2) other public agency or entity governed by the laws of the state of Missouri, or (3) any higher education or public entity compact or consortium may be used by the college in lieu of competitive bidding for the purchase of item equipment, supplies, sundries, non-realty leases, maintenance and periodic service agreements. Purchases which are not adapted to competitive bidding, such as (1) sole source purchases, or (2) the procurement of professional services or skill wherein the professional credentials or ability are of primary importance are considered exceptions to the requirement for

competitive bidding. The Chief Financial Officer may waive competitive bidding when the purchase will result in direct and immediate savings to the College. Sole source purchases will have supporting documentation from originator.

- 4.6.4 **Insurance.** All insurance will be purchased utilizing the normal bid procedures unless it is a part of a cooperative agreement. Insurance coverages will be reviewed annually.
- 4.6.5. **Preference to Missouri Products and Firms.** In making purchases, preference shall be given to all commodities manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations, or individuals, when quality is equal or better and delivered price is the same or less.
- 4.6.6 **Preference to Local Products and Firms.** In making purchases, preference may be given to all commodities manufactured, mined, produced, or grown within the district and to all firms, corporations or individuals doing business within the district, when quality is equal or better and delivered price is the same or less.
- 4.6.7 The purchase of all merchandise, products and services for College purposes must be done through the Chief Financial Officer. The Chief Financial Officer will coordinate purchasing within the framework of the statutes of Missouri, policies and procedures of the Board of Trustees and regulations promulgated by the Chief Financial Officer.
- 4.6.8 All purchases must be authorized in advance by a requisition and/or purchase order signed by an appropriate college official.
- 4.6.9 These purchasing procedures cover the procurement of equipment and supplies and commitments of funds for rentals and service agreements. Such commitments must be covered by purchase orders.

4.7 Selection of Architectural/Engineering and/or Land Surveying Services (Adopted August 25, 2008)

The Board of Trustees may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects undertaken by the College.

Procedures:

In selecting such firm(s), the following criteria will be considered:

1. Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the College or elsewhere with respect to the type of services desired.
2. Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. Proposed price for the services requested (i.e., a fee schedule).
4. Past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
5. Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and/or land surveying services, the Board or designee shall prepare a written description of the services desired by the College. Interested firms may be requested to submit information in accord with the above criteria.

College officials shall review the materials submitted and shall attempt to negotiate acceptable terms with any or all of the firms submitting materials. The Board of Trustees shall select the firm(s) considered best qualified for the project(s).

4.8 Construction Contracts Bidding and Awards (Adopted August 25, 2008)

All facilities construction projects that exceed an expenditure of \$15,000 shall be advertised and competitive bids solicited, according to state law. In order to protect the College, each bidder may be required to submit with his or her bid a bidder's bond in an amount determined by the estimated cost of the project.

Procedures:

The construction contract shall be awarded to the lowest responsible bidder whose bid is in accordance with the approved plans and specifications and who has provided the required security. However, the Board reserves the right to waive minor technical defects in a bid, or reject any or all bids, or any part of any bid. No bid for the construction, alteration or repair of any building shall be accepted if it does not conform to the plans and specifications for the project.

If the project is considered a public works project estimated to exceed \$25,000, the contractor will be required to furnish a performance bond in accordance with law. No contractor shall be required to submit a bond from a particular insurance or surety company. Lien waivers shall be provided by the contractor and his or her subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to payment.

Bid specifications and/or contracts for all public works shall include the required provisions concerning prevailing wages pursuant to the rules of the Division of Labor Standards of the Missouri Department of Labor and Industrial Relations and will comply with state law.

4.9 Construction Manager Option (Adopted August 25, 2008)

In the event that the College chooses to use the services of a construction manager instead of a general contractor, the College shall select a construction manager and negotiate with that construction manager to obtain a contract that is fair and reasonable.

Procedures:

To select a construction manager, the College shall advertise and solicit proposals from qualified construction managers in the following manner:

1. If the total cost for the project exceeds five hundred thousand dollars (\$500,000), the solicitation shall be advertised for a period of ten (10) days in one (1) newspaper of general circulation in the county.
2. If the total cost of the project exceeds one million five hundred thousand dollars (\$1,500,000), the solicitation shall be advertised for ten (10) days in two (2) daily newspapers in Missouri which have not less than fifty thousand (50,000) daily circulation in addition to the advertisement required by number 1 above.
3. If the total cost of the project is five hundred thousand dollars (\$500,000) or less, the solicitation need not be advertised.
4. Solicitations shall require the bidders to submit the following information:
 - a. Fees for overhead and profit.

- b. Reimbursable costs for reimbursable items.
 - c. Qualifications.
5. Demonstration of ability to perform projects comparable in design, scope and complexity.
- a. Demonstration of good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
 - b. References from owners for whom construction management services have been performed.
 - c. Financial strength.
 - d. Qualifications of in-house personnel who will manage the project.
 - e. Demonstration of successful management systems which have been employed for the purposes of estimating, scheduling, and cost controls.

If the College selects a construction manager on the basis of the above factors, then contractual negotiations may be conducted with that construction manager and a contract may be executed between the Board of Trustees and that construction manager. If the College cannot reach an agreement upon the terms of a construction management services contract through negotiations with the selected construction manager, then the College will attempt to select another construction manager and negotiate a contract with that construction manager. The College will continue to follow the procedures outlined in this policy until a contract has been executed between the Board of Trustees and a construction manager.

Furthermore, the Board of Trustees shall not award a contract to any construction manager (or a firm that controls, is controlled by or shares common ownership or control with the construction manager), if such construction manager:

- a. Guarantees, warrants or otherwise assumes financial responsibility for the work of others on the project.
- b. Provides the District with a guaranteed maximum price for the work of others on the project.
- c. Furnishes or guarantees a performance or payment bond for other contractors on the project.

Under this policy, the term "project" shall mean the erection or construction of a building or structure or the improvement, alteration or repair of a building or structure. The term "construction manager" includes consulting, advising, assisting and making recommendations on any and all aspects of preconstruction planning, design, bidding, and contract award and providing general observation, coordination and direction of the work and processing of payment requests and change orders during construction.

This policy shall not apply should the College choose to contract with an individual or firm solely for the purpose of serving as a liaison with a general contractor.

4.10 Change Orders During Construction (Adopted August 25, 2008)

A change order is a written order to the contractor signed by the owner and the architect, issued after execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. Although the general philosophy of the College is to discourage contract adjustments during a project, change orders may result from the following:

- Changes in the quality or scope of the project
- Changes resulting from unforeseen condition, and
- Changes due to errors or omissions by the architect or contractor.

Additional costs incurred for time or materials, when unit costs or rates for time or materials are included in the terms of the contract, are not considered change orders for purposes of this policy.

Procedures:

Change orders may be signed by the President of the College only under the following circumstances:

1. The College President, after discussions with representatives of the project monitoring team, may sign any change order authorizing a change in the work, provided that the contract sum is not increased by more than \$15,000 and that contingency funds are available for said change.
2. A proposed change order shall be submitted to the Board of Trustees for approval when the proposed increase in the contract sum exceeds \$15,000, or when the contingency funds are insufficient to cover the proposed increase. If approved, the College President or designee is authorized to immediately sign the change order.

3. In an emergency, such as where there is a threat to life or property, the College President is authorized to immediately sign any change order. In such case, the College President should advise the Board of the circumstances necessitating the change order as soon as practicable.

In processing change order requests, the College President shall attempt to identify situations where a proposed change order may have been caused by an error or omission of the architect or contractor. In appropriate cases, the College shall endeavor to recover the cost of the change from the responsible party.

4.11 Use of College Employees in Lieu of Contractors (Approved August 25, 2008)

The College may use its employees to alter, maintain and repair buildings, equipment or grounds without the letting of contracts.

4.12 College Liability Insurance (Adopted August 25, 2008)

The College will maintain coverage against liability of the College and its employees as allowed by law. Such coverage may be maintained through insurance or participation in the state public entity risk management fund. To the extent of the covered risks and coverage limits, the College will defend and indemnify employees against liability for acts and omissions within the course and scope of their duties. The College will not defend or indemnify employees against their criminal or intentional wrongful acts or any liability for any acts or omissions that occur outside the course and scope of their duties. The College reserves the right, in circumstances which the Board of Trustees deems appropriate, and following a majority vote of the whole thereof, to determine whether to defend and/or indemnify an employee in a proceeding brought against the employee alleging a loss not within the covered risks, resulting from an employee's act or omission that occurs within the course and scope of the employee's duties.

4.13 Financial Exigency Policy (Adopted June 4, 1979; Implemented February 9, 1981; Revised August 28, 2003)

The President will regularly review the financial status of the College to determine if conditions exist that are sufficient to warrant a declaration of financial exigency.

4.13.1 **Procedures:**

Financial exigency exists when an imminent financial crisis threatens the survival of the institution as a whole and cannot be alleviated by less than drastic means, such as the realignment of college expenditures, immediate reduction in hourly and contract employees, and/or emergency use of restricted reserves from the fund balance of the College.

Any sudden, severe, and unexpected change in financial conditions will be reported within five days of the discovery of such conditions by the President to the Board of Trustees, faculty, and staff.

- c. Following the determination by the Board of Trustees that a financial exigency does exist, the President of the College, as Chief Executive Officer, will develop a retrenchment plan for approval and enactment by the Board of Trustees.
- d. The plan for retrenchment will be developed in accordance with the following guidelines:
 - (1) The total college operation, including all departments and offices, will be considered in making recommendations for retrenchment.
 - (2) In all cases of termination of faculty on continuous contracts because of financial exigency, the positions of the faculty concerned will not be filled within a two-year period by replacement nor will temporary positions be created so as to effect replacement of those faculty positions unless the released faculty have been offered reinstatement and a reasonable time in which to accept or decline the offer.

4.14 Receipt and Disbursement of Funds Policy (Revised April 7, 2003)

The Chief Financial Officer, under the direction of the President of the College, shall be designated as the primary staff officer responsible for the receipt and disbursement of funds, said officer being bonded in an amount of not less than \$1,000,000. All college funds will be received through the College Business Office and will be properly recorded and accounted for. The Board treasurer shall be the official designated by the Board to certify monthly that the receipt and disbursement of funds have been duly and properly accounted for.

4.15 Investment of Funds Policy (Adopted February 1, 1988; Revised August 25, 2008)

Funds not needed for immediate expenses of the College will be invested in a manner which will provide maximum security and investment returns while meeting the daily cash flow demands of the College and conforming to all state statutes governing the investment of public funds.

Procedures (Revised August 25, 2008):

4.15.1 Investment Types

In accordance with and subject to restrictions imposed by current statutes and the investment policy of the State of Missouri, the following list represents the entire range of investments that the College will consider and which shall be authorized for the investments of funds.

- a. **Collateralized Public Deposits (Certificates of Deposit).** Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statute.
- b. **United States Treasury Securities.** Obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- c. **United States Agency Securities.** Obligations issued or guaranteed by any agency of the United States Government.

4.15.2 Security Selection

The following list represents the entire range of United States Agency Securities that the College will consider and which shall be authorized for the investment of funds by the College. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

- a. U.S. Govt. Agency Coupon and Zero Coupon Securities. Bullet coupon bonds with no embedded options.
- b. U.S. Govt. Agency Discount Notes. Purchased at a discount with maximum maturities of one (1) year.
- c. U.S. Govt. Agency Callable Securities. Restricted to securities callable at par only with final maturities of five (5) years.

- d. U.S. Govt. Agency Step-Up Securities. The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.
- e. U.S. Govt. Agency Floating Rate Securities. The coupon rate floats off one index. Restricted to coupons with no interim caps that reset at least quarterly.

4.15.3 Collateralization

The market value of collateral must total to an amount equal to 100 percent or greater of the amount of college time deposits plus demand deposits with the depositors, less the amount, if any, which is an insured deposit pursuant to the Federal Insurance Act of 1950 (64 Stat. 873) as heretofore or hereafter amended.

All securities pledged as collateral by the depository shall, at the option of the depository banking institution, either be delivered to the fiscal officer or be deposited with a disinterested banking institution or safe depository as trustee satisfactory to both parties to the depository agreement. No security pledged as collateral shall be released by the depository banking institution without the written permission of the Chief Financial Officer or designee.

The College shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the College's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

- 4.15.4 Demand Deposits.** Demand deposits shall be maintained in a financial banking institution(s) designated by the Board of Trustees. The Board may seek bids and re-designate depositories at any time.

Demand deposits shall be collateralized, secured and deposited according to the same criteria applicable to college investments as described and noted herein above.

- 4.15.5 Investment Reports.** The Board shall approve college investments in a monthly report supported by the appropriate Pledged Securities Schedule and submitted by the Chief Financial Officer or designee.

- 4.15.6 Authorized Financial Dealers and Institutions.** A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list will be maintained of approved security

broker/dealers selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the College’s investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

4.15.7 Investment Guidelines. College staff shall at all times exercise prudent financial judgment when investing funds and shall adhere to investment guidelines as outlined and implemented by the State of Missouri in its current investment policy.

4.16 Inventory Control Policy (Adopted December 3, 1968; Revised April 7, 2003)

A perpetual inventory of fixed assets and related depreciation schedules shall be established and maintained at the direction of the Chief Financial Officer. Such inventory shall provide that assets valued at \$5,000 or more be listed in a fixed asset group of accounts. All such fixed assets, as well as all items with values less than \$5,000 but requiring inventory controls by federal and state agencies such as the Department of Elementary and Secondary Education, will be tagged with numbered identifying labels in order to provide security and maintenance of the assets.

4.17 Payment of Bills Policy (Adopted December 3, 1968; Revised April 7, 2003)

At the regular monthly meeting of the Board of Trustees or at special called meetings, the Board will approve the payment of bills as required for college operations and supported by appropriate documentation in the financial reports provided to the Board at the respective meeting. Salary checks are written as

due and payable per faculty and staff contracts and in compliance with wage and hour statutes.

4.18 Expense Reimbursement Policy (Reaffirmed December 2, 1991; Revised November 3, 2003).

The Board of Trustees delegates to the College President the establishment of procedures which regulate the reimbursement of expenses incurred while members of the Board of Trustees or College employees are on College business.

Procedures (Revised April 6, 2006):

- 4.18.1 **Mileage.** Mileage expenses for travel subject to reimbursement shall be reimbursed at a per mile rate established by the Internal Revenue Service.
1. Mileage expense for traveling to and from the employee's residence to the employee's assigned place of employment, whether at the main campus or at an extension center, shall not be reimbursed.
 2. When the employee's work-day includes assignments at two or more college sites, mileage will be paid between such sites but not to or from the employee's residence.
 3. When traveling from home to a site other than the employee's assigned place of employment, mileage will be calculated from the College or employee's home, whichever is less.
 4. A reimbursable mileage guideline will be generated by the Office of Finance and Administration which delineates standard mileage from the college to sites commonly traveled to. Mileage to sites not on the guide must be based on personal vehicle odometer readings that are in compliance with reliable maps.
- 4.18.2 **Transportation Expenses other than Mileage.** Other transportation expenses, including but not limited to, railroad fares, air fares, taxicabs, baggage transfers, tolls, and parking fees shall be reimbursed in full provided such expenses are necessary and reasonable in nature and extent and supported by appropriate receipts.
- 4.18.3 **Lodging.** Lodging expenses such as hotel and motel expenses shall be reimbursed in full provided such expenses are necessary and reasonable in nature and extent and supported by appropriate receipts.

- 4.18.4 **Meals.** The College will provide employees a per diem meal expense up to a maximum of \$36.00 per day. In cases where a meal or meals are provided as part of the conference or registration cost, the meal expenses will be disallowed. Breakfast (maximum \$6.00) may be reimbursed for travel commencing before 8:00 a.m., lunch (maximum \$10.00) for travel commencing before 11:00 a.m., and dinner (maximum \$20.00) for travel commencing by 5:00 p.m. The maximum reimbursement of \$36.00 would require overnight travel.

When a College employee is required to attend a meal function, the meal shall be reimbursed in full.

In no case will costs of alcoholic beverages be reimbursed.

- 4.18.5 **Cash Advances.** Employees who do not have access to college credit cards may obtain a cash advance for travel by submitting a request for travel approval form. Failure to submit the required expense reimbursement for travel form within 30 days of travel completion will be cause to deduct the full cash advance amount from the employee's paycheck.

4.18.6 **Prospective Employees.**

Prospective employees may be reimbursed for interview expenses.

4.18.7 **Moving Expenses**

1. Moving expense reimbursements for moving into the East Central College district will be allowed only for the following positions:
 - President
 - Chief Academic Officer
 - Chief Financial Officer

 - a. Reimbursed moving expenses require a minimum of two competitive bids, and the lowest bid should be accepted.
 - b. The accepted bid must be approved by the College President for the Chief Academic Officer/Chief Financial Officer or the Board President for the College President-elect.
 - c. Moving expenses will be paid only once for each eligible employee.
 - d. Reimbursement will occur only with the presentation of either an invoice or a receipt.
 - e. An eligible employee who receives reimbursement for moving into the district must repay such a reimbursement immediately if the individual moves out of the district during the duration of his or her employment.
 - f. Such a reimbursement is considered an incentive for college officers to reside in the district. As such the employee will be

eligible for reimbursement only if the move falls within the first year of employment unless the Board approves an extension based upon extenuating circumstances.

2. Other employees' moving expenses will not be reimbursed by the College.

4.19 Facilities Maintenance and Repair Account Policy (Adopted December 7, 1987; Revised June 23, 2003)

An account designated as the Facilities Maintenance and Repair account shall be maintained for the purpose of correcting construction deficiencies and/or structural and mechanical deterioration. Funds in this account are subject to state guidelines for use of state maintenance and repair appropriations and approval by the Board of Trustees.

Approval to address an emergency situation immediately is granted by the Board of Trustees under this policy. An emergency for this purpose is defined as:

- a. A condition such that life or safety is threatened,
- b. A condition that affects the structural integrity of a building
- c. A condition causing mechanical or electrical system failure and severely affecting working environment.

The President is authorized to address any such situation as quickly as possible and report to the Board of Trustees the condition and its corrected status at the earliest possible meeting time.

4.20 Surplus Property Policy (Adopted May 1, 1990; Reaffirmed December 2, 1991; Revised August 28, 2003)

The President of the College or his/her designee is authorized to act on behalf of the College in the acquisition or disposal of surplus property.

Procedures:

4.20.1 Surplus Property Acquisition Procedures

The College or its agents as designated by the President may acquire federal surplus property through the Missouri State Agency for Surplus Property under authority of the Federal Property and Administration Services Act of 1949. College employees desiring to purchase federal surplus property for college use must:

1. Obtain written authorization from the President including the dollar limit of items to be purchased.
2. Complete a purchase requisition form and obtain the appropriate signatures.
3. Obtain a purchase order from the Purchasing Agent.

4.20.2 Surplus Property Disposal Procedures

Property may be nominated as surplus by a unit supervisor, division chair or faculty of the department housing such property. The Director of Facilities and Grounds or his/her designee will then be responsible for formally deeming property surplus and for the appropriate disposal of the property.

1. Methods of Disposal:
 - a. **Direct Transfer.** The department or unit housing such property may make a direct transfer to another department within the College having a need for such equipment or property, with notice to the Director of Facilities and Grounds or his/her designee. Any items purchased with Perkins, vocational enhancement or RTEC funds may be transferred only to another vocationally-funded program within five years of purchase, with permission of the vice president in charge of occupational-technical programs and with notice to the Director of Facilities and Grounds.
 - b. **Sale.** Items with resale value, as determined by the Director of Facilities and Grounds or his/her designee, shall be sold by sealed bid or auction. Such sales shall be made to the highest responsible bidder and shall be in conformance with all college purchasing policies and procedures.
 - (1) Terms of sale. Property shall be sold "as is and where is" and without any warranty whatsoever.
 - (2) Costs. All costs, including transportation and fees, in connection with the act of the sale and all other related costs and fees shall be borne exclusively by the purchaser.
 - c. **Local Disposal.** Surplus or obsolete items determined by the Director of Facilities and Grounds or his/her designee to have little or no transfer or sale value may be locally disposed of. Items requiring special handling shall be disposed of in

accordance with all local, state and federal laws and regulations.

- d. **Trade In.** The Director of Facilities and Grounds may take advantage of opportunities to trade in surplus property on the purchase of like items if it is monetarily advantageous to the College.
- e. **Donation.** The President of the College or his/her designee is authorized to distribute surplus property to other in-district public educational institutions as provided by state statute and regulation.

4.21 Default of Payment (Approved March 8, 2004)

Payment of tuition and fees is due pursuant to the published schedule. Any student defaulting on this payment, either through a returned check or rejected credit card, will be dropped from course(s) immediately. When a student's check for payment of goods or services is returned for a non-existent account or insufficient funds, a charge will be assessed.

4.22 Bank Credit Card Policy (Adopted May 1, 1990; Revised June 23, 2003)

The Board of Trustees approves the issuance of a bank credit card to the President of the College. The President is empowered to authorize the bank to issue credit cards to other designated officers and employees. Payment of any or all college credit card bills requires supporting documentation, normally purchase receipts, and the signature approval of the cardholder indicating verification of charges as accurate. Credit cards are to be used solely for College purposes. Personal purchases are prohibited.

4.23 Bookstore Policy (Revised December 2, 2002)

East Central College will operate a College Bookstore for the benefit of the students, faculty, and staff of the College. The bookstore will operate without subsidy from the general college operation. Students, faculty, and staff will follow procedures outlined regarding utilization of the East Central College Bookstore.

Procedures (Revised August 25, 2008):

- 4.23.1 Office supplies for College use are available in the bookstore. Supplies may be purchased by departmental charge. The bookstore shall prepare a monthly report on detailed purchases by division or department. A requisition with proper authorization must accompany any order over \$100 (books or supplies).
- 4.23.2 Book return periods will be set and publicized by the bookstore and will be those of most service to students.
- 4.23.3 Copyright laws and procedures will apply to all materials.

4.24 Solicitation and Fundraising Policy (Adopted December 3, 1968; Revised January, 2005)

Soliciting for any cause is prohibited on the campus, although the College may participate in certain community or organizational fund drives as authorized by the College President. The exhibition and/or sale on campus of any articles or services not otherwise sanctioned by the College is prohibited.

Procedures (Revised August 25, 2008):

- 4.24.1 The College will promote the ECC Foundation and the United Way as institutional causes.
- 4.24.2 Individual employees may solicit co-workers and/or employee groups for support of personal causes.
- 4.24.3 Solicitations from individuals not employed by the College will not be permitted.
- 4.24.4 Agents and salespersons of various firms selling products and services needed and used by the College are welcome on campus in the appropriate offices.
- 4.24.5 All fundraising activities with the purpose of accepting gifts or donations for student clubs or organizations, athletic teams, or employee groups or associations must have prior approval by the Foundation Director.

4.25 Gifts (Adopted August 25, 2008)

Employees may not accept or solicit personal gifts of any kind from any student or any individual or firm doing business with or seeking to do business with the College.

Procedures:

- 4.25.1 A gift is defined as (a) any item with a cash value exceeding \$25, or (b) a combination of gifts from one source over the course of a one-year period which totals more than \$25.
- 4.25.2 Complimentary tickets, passes, or coupons with no stated cash value are considered gifts for the purposes of this policy if the normal price of admission for the event exceeds \$25.
- 4.25.3 Expenses for meals in conjunction with the discussion or transaction of College business are not considered gifts for purposes of this policy.
- 4.25.4 Promotional items of inconsequential value such as pens, cups, hats and shirts are not considered gifts for purposes of this policy.
- 4.25.5 Sponsorships, donations, or items of value exceeding \$25, when accepted or solicited on behalf of the East Central College Foundation are not considered gifts for purposes of this policy.
- 4.25.6 Any exception to this policy must be approved in advance by the President or his/her designee.

4.26 Product Endorsement (Adopted August 25, 2008)

Any entity other than the College may not use the College's name, logo or trademark in any printed material or other media for endorsement of its products or company. Exceptions must be authorized by the Board of Trustees.

4.27 Naming of East Central College Facilities (Adopted October 5, 2009)

The Board of Trustees has the exclusive authority to name the facilities and property of East Central College, including but not limited to College buildings, portions of buildings, streets, athletic facilities and other physical features. To

be adopted, a majority of the whole Board (four votes) must approve the proposed name.

Procedures (Adopted October 5, 2009):

- 4.27.1 The Board of Trustees may consider naming honors for an individual who, through exemplary personal, professional or civic endeavors, has had a significant, lasting and measurable impact on the College, local region, state, nation or the world. Years of dedicated service to the institution as an employee in and of itself shall not be considered sufficient justification for naming. At least one year must elapse before an individual formerly employed by or associated with East Central College may be nominated for naming honors.
- 4.27.2 The Board of Trustees may also consider naming honors for individuals, families, partnerships, corporations, foundations or organizations who make a substantial monetary gift to the College or the East Central College Foundation. In the case of a pledged gift, naming will take place only when the financial pledge has been fulfilled. Amounts for naming opportunities will be set and adjusted periodically by the East Central College Board of Trustees.
- 4.27.3 Naming proposals must be prepared confidentially to protect the privacy of the nominee and his or her family while the proposal is under consideration. Proposals must be presented in writing to the College president and must include supporting justification. The credentials, character and reputation of each individual, organization or corporation for whom a naming is being considered will be carefully scrutinized and evaluated. No naming will be approved or continued that will call into serious question the public respect of the College.
- 4.27.4 When a building or significant area has been named, the College will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such as it must be demolished, substantially renovated or rebuilt, the College may discontinue use of the name.

4.28 Facilities Use Policy (Adopted November 2, 1987; Revised March 4, 2002)

East Central College welcomes community use of College facilities and resources although priority of access to all College facilities and resources will be given to East Central College students, employees and alumni.

Procedures (Revised April 6, 2006):

- 4.28.1 **Granting of Use.** The President, or designee, is authorized and empowered to grant the use of College facilities or resources provided such use is congruent with the educational mission of the College, temporary in nature and does not interfere with, negatively affect or disrupt the operations of the College. Use of College property or facilities may be granted only for uses allowed by law or state regulations. Uses of other than a temporary nature must be approved by the Board of Trustees.
- 4.28.2 **Library Use.** Residents of the ECC district who are 18 years of age and older may sign up for community member library privileges. In addition, some high school districts have formal agreements allowing their students to utilize the college library.
- 4.28.3 **Computer Resources.** Community residents using College computer resources are subject to the Information Technology Policy found on the East Central College website at www.eastcentral.edu. All community users must abide by the posted hours and rules of operation in any open computer lab.
- 4.28.4 **Priority of Use.** In order to assure appropriate scheduling among groups permitted to use College facilities, the following priorities will serve as guidelines.
- a. College scheduled courses, programs, and activities
 - b. College-related activities, recognized College-sponsored organizations and those public or private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities
 - c. Other non-profit organizations or groups
 - d. For-profit groups
- 4.28.5 **Liability.** East Central College will hold groups using facilities responsible for any and all damages sustained during, or as a result of, an event.

Liability insurance will be required by the district for use of College facilities if, in the opinion of the College, such insurance is necessary. A certificate of insurance shall declare East Central College to be held harmless in the event of bodily injury or property damage and must show ECC as an additional insured to their general liability policy.

ECC will not be liable for any loss or damage to personal property or personal injury resulting from use of College facilities by outside organizations.

In the interest of the personal safety of all individuals, all reservations for College facilities are approved on the assumption that the facility will be used for the purpose intended, as normally equipped, and in compliance with all College regulations and all applicable laws.

- 4.28.6 **Scheduling.** Application forms, fee schedules and procedures for use may be obtained from the administrative assistant to the Director of Facilities and Grounds. The ECC Facilities Contract is also available on the website.

The administrative assistant to the Director of Facilities and Grounds shall consult with the Chief Financial Officer to determine fees to be charged for the use of College property or facilities based on the latest fee schedule.

The administrative assistant to the Director of Facilities and Grounds shall coordinate the need for equipment, maintenance services, etc. with the departments responsible for those items or services.

- 4.28.7 **Food Services.** Food services are provided on the East Central College campus. While College groups and organizations are given first preference in scheduling food service, external users may also schedule food service. A request must be filed with the administrative assistant to the Director of Facilities and Grounds at least ten (10) days prior to the date for the external activity.

4.28.8 **College Gymnasium**

a. **General.** The use of the gymnasium should be supervised at all times by those responsible for the event. Maximum use of the facilities for College activities will be made provided rental use will be allowed only for those activities which will occasion normal wear and routine cleaning and maintenance.

b. **Priorities.** The following priorities for scheduling will be followed:

- (1) College classes
- (2) Athletic teams
- (3) Intramurals
- (4) Non-credit classes
- (5) Other College activities

(6) Community groups

c. **Procedures for Scheduling.** Internal users will submit completed request form to the administrative assistant to the Director of Facilities and Grounds for approval at least two (2) weeks in advance of date requested. Community groups' requests should be submitted to the administrative assistant to the Director of Facilities and Grounds.

d. **Regulations for Gymnasium Use**

- (1) No smoking in the gym at any time.
- (2) No food or beverages in the gym.
- (3) Gym shoes or sock feet only are permitted on the gym floor. Shoes worn outside, even gym shoes, are damaging to the floor.
- (4) College officials may deny use of the gymnasium to individuals or groups for failure to observe these regulations.

4.28.9 **Rental Fees and Charges.** A schedule of rental fees and charges for the rental of College property or facilities will be developed and maintained by the Chief Financial Officer.

4.29 Political Activities (Adopted January 6, 1997; Revised August 25, 2008)

All activities by College employees and all uses of College property for political purposes or in the context of political issues should be in compliance with federal and state laws and should protect the neutrality of the College.

Procedures:

4.29.1 **Election advocacy expenditures.**

No person shall make any contribution or expenditure of any college funds or use any property of the College to advocate, support, or oppose any ballot measure or candidate for public office. The use of college property to host candidates or sponsor events on an unbiased and non-partisan basis for educational purposes shall not be deemed prohibited by this provision.

4.29.2 **Endorsements.**

No person shall make any endorsement for any political candidate on behalf of the College or imply that such endorsement exists, nor shall any private activity of any person employed by or associated with the College be deemed to be such an endorsement.

4.29.3 Candidate debates and events.

For educational purposes designed to inform voters, the College may invite candidates to visit the campus to speak or debate. Invitations shall be made only by the College President or designee and shall be on a non-discriminatory, non-partisan basis, limited only by the need to provide a fair and workable forum. No changes in the normal schedule of college activities will be made for these events.

4.29.4 Disruption of educational process. (Revised August 25, 2008)

Political activities on college property, including canvassing, shall not be permitted to disrupt the educational process, destroy college property, or interfere with the rights of others on campus. Non-classroom activities shall be located and conducted so as to comply with this policy.

4.29.5 Employee candidacy.

No employee of the College shall engage in any activity promoting his or her own candidacy for public office during any hours in which he or she is acting on behalf of the College.

4.30 Keys Policy (Adopted November 2, 1987; Revised June 23, 2003)

Keys to provide access to college property will be issued to employees subject to established procedures.

Procedures:

4.30.1 Keys for access to college property will be issued and appropriate records regarding such issuance maintained by the Director of Facilities and will be governed by the following guidelines:

- a. Full-time contractual employees may request building and interior keys in order to have access to their office and/or work areas.
- b. Other college personnel may, with supervisory approval, request keys to have access to the work assignment area.
- c. All requests for keys must be made on an approved form which requires agreement that the key(s) shall not be loaned, duplicated or issued to another individual at any time.
- d. Keys will not be issued to students, and employees are not to loan keys assigned to them to students.
- e. All keys must be returned to the office where received upon resignation and prior to the payment of last salary check. In the case of part-time personnel, keys should be returned prior to the

last salary payment unless the individual is under contract for the next session or semester

- f. Failure to use keys in accordance with requirements stated herein may result in the loss of key privileges as well as appropriate disciplinary procedures.

4.31 Smoke-Free Buildings Policy (Approved May 6, 1991; Revised June 23, 2003) (to be replaced by new 4.31 on 1/1/2013)

There will be no smoking inside buildings on the East Central College campus or in off-campus facilities.

Procedure (Revised August 25, 2008):

- 4.31.1 Smoking outside of buildings on the College campus is permitted only in designated areas.

4.31 Tobacco-Free Campus Policy (Adopted December 5, 2011)

Effective January 1, 2013, East Central College will become a tobacco-free campus. Usage of all tobacco products will be prohibited on all properties owned or leased by the College including facilities, buildings, parking lots, athletic fields and common areas. The term “tobacco products” shall include eCigarettes and hookah and such other smoking-related substances and products as the College chooses to prohibit. This policy applies to all faculty, staff, students, employees, contractors, performers and visitors. ECC is committed to providing its students, employees and visitors with a safe and healthy environment.

4.32 Motor Vehicles Policy (Adopted November 2, 1987; Revised August 28, 2003)

Operation of motorized vehicles by the public is permitted only on college roads and parking lots. Use of all other areas is prohibited. All motor vehicle operators will be governed by college regulations, and the statutes of the City of Union and laws of the State of Missouri.

Procedures:

4.32.1 Vehicle Registration and Parking Permits

- A. Employees, regardless of classification, must register all motor vehicles they park or expect to park on college property. Motor vehicles must be registered at the Business Office within 48 hours of initial employment or within 48 hours of purchase.

- B. College parking permits must be displayed as directed. A student permit is not required, but all employees are required to have and display a permit. Only students or employees displaying state-issued handicapped parking permits or license plates are eligible for reserved handicapped parking.

4.32.2 **Parking Violations**

- A. Employees, students or visitor owners, operators or registrants will be held responsible for any traffic or parking violations involving their vehicle.
- B. Students and visitors will be held responsible for handicapped parking and fire lane violations at all times and reserved lot violations between the hours of 7:00 a.m. and 4:30 p.m. Monday through Saturday. Fines may be levied in these cases by the College or the City of Union. College fines should be paid at the Business Office cashier's window.
- C. Those students who have outstanding fines at the end of the semester will be placed on a "hold" list. While the student is on this list, he/she can receive neither grades nor transcripts from the Registrar's Office and will be restricted from registering for any subsequent semesters. When the student is placed on the "hold" list, he/she will remain on it until the outstanding fines are paid.

4.32.3 **Abandoned Vehicles.**

Vehicles abandoned on college grounds will be issued a college and/or city citation and will be towed at the owner's expense. The following are considered abandoned:

- (1) Vehicles displaying expired license plates.
- (2) Vehicles in an inoperative condition (including those with flat tires or engine problems) left on college grounds for a period exceeding 15 days. Such vehicles will be reported to the City of Union as abandoned vehicles.

- 4.32.4 **Visitors.** A college visitor is defined as any person other than a student or employee of ECC. Visitors are requested to comply with all college traffic regulations. A person operating a registered vehicle loaned by a relative or friend is not considered to have visitor status.

Visitor parking tags may be obtained from campus security and shall be displayed in order to park in spaces or areas otherwise designed for staff parking.

4.33 Fees and Refunds Policy (Reaffirmed December 2, 1991; Revised May 8, 2006)

The Board of Trustees will establish tuition, fees and refund rates and schedules for students attending the College. Tuition, fees and refund schedules are subject to change at any time and without advance notice. Tuition and fees established by the Board shall be published in the College catalog or other appropriate publications. A schedule of tuition, fees and refunds will be available from the College website, Registrar's Office or Business Office.

Procedures (Revised August 25, 2008):

- 4.33.1 **Installment Payment Policy.** An installment payment of fees is permitted at a rate and schedule to be established by the administration.
- 4.33.2 **Bank Card Payment.** Use of bank cards in paying for fees is permitted.
- 4.33.3 **Business Waiver.** Out-of-district fees will be waived for individuals whose fees are being paid by an in-district business or industry.
- 4.33.4 **Senior Citizens Waiver.** Tuition will be waived for any Missouri resident who is 65 years of age or older on or before August first of a school year for college credit courses on a space available basis. Proof of eligibility will be required when registering. Courses may be taken on either a credit or audit basis, and all course prerequisites must be met prior to registration.
- 4.33.5 **Appeals Process.** In the event of extenuating circumstances and with proper written documentation, a partial or total refund for tuition may be granted. Students may appeal through the office of the Chief Student Affairs Officer.

4.34 Ownership and Equity Policy (Adopted January 4, 1988; Revised August 25, 2008)

East Central College recognizes that ownership of inventions and/or materials by College personnel, and the royalties resulting therefrom, normally belong to the employee, except as otherwise provided in this policy:

- A. When the invention and/or intellectual property bears a direct relationship to, or is made or developed in connection with, the employee's college duties.
- B. When the invention and/or intellectual property is made or developed with a combination of College facilities, equipment (owned or rented), materials, funds, information, or with time and services of College employees and/or students during performance of their college duties or assignments. (See Supplemental Employment Policy).
- C. When the invention and/or intellectual property is made or developed in performance of college-commissioned projects including private or government sponsored grants received by the College.

It shall be the responsibility of the employee to obtain any copyrights or patents relative to joint ownership. It shall be the responsibility of the College to obtain any copyrights or patents for inventions and/or intellectual properties made or developed under the auspice of a college commission.

Procedures:

4.34.1 **Definitions.** The following definitions apply under the terms of this policy:

- A. Equity. The money value of a property or of an interest in a property in excess of claims or liens against it.
- B. Inventions. All devices, discoveries, processes, methods, uses, products, or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- C. Intellectual Properties. All written and recorded instructional, literary, art, dramatic and musical materials or works and all other materials published or unpublished, whether or not copyrighted or copyrightable.
- D. Employee. Part-time and full-time members of the faculty, staff, all other agents and employees.
- E. Students. Any person officially enrolled in one or more classes or activities offered by the College.
- F. College. East Central College, Union, Missouri.

4.34.2 **Use of Inventions or Intellectual Properties Procedure.** Two categories of use of college-sponsored inventions or materials are identified:

A. Internal. Use by any unit of the College for instruction, either on or off campus.

B. External. All uses other than by a unit of the College.

Use of the materials or inventions will be at the discretion of the College.

4.34.3 **Ownership and Equity Procedure**

If the College had no involvement in the development of an invention or intellectual property, the individual will receive full ownership and equity.

If the development of an invention or intellectual property was college-sponsored or was solely the result of the performance of duties by college employees, the College will receive full ownership and equity.

If inventions and/or intellectual property were made or developed jointly between the College and non-work related efforts by college employees and/or students, the College will enter into joint ownership arrangements with the employee and/or student. Exact percentages of ownership and other details shall be negotiated between the parties and set out in a binding agreement.

It shall be the responsibility of the employee to give written notification to the College of intent to make, develop, patent, or copyright inventions and/or properties as soon as possible.

Employees shall be responsible for obtaining appropriate written releases from individuals identifiable or in some manner requested to participate in the creation of the College supported materials. Written statements shall also be obtained from appropriate college personnel indicating that to the best of their knowledge any of the materials developed do not infringe on existing copyright or other legal rights.

If the employee wishes to take a sample of his or her materials or invention to demonstrate the level of work done in the project, this may be done if the employee pays for the costs of producing the sample. This does not grant the employee any additional intellectual property ownership beyond that outlined above.

4.35 Research Conducted on Campus (Adopted July 12, 2010)

East Central College supports the use of student, faculty and staff surveys and investigative projects for educational research purposes. Surveys and research for commercial purposes will not be authorized. Potential survey/research subjects and class instructors may elect or decline to participate.

All surveys and research projects involving East Central College students, faculty and/or staff must be approved by the appropriate Vice President(s).

Procedures: (Adopted July 12, 2010)

- 4.35.1** Individuals (external and internal to the institution) wishing to conduct survey and/or research projects involving East Central College students, faculty and/or staff must contact the Office of Institutional Research, Assessment and Planning and complete an appropriate form.
- 4.35.2** Following review by the Office of Institutional Research, Assessment and Planning, the research request form will be sent to the appropriate Vice President(s). Approval by the appropriate Vice President(s) will be based on a review of the nature and purpose of the survey/research, the proposed research instrument and the likely benefit for the College.

4.36 Safety Policy (Reaffirmed December 2, 1991; Revised August 25, 2008)

East Central College will endeavor to provide a safe and healthful work environment for all employees and to minimize the risk of loss to personnel and property of the College.

Procedures:

- 4.36.1** Compliance with standard safety practices will assist the College in achieving safety and loss control.
 - 1. College employees involved in any accident that results in personal injury or damage to property should immediately report the accident to a supervisor and the Director of Human Resources.
 - 2. Any employee injuries should receive first aid promptly as overseen by a supervisor and if injuries are serious, local emergency health care providers should be contacted.

3. Any condition or practice that might cause injury or damage to equipment should be reported immediately to a supervisor or the Director of Human Resources.
4. No equipment in unsafe condition should be operated, and all equipment should be operated in a safe manner.
5. All prescribed safety and personal protective equipment should be used when required and maintained in working condition.
6. Each unit should develop and implement the standards of safety and loss control relevant to its work and should maintain a manual of prescribed practices, a list of safety rules and training so that all employees are aware of such standards and practices.
7. The use of drugs and/or alcohol is prohibited.
8. Compliance with existing safety and health laws that apply to the workplace is required.

4.37 Reporting Crimes and Emergencies (Adopted August 25, 2008)

Any student, employee or visitor who witnesses a criminal act, suspected criminal act or any other emergency occurring at any College location should, as soon as possible after such event, contact a College official who has significant responsibility for student and College activities. All reports concerning such activities will be investigated thoroughly and promptly, and timely reports regarding the occurrence of crimes at any College location will be disseminated to members of the College community in accordance with applicable laws.

4.38 Security and Access to College Facilities (Adopted August 25, 2008)

The College, in considering security and access to College facilities, has attempted to balance the need for convenience and accessibility with that of adequate security. To that end, most College facilities should generally be accessible to all students, employees and visitors during normal business hours. After normal business hours, access to College facilities may be restricted to students, employees and selected visitors, each of whom may be required to display proper identification upon request.

4.39 Cellular Phone or Other Mobile Communication Devices Policy (Adopted April 7, 2003; Revised August 25, 2008)

Cellular phones or other mobile communication devices may be provided to College employees when the device is deemed essential to the performance of the employee's duties. Provision of these devices must be approved by the President or designee. Use of such devices will be solely for College business.

Procedures:

4.39.1 Cellular Phone or Other Mobile Communication Devices Acquisition and Use

- A. **Establishing New Service.** The President or designee will evaluate those employees nominated by their supervisors as eligible to be issued a College cell/mobile phone and will approve all phone issuance. Upon receiving notification of approval, the Chief Financial Officer will issue a budget code for the phone on a requisition to the Purchasing Agent.
- B. **Business Use.** A College cell/mobile telephone shall be used for appropriate business purposes. Such use is defined as appropriate when an employee must make a call related to furthering College operations, does not have access to a regular College telephone, and the call cannot or should not wait until returning to the office.
- C. **Reimbursement to the College for Personal Use.** A college cell/mobile telephone may be used in circumstances in which an employee must make a personal telephone call and does not have access to any other telephone. Reimbursements for personal use will be made on a per minute basis, at a rate based upon the College rate as established annually by the Chief Financial Officer. Such personal use must be indicated by the user on the monthly detail call listing issued by the cell/mobile service company.
- D. **Reimbursement of Calls Made on Personal Cell/Mobile Phones.** A College business call made on an employee's personal cell/mobile phone will be reimbursed if College business necessitated the call, and no other College phone was available. Reimbursements for personal cellular service will require submission of the actual detail call listing provided by the cell/mobile service company and will include a notation as to the need for the call. The reimbursement will be made on a per minute basis, at a rate based upon the College rate as established annually by the Chief Financial Officer. No personal

reimbursements will be allowed for any other charges on the cellular service bill. This includes taxes, fees, special service charges and features. Roaming charges and long distance charges are eligible for reimbursement if documentation is submitted showing that regular phone service was not available and immediate calling was necessary.

- E. **Responsibility of Users.** Each user of a cell/mobile phone or communication device shall be responsible for reviewing the monthly billing statement to verify all charges for the cell/mobile phone that has been issued to them. If personal calls have been made or received, it is the employee's responsibility to annotate them and to reimburse the College at a per minute cost. Reimbursement for such calls shall be made by the end of the calendar month in which the bill is received. If the employee has no personal calls, this must be noted on the bill. Acceptance of a college cell/mobile phone constitutes an agreement on behalf of the user to abide by all federal and state laws and regulations and college policies.

4.39.2 **Cell/Mobile Phone Service Selection.**

- A. **Purchasing.** The Purchasing Agent will facilitate the purchase of all cell/mobile communication equipment in accordance with applicable state statutes and College policy. Upon the recommendation of the Purchasing Agent, the Chief Financial Officer will select the rate plan which best meets the needs and budget of the College.
- B. **Billing.** Detailed billing delineating all calls placed and received is required for all College-provided cell/mobile telephone and/or communication devices. This detail will show the date and time of the call, an identification of the call (either the number dialed or incoming call designation), call length, and the cost of the call.
- C. **Annual Review.** The Purchasing Agent will complete an annual review for the Chief Financial Officer of all cell/mobile phones or communication devices and services to evaluate that phones are being used appropriately and frequently enough to justify continued use and that the rate plan(s) assigned are appropriate for the type of use required.

4.39.3 **Cell/Mobile Phone Control.**

- A. **Termination of Service.** All equipment purchased by the College remains property of the College. Upon receipt of a

cell/mobile phone, an employee will be asked to sign an authorization form to deduct any outstanding bills for personal calls from the employee's final paycheck prior to separation from the College. When employment is terminated for any reason or an employee is separating from the College, all equipment must be returned to the College. If it is determined that a current employee no longer needs a cellular phone, the supervisor should notify the Purchasing Agent so that this service may be discontinued. The President or the designee, the Chief Financial Officer, shall retain the right to suspend or discontinue the use of any or all cellular or wireless telephones or communication devices if this is determined to be in the best interest of the College.

- B. Misuse and Consequences.** Any intentional, deliberate misuse of a college cell/mobile telephone may result in but is not limited to one or more of the following actions: the requirement of a telephone log to be maintained detailing all calls, the blockage of all incoming calls, the loss of cell/mobile telephone, a written reprimand, or termination of employment in cases of egregious and/or repeated misuse.

4.40 Weapons (Adopted May 8, 2006)

East Central College prohibits all persons who enter any College property from carrying on his/her person a handgun, firearm, or other weapon prohibited by law.

Procedure:

- 4.40.1 No person shall carry a concealed firearm onto the main campus or off-site locations at any time regardless of whether the person is licensed to carry the weapon or not.
- 4.40.2 This prohibition shall apply to students, employees and members of the public. The prohibition shall not apply to law enforcement officers, sheriffs, and deputy sheriffs who are authorized by law to carry firearms.
- 4.40.3 Any person who has a conceal and carry permit or endorsement who is carrying a concealed firearm will be denied entry and ordered to leave the premises. All College employees are authorized to deny entry and order persons carrying concealed firearms to leave the premises.

- 4.40.4 College employees and students who violate the provisions of this policy shall be subject to disciplinary action up to and including dismissal.
- 4.40.5 The College shall post appropriate notice that concealed firearms are prohibited at all College locations.

4.41 Automated External Defibrillators (Adopted December 11, 2006)

The College may acquire and install automated external defibrillators (AED's), designate a medical advisor for the AED program, and appoint a program coordinator to administer the maintenance and use of AED's, pursuant to R.S. Mo. 190.092.

SECTION 5: PERSONNEL POLICIES AND PROCEDURES

5.1 Staffing Plan Policy (Adopted June 1, 1992; Revised June 23, 2003)

The administration will develop and maintain an annual staffing plan in order to budget for and monitor staffing levels.

Procedures:

- 5.1.1 Developing the staffing plan will be the responsibility of the President, with approval by the Board of Trustees. Maintaining the staffing plan will be the responsibility of the Director of Human Resources.
- 5.1.2 Time Schedule
 - A. The management team will discuss and assess staffing needs for the next fiscal year. Discussions will begin early in the calendar year and continue until budgetary framework has been established.
 - B. The President will submit to the Board of Trustees the Staffing Plan for the new fiscal year with the annual budget not later than June 30.
- 5.1.3 The Staffing Plan will include full-time and part-time regular positions, the position title, the employee classification, the funding source, and the name of the individual currently holding the position.
 - A. New positions must be approved by the Board of Trustees.
 - B. Replacement of employees in exempt positions must be approved by the Board of Trustees.
 - C. Replacement of employees in non-exempt positions may be filled with the approval of the College President.

5.2 Equal Employment Opportunities and Affirmative Action (EEO/AA) Policy (Approved June 24, 1991; Revised November 4, 2002)

Notice of Nondiscrimination. Applicants for admission and employment, students, employees and sources of referral of applicants for admission and employment are hereby notified that this institution does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, age, disability, or

veteran status. East Central College promotes diversity in both admission and employment practices.

Procedures:

East Central College maintains an Affirmative Action Plan. The Human Resources Office is responsible for annual updates and compliance assurance.

5.2.1 Compliance Inquiries

Any person having inquiries concerning East Central College's compliance with employment regulations implementing Title VII of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans With Disabilities Act of 1990 is directed to contact the Director of Human Resources.

5.3 Academic Freedom Policy (Approved December 3, 1968; Revised June 23, 2003)

East Central College, as an academic community, promotes learning characterized by free inquiry, open discussion and thoughtful communication. Academic freedom is a tenet of such instruction and essential to the purpose of higher education. Faculty and students must be free to examine ideas in an environment without institutional censorship.

5.4 Employee Conduct and Discipline Policy (Adopted June 1, 1992; Revised December 2, 2002)

Standards for employee conduct are necessary for the efficient and effective operation of the College, for ensuring a professional image for the College, and for the benefit and safety of all employees. Failure to meet these standards may be grounds for discipline.

Procedures:

5.4.1 Expected Conduct

All employees are expected to conduct themselves in a manner conducive to the efficient, effective, professional operation of the College. Such conduct includes:

- (a) Reporting to work punctually as scheduled and being at the proper work station ready for work at the assigned starting time.

- (b) Notifying the supervisor in advance of absence from work or inability to report on time.
- (c) Complying with all college safety regulations.
- (d) Complying with the Non-Smoking Policy.
- (e) Wearing clothing appropriate for the work being performed as established by the Director of Human Resources.
- (f) Maintaining an orderly work area.
- (g) Treating all students, visitors and fellow employees in a courteous manner.
- (h) Refraining from conduct deemed offensive or undesirable.
- (i) Wearing of protective clothing or devices for safety purposes.

5.4.2 **Prohibited Conduct**

The following conduct is prohibited and will subject the individual involved to disciplinary action, including termination.

- (a) Reporting to work under the influence of alcoholic beverages and/or controlled substances or selling, dispensing or unlawfully possessing alcoholic beverages and/or controlled substances on college premises or at college-sanctioned events.
- (b) Possession of firearms or other weapons on college property or at college-sanctioned events.
- (c) Threats, assault, and/or battery of a fellow employee, student, or visitor.
- (d) Theft, destruction, defacement or misuse of college property or of another employee's property.
- (e) Falsifying or altering any college record or report.
- (f) Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
- (g) Engaging in any form of sexual harassment.
- (h) Failure to improve unsatisfactory evaluations.

- (i) Excessive absences or tardiness.
- (j) Failure to perform assigned duties.
- (k) Violation of federal or state laws, the policies of the Board of Trustees of The Junior College District of East Central Missouri, or conviction of a felony or crime involving moral turpitude.
- (l) Insubordination.
- (m) Discrimination on the basis of race, sex, age, religion, national origin or disability.
- (n) Other misconduct not specified above which is sufficiently serious and detrimental to the best interests of the College to warrant disciplinary action.

5.4.3 **Disciplinary Actions**

In most instances, work-related problems should be resolved at the employee-supervisor level. If an employee's conduct or performance necessitates corrective action, several actions fall within the purview of the supervisor. These may include informal counseling, and/or performance review and recommendation for further discipline.

Should formal discipline be necessary, the Director of Human Resources shall provide leadership for the process in order to assure that discipline is imposed in accordance with personnel policies.

In the interests of both the employee and the College, any investigation of potential disciplinary situations should be concluded expeditiously.

Disciplinary action may include but is not limited to the following, depending on the severity of the infraction: oral warning, written reprimand, suspension with or without pay, and discharge.

- (a) **Oral Warning.** A reasonable number of oral warnings may be given, at the discretion of the supervisor. Such warnings shall be noted in writing and placed in the individual's personnel file.
- (b) **Written Reprimand.** A supervisor may issue a written reprimand, a copy of which will be sent to the employee along with a copy to the Director of Human Resources for the employee's personnel file.

- (c) **Suspension With or Without Pay.** Suspension with or without pay may be invoked for a time period deemed consistent with the seriousness of the offense and the circumstances and in accordance with the College's Due Process procedures. Earned vacation or other leave may not be applied during such suspension. Notice will be given in writing with a copy to the employee's personnel file.
- (d) **Discharge.** When the seriousness of an offense warrants, contractual employees may be immediately discharged in accordance with the College's Due Process procedures.

5.4.4 **Due Process Procedures for Disciplinary Action** (Revised December 2, 2002)

- (a) Due process procedures for disciplinary action apply to full-time, contractual faculty, administrators, and professional staff, and do not apply to at-will employees such as support staff and part-time instructors.
- (b) The following procedural steps are to be followed when the Director of Human Resources deems further discipline is necessary. While legal requirements should be met, the intent of these is to establish simple steps that ensure fair treatment for all parties involved.

Step 1: **Investigation and Review Committee.** Should the discipline of a faculty, administrator, or professional staff member be deemed necessary, it is the responsibility of the Director of Human Resources to appoint a committee of three employees, one drawn from each employee association, to study the issue and make written report of their findings to the Director of Human Resources, the supervisor and President of the College. In certain areas where specialized information or background is necessary, an outside consultant may be used.

- a. If the individual in question is the Director of Human Resources, the President of the College shall appoint a representative committee of three to study the issue and make a written report of their findings to the President of the College.

- b. If the individual in question is the administrator of the division, the President of the College shall appoint a representative committee of three to study the issue and make a written report of their findings to the President of the College.
- c. If the individual in question is the President of the College, the President of the Board of Trustees shall appoint a representative committee of three to study the issue and make a written report of their findings to the President of the Board of Trustees.
- d. Certain circumstances may justify initiation of action beginning at Step 4 without the utilization of the procedures set out in steps 1, 2, and 3.

Step 2: **Recommendations.** Following the findings of the committee, the President of the College, or the President of the Board, whichever is applicable, shall submit written recommendations for discipline to the employee in question and to the President of the College or the Board of Trustees for appropriate action.

Step 3: **Disposition.** If no disciplinary disposition can be made on mutually agreeable terms and there remains a dispute, formal proceedings may be initiated by the President of the College. The employee in question shall remain in his/her position during the formal proceedings unless suspended by the President of the College. Such suspension shall be with pay unless the Board of Trustees decides otherwise.

Step 4: **Formal Proceedings/Board of Trustees.** Formal proceedings shall be brought before the Board of Trustees. Such proceedings shall be initiated by the President of the College giving the employee notice of a hearing and of the details of the conduct which warrants disciplinary action.

- a. The notice shall provide that a hearing shall be held before the Board of Trustees on a particular day and at a certain time and place; that the individual in question may be present with or without an advisor; and that he/she may present witnesses and other evidence on his/her behalf and may question witnesses presented by the College. The notice and details of the conduct must be received by the employee at least 10 days prior to the hearing. The College official presenting the institution's position may also have an advisor present.
- b. The notice must be handed to the individual in question personally or it may be sent to him/her by registered mail to either his/her most recent address as listed in employee records or to another known location. If delivered personally, an affidavit of service must be presented to the Board of Trustees by the person who performed the service. If service is by mail, a return receipt properly signed by the individual in question or his/her agent shall be presented to the Board of Trustees. The affidavit or return receipt must reveal that the individual in question received the hearing notice at least 10 days before the hearing.
- c. Should the individual in question not appear for the hearing, the disciplinary action proposed shall be instituted.
- d. Should the individual in question or his/her advisor request additional time in which to prepare, the Board of Trustees, at their discretion, may grant such additional time and continue or postpone the hearing to another day and time.
- e. The President of the Board of Trustees shall conduct the hearing at the time and place called for in the notice or at the postponed time, if additional time is granted. Such hearing shall not be public and either party may ask that witnesses be present only during the time of their testimony.

- e. An electronic recording shall be made of the hearing proceedings and a copy shall be made available to the employee whose discipline is in question.
- f. Formal legal rules of evidence need not be followed, and the Board President and his/her advisor shall determine what evidence may or may not be presented. The proper college official(s) or advisor shall present the institution's position. The employee in question or his/her advisor shall have the right to question any witness called by the institution, just as the institution's representative may question any witness called by the employee.
- g. At any time during the proceedings, any member of the Board of Trustees may question any witness or call for a point of order to be clarified.
- h. After testimony has been presented and each side has concluded its presentation, the Board of Trustees shall retire to review all information submitted and render a determination. The final determination shall be delivered no more than 30 working days from the date of the Board hearing.
- i. The decision of the Board of Trustees shall be final.

5.5 Sexual Harassment Policy (Adopted June 1, 1992; Revised February 4, 2002)

All employees and students of East Central College are to be treated fairly and equally. Sexual harassment is inconsistent with this environment and will not be tolerated.

Procedures:

5.5.1 Definition

- A. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other communication or physical conduct of a sexual nature that takes place under any of the following conditions:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's status as a student.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting individual's employment or student status.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive environment.

B. Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors, and physical assault.

Other behaviors which may be experienced as intimidating or offensive, particularly when repeated or when one person has authority over another, include:

1. Sexually-oriented jokes, kidding, or stories;
2. Veiled suggestions of sexual activity; display of pictures, posters, or other sexually suggestive, demeaning, or pornographic material; and/or
3. Touching, patting, pinching, or hugging.

5.5.2 **Employee's Obligation**

Accountability for compliance with this policy shall be the responsibility of all employees.

5.5.3 **Prohibited Practices**

While it is not the intent of the College to regulate employees' social interactions or relationships freely entered into, the College will not tolerate any behavior or communication or physical contact, by any employee or student, which constitutes sexual harassment of another employee or student.

5.5.4 **Complaint Process**

Employees or students who feel they have been victims of sexual harassment are encouraged to resolve the situation by first using the informal procedure.

A. Informal Procedure

1. Clearly say "no" to the person whose behavior is unwelcome;
2. Communicate verbally or in writing with the person whose behavior is unwelcome, describing the incident(s) factually, describing feelings or consequences of the incident(s), and request that the unwelcome behavior stop immediately; and/or
3. Speak with the appropriate supervisor who may speak with the person whose behavior is unwelcome.

B. Formal Procedure

If informal resolution has been unsuccessful, a formal grievance may be filed with the Director of Human Resources.

Formal grievances brought to the vice presidents or other administrators will be referred to the Director of Human Resources for investigation and action. A complaint form is available from Human Resources.

5.5.5 Procedure for Investigation of Claims

It is essential that complaints of sexual harassment be investigated promptly and discreetly. The following procedures will be used as a guideline for investigating sexual harassment claims:

1. Interview complainant regarding the nature and specifics of the incident(s);
2. Interview the person accused of sexual harassment; and
3. Interview other possible witnesses, if appropriate.

5.5.6 Action

The Director of Human Resources will review with the President of the College any disciplinary action or steps to be taken. These may include:

1. Verbal warning
2. Written warning in the individual's personnel file
3. Suspension and/or probation
4. Termination
5. Dismissal of the case

Appropriate action will depend on the nature of the complaint, the conclusiveness of the evidence and other circumstances. Records of all investigations will be kept for a reasonable period of time.

5.5.7 **Exercise of Rights**

Any exercise of the rights provided by this policy and procedures shall not be used as a basis for any type of retaliation.

5.6 Drugs and Alcohol Policy (Reaffirmed December 2, 1991; Revised July 30, 2001)

It is the objective and goal of East Central College to provide a drug and alcohol-free environment.

Procedures:

5.6.1 **Federal Law Compliance**

It is the College's intent and obligation to meet compliance with the Drug-Free Work Place Act of 1988, Public Law 100-690, and update to the Drug-Free School Community Act of 1989, Public Law 101-226 to provide a drug-free, healthy, and safe work environment.

5.6.2 **Explanation and Consequences of Prohibitive Behavior**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics or alcoholic beverages on the College premises or off-campus sites (including college vehicles and any private vehicles parked on college premises or off-campus sites) or college-sponsored functions is absolutely prohibited. This includes reporting to work under the influence of alcohol or illegal drugs and/or having a detectable level of alcohol or an illegal drug present in one's system while on the job, operating college vehicles or on any college premises. Violations will result in disciplinary action, up to employment termination, and may have legal consequences. All employees and applicants are required to comply with the Drugs and Alcohol Policy, as a condition of employment.

Instance of violations could result in the involvement of civil law enforcement authorities. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence or using those substances while working; or dispensing, distributing, or illegally manufacturing or selling them on college premises.

Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction in writing to the Human Resources Office within five days, and the Human Resources Office will take appropriate action as required by law.

5.6.3 **Drug and Alcohol Testing**

Employees may be asked to take a test if there is reasonable cause, or an on-the-job accident.

A. Reasonable Cause Testing

A drug and alcohol test will be required when there is reasonable suspicion to believe that an employee is under the influence of an illegal drug and/or alcohol. The following circumstances could cause reasonable suspicion.

1. Observed drug or alcohol use.
2. Apparent physical state of impairment.
3. Incoherent mental state.
4. Marked change in personal behavior that is otherwise unexplainable.
5. Deteriorating work performance that is not attributable to other factors.
6. An accident where there is reasonable suspicion that drugs or alcohol may be a factor.
7. Any circumstances which causes a reasonable suspicion that an employee is under the influence of illegal drugs and/or alcohol.

B. Post-incident Testing

Testing for drugs and alcohol should occur after an on-the-job incident which results in:

1. Significant damage to property as determined by local management.

2. A work-related injury which requires treatment by a physician. Those subject to testing will include anyone who may have been responsible for causing the incident.
3. Operational error that results in the release of a hazardous or toxic substance.

The test will determine the presence of drugs, narcotics, or alcohol, unless such tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the College's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by the College are the property of the College, and the examination records will be treated as confidential and held in separate medical files.

5.6.4 **Employer and Employee Responsibilities**

- A. Supervisors should report immediately to the Human Resources Office any action by an employee that might pose a danger to himself/herself or others. The Director of Human Resources will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises.
- B. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek help. Authorization to return to work will be required. Employees who participate in a treatment program will be expected to meet existing job performance standards and established work rules.
- C. Nothing in this statement is to be interpreted as constituting a waiver of management's responsibility to maintain discipline or the right to take disciplinary measures in the case of poor performance or misconduct.
- D. It must be understood that this policy has no bearing whatsoever on what employees do on their own time unless it reflects on their job performance.

5.6.5 **Alcohol and Drug-Free Awareness Program**

The College will establish an alcohol and drug-free awareness program to inform employees about:

- A. The dangers of alcohol and drug abuse in the workplace.
- B. The College's policy and procedures for maintaining an alcohol and drug-free workplace.
- C. Any available drug counseling, rehabilitation and employee assistance programs.
- D. The penalties that may be imposed upon employees for alcohol and drug abuse violations occurring in the workplace.

5.6.6 **Treatment**

Persons who suspect that they may have an alcohol or drug dependency problem are encouraged to seek diagnosis and follow through with the treatment that is prescribed by qualified professionals in order to arrest the problem. Persons having these problems will receive treatment that is extended under our health benefit plans.

5.7 **Communicable Diseases Policy (Approved March 7, 1988; Revised November 3, 2003)**

Any employee or employee of a contracted service provider who is infected with a communicable disease or is known to be liable to transmit any communicable disease will be held responsible for their own protection and that of other individuals at East Central College. The College will comply with current recommendations from the Centers for Disease Control and the U.S. Public Health Service.

Procedures:

5.7.1 **Disclosure**

When an individual makes it known that he/she has a communicable disease, the individual shall be referred to the Director of Human Resources. Each individual with a communicable disease shall provide documentation, if available, or shall submit to a physical examination at the College's request and expense.

5.7.2 **Assessment of Situation**

The Director of Human Resources will convene a multi-disciplinary team to review and assess the individual's condition. The multi-disciplinary team shall be comprised of: the individual; the individual's personal physician(s); a physician, or other consultant selected by the Director of Human Resources or a public health physician designated by or approved by the Department of Health; the College's legal counsel; the employee's legal counsel if requested; and other persons mutually agreed as is necessary and appropriate.

The multi-disciplinary team will assess the individual's condition and the risk to him or herself; the risk or transmission to others; reasonable accommodations which can be made without undue hardship to reduce the health risk to the individual and others; what restrictions, if any, shall be required of the individual in order that the individual may continue employment; whether or not the individual shall be prohibited from employment on campus and/or provided alternative employment. The multi-disciplinary team will establish dates or conditions under which the employee's status will be reviewed.

The multi-disciplinary team's determination will be made within five working days once it has convened. The multi-disciplinary team's assessment and recommendations shall be communicated in writing to the individual and to the President of the College. The determination of the multi-disciplinary team shall be final unless it is appealed and modified.

If the condition persists over several months, the multi-disciplinary team shall reassess and review its decision on a regular basis as scheduled in its determination. The multi-disciplinary team may require additional physical examinations and/or tests at its discretion. In the event of a regular change in the employee's medical condition or other material matter, the multi-disciplinary team shall determine what, if any, modifications in the determination shall be appropriate.

5.7.3 **Appeal Process**

The individual or the Director of Human Resources may appeal the determination of the multi-disciplinary team to the Board of Trustees by written notice within five days of receipt of the multi-disciplinary team's written determination. Within ten days of receipt of the appeal in the President's office, the Board of Trustees will confer with the multi-disciplinary team, review the record, and receive additional information deemed necessary and appropriate. Within five days of the conference, the Board of Trustees shall make a final decision on the appeal.

5.7.4 Confidentiality

Individuals with a communicable disease and their families have a right to privacy and a need for confidentiality. The individual's medical condition shall be disclosed only to the extent necessary to minimize the health risk to the individual and to others. College employees deemed to have a direct need to know will be provided with appropriate information to assure proper care and to detect situations in which the potential for transmission of the disease may increase. All such persons shall not disclose such information. The multi-disciplinary team will determine who has "a direct need to know." Willful or negligent disclosure of confidential information concerning an employee's communicable disease by college staff will be cause for disciplinary action as prescribed in the procedures.

All college employees involved in the Allied Health Programs and Biology, Human Anatomy and Chemistry classes shall follow the Centers for Disease Control Guidelines. All college employees shall take routine precautions when there is a possibility of exposure to blood or other bodily fluids.

Direct skin contact with bodily fluids should be avoided whenever possible. Employees who may come into contact with potential sources of communicable disease on a regular basis will undergo specific training.

5.8 Employee Grievance Policy (Approved June 4, 1990; Revised May 8, 2006)

East Central College employees may file a grievance. **Grievance** shall refer to a violation or inequitable application of college district policies, regulations, procedures, federal/state statutes, including the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, or other disability related statutory rights, or other existing laws. (Note: Claims of discrimination or sexual harassment are covered in the Sexual Harassment Policy.)

Procedures:

5.8.1 Grievance Process

- (a) Informal. If grievance is related to ADA accommodations, employee should contact immediate supervisor regarding accommodations or adjustments within 10 working days of an alleged incident or action.

Grievances should only be filed after a good faith effort has been made to resolve the problem. This process will involve the employee, the supervisor, and the Director of Human Resources.

- (b) Formal. The College provides a process to resolve grievances for employees. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.

All college personnel who supervise employees are responsible for making certain that employees under their supervision have knowledge of the grievance process and understand that they may use the process without fear of retaliation.

Any false statement(s) or breach of confidentiality made in the course of or following the grievance proceeding shall be grounds for disciplinary action for any employee participating in the grievance process.

5.8.2 **Definitions**

- (a) Grievance – A grievance is a claim in writing utilizing the Grievance Form and shall refer to a violation or inequitable application of college policies, regulations, procedures, federal/state statutes, including the Americans with Disabilities Act of 1990 (ADA), Section 504, of the Rehabilitation Act of 1973, or other disability related statutory rights, or other existing laws.
- (b) Grievant – the individual filing a grievance in writing.
- (c) Employee – shall refer to an individual hired by East Central College to perform services for compensation. Individuals must be a current employee to use the grievance process.
- (d) Grievance Review Committee – a standing committee representing a cross-section of the East Central College community, chosen by election from each employee group: support staff, professional staff, faculty, and administrators. The membership shall consist of two full-time support staff, two full-time professional staff, two full-time faculty, and one vice president. An alternate from each group shall be appointed by that group's president, as necessary.

- (e) Working Day – a working day means a normal college business day, exclusive of Saturday, Sunday, a scheduled holiday or recess observed by the College.
- (f) Advisor – a person selected by the grievant to provide advice, support, consultation, and representation. The grievant is responsible for informing the supervisor that an advisor shall be present. If the grievant requests that more than one advisor be present, the Director of Human Resources must be in agreement.

5.8.3 Steps in Grievance Process

- (a) Written and Formal. Any grievance shall be presented through the following procedure. In any formal meeting of an investigative nature between the grievant and Supervisor the grievant shall have the right to be accompanied by his/her advisor. The Director of Human Resources or designee is responsible for coordination of the grievance process.

Step 1: Appeal to the Director of Human Resources. Within 60 working days after the event or occurrence giving rise to the alleged grievance, the grievant shall present the grievance in writing to the Director of Human Resources. The formal grievance will include the completed “Grievance Form” which shall include:

- (1) The name(s) of the grievant(s)
- (2) Date of submission
- (3) A statement of the incident/complaint of the grievant
- (4) Relevant Board policy(ies) or relevant administrative procedure(s) alleged to be violated
- (5) The date on which the event or occurrence first transpired
- (6) Such other information which the grievant deems relevant
- (7) The resolution or relief requested
- (8) The grievant(s)’ signature

The Director of Human Resources shall collect all relevant evidence, hold any necessary hearings with all parties and their advisors (if requested), and render a decision and the reason(s) for that decision to the grievant in writing within 10 working days after receipt of the grievance.

New grievance issues that were not raised at Step 1 may not be raised by either party in subsequent steps.

- (b) Step 2: Appeal to the Grievance Review Committee. In the event the grievant is not satisfied with the decision at Step 1, he/she may appeal to the Grievance Review Committee through the Director of Human Resources within 10 working days of receipt of the Step 1 findings. The Grievance Review Committee will meet, elect a chairperson and secretary, and receive their charge from the Director of Human Resources.

In the event that an elected committee member wishes to disqualify himself/herself, the alternate committee member shall serve on the committee. The grievant may also challenge a committee member, who should then recuse himself/herself, and the alternate committee member shall serve. Disqualification must occur within 10 working days of the committee's receipt of the grievance. An alternate member must be selected by the 12th working day. No member may abstain from voting.

The committee will review all information submitted at Step 1 and render a decision of the majority of the committee as a whole and reason(s) for that decision no more than 10 working days from the hearing of the grievance. The decision will be a written finding of the committee sent to the grievant and the Director of Human Resources. Any committee member may include a written dissent.

- (c) Step 3: Appeal to the College President. In the event that the grievant is not satisfied with the decision at Step 2, he/she may within 10 working days of receiving the decision, present an appeal in writing to the College President. The appeal should include a copy of the original grievance and all applicable documentation along with the replies from Step 1 and Step 2.

The College President shall make such inquiries and review documents pertaining to the grievance and may convene a conference of the parties. The College President shall render a decision and the reasons for that decision, in writing, within 10 working days after the conference.

- (d) Step 4: Appeal to the Board of Trustees. In the event the grievant is not satisfied with the decision at Step 3, he/she may within 10 working days of receiving the decision, present an appeal in writing to the President of the Board of Trustees through the College President. The appeal should include a copy of the original grievance and all applicable documentation and be submitted no later than the Board's next regularly scheduled meeting along with the replies from Steps 1, 2, and

3. A hearing shall be held in an Executive Session of the Board, as permitted by Missouri State Statutes, Sections 610.021 and 610.022, within 30 working days of the date of the submission.

Upon receipt of the documentation, the President of the Board of Trustees shall review the documentation and shall give notice to the grievant within 10 working days that a hearing to consider the grievance shall be held before the Board on the particular day and at a certain time and place; that the grievant may be present with or without an advisor; and that he/she may produce witnesses or other evidence on his/her behalf at the hearing.

The notice must be handed to the grievant personally or it may be sent to him/her by registered mail at his/her most recent known address. If delivered personally, an affidavit of service must be presented to the President of the Board of Trustees by the person who performed the service. If service is by mail, a return receipt properly signed by the grievant or his/her agent shall be presented to the President of the Board of Trustees. The affidavit or return receipt must reveal that the grievant received the hearing notice at least 10 working days before the hearing is conducted before the Board of Trustees. Should the grievant or his/her advisor request additional time in which to prepare, the President of the Board of Trustees may or may not grant such additional time and continue or postpone the hearing to another day and time. This request shall be submitted through the College President.

The President of the Board of Trustees shall conduct the hearing at the time and place called for in the notice or at the postponed time, if additional time is requested. Should the grievant not appear for the hearing, the grievance shall be dismissed. Such hearing shall not be public and either party may ask that all witnesses not be present while any other person is testifying. In addition, a transcription or electronic recording shall be made of the hearing proceedings.

The grievant may produce witnesses in his/her behalf who may be questioned. He/she may also produce any other evidence which he/she may deem favorable to his/her position.

The proper college administrative official(s) or attorney shall represent and present the institution's position as applicable,

and such grievant or his/her advisor may have the right to question any witness called by the institution.

At any time during the proceedings any member of the Board of Trustees may question any witness or call for a point of order of procedure to be clarified.

The Board shall review all information submitted and render a written determination of their findings and conclusions to the grievant no more than 40 working days from the hearing. The Board of Trustees may determine that the grievance is not properly founded and if so declare. If the Board decides that the grievance has merit, the Board shall take whatever corrective action is appropriate. The findings and conclusions of the Board of Trustees shall be in writing. The decision of the Board of Trustees shall be final.

5.8.4 **Administrative Guidelines**

- (1) Multiple grievances filed simultaneously over a common occurrence or event may be processed in a joint action at the discretion of the Director of Human Resources.
- (2) In the interest of the prompt resolution of employee complaints, the action at each step of the grievance procedure should be taken as rapidly as possible. In the event of extenuating circumstances, an additional 10 working days may be allowed.
- (3) If the grievant skips a step or files with an outside compliance agency before completion of the College's grievance process, all college grievance processes shall be terminated.
- (4) All discussion in the grievance process shall be conducted in a civil manner.

5.9 Hiring Policy (Approved November 4, 2002)

In accordance with Section 178.860 RSMo the Board of Trustees appoint the employees of the College, define and assign their duties and fix their compensation.

Issuance of all contracts shall be approved by a majority vote of the Board of Trustees.

Hiring Procedures for Full-time Positions (Revised August 14, 2006):

5.9.1 Recruitment

Upon receipt of an approved Personnel Requisition form Human Resources will prepare a position announcement. Position announcements must agree with the job description on file in the Office of Human Resources. If not in agreement, revision of the job description will be made before the search commences. All new positions require a written job description to be finalized by the Office of Human Resources and approved by the College President before the search begins.

Advertisements for all positions will be placed by the Office of Human Resources. Job openings will be posted for a minimum of 10 calendar days. Notice of new or vacant positions shall be made at the earliest possible opportunity to provide sufficient time to secure qualified applicants. Lists of new or replacement positions shall be communicated to all college faculty and staff as soon as the Board approves the staffing plan. (See Responsibilities of the President Policy, 1.18.)

Applicants will be responsible for submitting a complete application and related materials as specified. All application materials will be maintained and reviewed in the Office of Human Resources. No application materials will be allowed to leave the Office of Human Resources without permission of the director.

5.9.2 Search and Screening

a. Search Committee

A search committee will be established for full-time faculty, administrative, and professional positions. For full-time support staff positions, the department supervisor serves as the hiring supervisor. He/she may select a search committee if desired.

Responsibility for the integrity of the search process will belong with the chair of the search committee, the appropriate administrator, and the Director of Human Resources. The supervisor of the position and the appropriate administrator will be responsible to select committee members and direct them to follow procedures, document decisions, and seek technical assistance when needed. The search committee should include both genders, and when possible, one member from an underrepresented group. The supervisor will

usually serve as the search committee chairperson. The committee should be composed of members who will work closely with the new hire. A member of the Human Resources staff will serve to monitor EEO/AA compliance (see the Equal Employment Opportunity and Affirmative Action Policy). The Director of Human Resources will review the list of search committee members to ensure appropriate representation. The employee being replaced, including a retiring employee, may not serve on the search committee but may serve in an ex-officio capacity. Employees may not participate in the selection and/or hiring of an individual who is related to the employee within the fourth degree of consanguinity or affinity.

The initial screening of applicants will be done by the Office of Human Resources. Applicants not meeting the minimum requirements will not be considered for the position.

Before reviewing individual candidate's files, the appropriate supervisor, administrator, or chairperson and the search committee must determine the method of applicant evaluation. The evaluation criteria are established prior to identification of any candidates and are based on information contained in the job description, position announcement, and the assessment of criteria derived from the committee's discussion.

b. Confidentiality

In no instance should the hiring supervisor or any search committee member give information about applicants to any applicant or to any individual other than a member of the search committee. A breach of confidentiality will disqualify the member from further service on any future search committee and may result in disciplinary action.

5.9.3 Interview

A list of questions must be submitted to the Director of Human Resources before the interviews take place to ensure no inappropriate questions will be asked although follow-up questions can be appropriate. During the interview, the candidate is informed of the general duties of the position for which he/she is being interviewed.

Interviews will be scheduled by the Office of Human Resources.

The College President may also interview candidates and contact candidates' previous employers.

Applicants should be referred to the Human Resources staff for information regarding salary and benefits and the procedure for offers of employment.

After each interview, the hiring supervisor and the search committee members will complete an Applicant Appraisal form on each candidate.

5.9.4 **Recommendation and Approval**

After the search committee and hiring supervisor has interviewed all candidates, a recommendation is made to the Director of Human Resources/EEO/AA Coordinator.

The Director of Human Resources contacts references and if references are positive, the candidate will be asked to complete a pre-employment drug test. All job applicants at East Central College must successfully complete a pre-employment drug test as a condition of employment. Any applicant who refuses or who has a verified positive test will be denied employment (see the Drugs and Alcohol Policy, 5.6).

Upon satisfactory completion of the background verification, the Director will forward the recommendation to the College President. The offer of employment is contingent upon the President's and Board's approval.

In cases where the search fails to attract a sufficient pool of qualified applicants, the College administration has the authority to 1) close the search without hiring, or 2) reopen the search, or 3) place employee's compensation higher or lower than specified on scale.

If the search is closed, the Office of Human Resources will send letters to applicants informing them that the search has been closed. Applicants who were not selected to fill the position, will be notified by the Office of Human Resources. Applicant files will be retained for one year by the Office of Human Resources.

If a candidate is recommended for hire at a higher salary than specified on the salary scale, the College administration will justify the need for the salary at the time the employment recommendation is presented to the Board of Trustees.

As provided by Board Policy [1.18 (c)], the College President will make the final decision as to whether a job offer will be extended.

Hiring Procedures for Part-time, Adjunct and Temporary Positions:

5.9.5 **Staff Positions**

The hiring of part-time and/or temporary positions does not require a search committee. Department supervisors are responsible for conducting the interviews for the positions open in their area. In some instances, the Director of Human Resources will conduct the interviews, when necessary.

5.9.6 **Adjunct Faculty**

The division chairperson or designee is responsible for recommending the employment of adjunct faculty to the Chief Academic Officer. An Adjunct Instructor Approval Form must be completed on all new adjunct faculty and on file in the Office of Human Resources along with the appropriate application materials including application, resume, and official transcripts. The approval form must be signed by the division chairperson and approved by the Chief Academic Officer before the adjunct can be listed as the instructor of record. Adjunct faculty must meet the same qualifications as full-time faculty.

5.9.7 **Employment of Relatives**

An employee of the College shall not initiate, participate in or influence College decisions involving a direct benefit to family relatives including, but not limited to, matters of initial employment, promotion, compensation, leave of absence, performance evaluation, discipline and termination.

An employee of the College shall not supervise, be supervised by, coordinate the work of or have work coordinated by a relative who is also employed by the College.

Relative is defined as any individual related by blood, marriage, or legal custody and shall include, but not be limited to, spouse, child, foster child, step-child, parent, foster parent, current parent in-law, grandparent, current grandparent-in-law, grandchild, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, cousin and similar relatives of the employee's spouse and any individual living in an employee's household.

5.10 Personnel Records Policy (Adopted June 1, 1992, Revised April 7, 2003)

Personnel records and information will be maintained for each applicant, employee, and past employee as required by federal and state laws.

Procedures:

5.10.1 Personnel Records

Personnel files maintained by the Office of Human Resources are to contain information that is needed by the College to conduct its business or which is required by federal, or state law. This information normally will include, but will not necessarily be limited to, the following:

- (a) Application materials
- (b) Payroll and benefits information
- (c) Performance evaluations
- (d) Disciplinary records

5.10.2 Employees Responsibility

Employees are responsible for notifying the Office of Human Resources in writing of any changes in the following:

- (a) Name
- (b) Address
- (c) Telephone Number
- (d) Marital status (for benefits and tax withholding purposes only)
- (e) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
- (f) Beneficiary designations for any of the College's insurance, disability, and pension plans
- (g) Persons to be notified in case of emergency

5.10.3 **Record Inspection**

Employees are allowed to inspect their own personnel records in accordance with federal and state laws.

- (a) In the event that an employee reviews his/her personnel file and feels that any information in the file is inaccurate or irrelevant, the employee may submit a written request to the Director of Human Resources to have the material revised or removed from the file. If such a request is not granted, the employee will be permitted to place a written statement of disagreement in the file and can pursue the matter further using the Grievance Process.
- (b) Employees are prohibited from reviewing any personnel files except their own, unless authorized by the Director of Human Resources. Examples of individuals who may have a legitimate need to review personnel records include the President, the Director of Human Resources or a designated assistant, and a supervisor. Any access to a personnel file will be verified and recorded in the Human Resources Office.

5.10.4 **Information Request**

Employees are to refer any personnel-related inquiry regarding applicants, employees, and past employees to the Office of Human Resources.

5.11 Employment Contracts Policy (Adopted June 1, 1992; Revised May 6, 2002)

Written employment contracts shall be executed with some college employees, such as faculty and administrative/professional employees. Those who do not have written employment contracts are considered at-will employees, including adjunct faculty.

Procedures: (Revised August 14, 2006)

5.11.1 Written Employment Contract

Written employment contract terms are normally used to spell out the important terms and conditions of an individual's employment. Terms and conditions will generally include:

- A The length of time that the contract will last; and
- B. The job title and/or description of job duties; and

- C. The salary to be paid, and
- D. Any special conditions, assignment or terms associated with the position.

5.11.2 **Terms of Employment**

The employment contracts covered by this policy will generally be for the following duration(s):

- A. Contracts for full-time administrative/professional employees will be on an annual basis from July 1 through June 30.
- B. Contracts for full-time faculty generally run from August through May although in some cases the contractual period may be for a different specified period.

5.11.3 **Grant Funded Contracts**

If employment is contingent upon continued receipt of grant funds, the employment contract will state this contingency. In the event the grant should terminate at any time for whatever reason, then this contract shall terminate and each party's rights and obligations shall be excused and discharged.

5.11.4 **Full-time Faculty Contract Classifications**

Full-time faculty contracts shall be divided into three classifications. Contract classifications allow the College to fully evaluate instructional effectiveness and program sustainability.

- A. **Limited Term Contract.** A limited term contract shall be made for a specified period of time. This classification is to be used for newly hired faculty, temporary situations such as grant funded positions, for a temporary replacement for a full-time faculty member, when a trial period of time is required to determine if a new program can be continued on a permanent basis or when a program is being discontinued. The contract shall clearly state the length of the employment. A limited term contract may be renewed at the end of the term. Faculty on such contracts may accept no more than 18 overload hours per academic year.
- B. **Annual Contract.** An annual contract may be given for each of the subsequent years following a Limited Term Contract until the person is awarded a continuous contract. Each annual contract shall show a date when employment ends; reappointment is

dependent upon satisfactory evaluations and appropriate recommendations. Faculty on such contracts may accept no more than 18 overload hours per academic year.

- C. **Continuous Contract.** A continuous contract shall be recommended only after the employee has been employed full-time in the same discipline(s) for a period of 5 years and shall be given upon satisfactory completion of the fifth year. All previous time worked as continual full-time faculty in one assignment, including Limited Term and Annual contracts, will be applied to the five-year period. Faculty on such contracts may accept no more than 18 overload hours per academic year.

5.11.5 **Full-time Faculty Reappointment**

Full-time faculty reappointment will be made on recommendation of the Chief Academic Officer and the President of the College for Board action no later than June 1.

- A. **Limited Term Contract.** If the faculty member is to be reappointed, either a limited term or an annual contract may be used upon satisfactory evaluation and recommendation of the Chief Academic Officer and agreement of the President and Board.
- B. **Annual Contract.** Reappointment to an annual contract shall be made upon the recommendation of the Chief Academic Officer and agreement of the President and Board. The decision to reappoint shall be based upon satisfactory evaluation of the faculty member, program continuation and staffing recommendation.
- C. **Continuous Contract.** At or upon the fifth year of employment, an overall evaluation of the faculty member's instructional effectiveness will be made by the Chief Academic Officer. If the evaluation is satisfactory and the program stable; e.g. enrollment, vocational outlook, revenue projections and mission enhancement, the faculty member will be recommended for a continuous contract by the Chief Academic Officer upon agreement of the President and Board.

5.11.6 **Full-time Faculty Non-Reappointment**

Full-time faculty non-reappointment will be made upon the recommendation of the Chief Academic Officer and the President of the College and Board for action no later than April 15 in accordance

with RSMo 168.221. Any such Board action will be communicated to the faculty member immediately thereafter.

A. **Limited Term Contract.** Unless otherwise stated, the contract terminates at its end date.

B. **Annual Contract.**

(1) If deficiencies in performance exist, the faculty member shall be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, supervisor, and the Chief Academic Officer. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment.

(2) Non-reappointment for an annual contract shall be made upon the recommendation of the supervisor, the Chief Academic Officer, the President of the College and the Board of Trustees.

(3) Affected faculty, including the division chairpersons, may submit a written appeal to the Board of Trustees. The decision of the Board will be final.

C. **Continuous Contract.**

A continuous contract shall be known as an indefinite contract and shall continue in effect for an indefinite period, subject only to:

- (1) Retirement;
- (2) Modification by a succeeding indefinite contract (compensation or date modifications);
- (3) Death;
- (4) Resignation;
- (5) Termination by the Board of Trustees in accordance with RSMo 168.114;
- (6) Revocation of vocational certification;
- (7) Program suspension or change in program status;

a.) Non-reappointment for a continuous contract based on changes in program status shall be made upon the recommendation of the supervisor, the Chief Academic Officer, the President of the College and the Board of Trustees.

b.) If a reduction in force is necessary involving faculty on continuous contracts, determination of faculty contract

classification and duration of assignment will be as follows:

- i. In an area with multiple faculty assignments, termination will be based on: 1) instructional effectiveness, 2) credentials, 3) seniority, as evidenced by the faculty evaluation process.
 - ii. If within the institution an opening in a related program exists in which a terminated instructor has an appropriate degree, as determined by NCA, CBHE, DESE and the Chief Academic Officer, he or she will be given first opportunity for that position. If the instructor can achieve an appropriate degree prior to the conclusion of his/her limited term contract, the College will assist (following the College's guidelines on faculty development and tuition assistance for ongoing coursework) the faculty member in acquiring the appropriate education.
 - iii. If no position exists for the terminated instructor(s), the President and the Chief Academic Officer will use their contacts and influence to assist him/her in finding positions elsewhere.
- c.) If program recommendations, or other conditions exist that indicate the faculty member shall not be retained, said faculty member shall be notified by April 15 and shall be given a limited term contract of one year.

(8) Deficiencies in performance;

If deficiencies in performance exist, the faculty member shall be notified as soon as they are evident. Corrections of the deficiencies shall be made immediately in accordance with a plan developed by the instructor, supervisor, and the Chief Academic Officer. If deficiencies continue within one semester after notification, action shall be taken for non-reappointment and the faculty member offered a limited term contract of one year.

(9) Financial exigency;

If contract discontinuance is the result of financial exigency the faculty positions discontinued due to financial exigency

will not be filled within a two-year period by replacement(s) nor will temporary full time positions be created.

Affected faculty, including the division chairpersons, may submit a written appeal to the Board of Trustees. The decision of the Board will be final.

5.11.7 Employment Contract Resignations

Resignations by contracted personnel will be submitted to the department supervisor, administrator and Director of Human Resources. Resignations that occur during the contract year will be submitted to the President of the College and the Board of Trustees for approval.

5.12 Classification of Employees Policy (Approved August 14, 1989; Revised November 3, 2003)

For the purposes of organization, assignment of duties and responsibilities, and establishment of compensation, a system of employee classification will be maintained by the College administration.

Procedures: (Revised August, 2006)

5.12.1 Faculty

Faculty shall be primarily engaged in the activity of teaching and guiding students. They shall be in contact with students for the purpose of transmitting knowledge and skills. Faculty members shall meet the minimum employment qualifications established by the Board of Trustees and/or the State of Missouri.

5.12.2 Administrators

Administrators are exempt personnel at the vice president level and above.— Administrators shall meet employment qualifications established by the Board of Trustees.

5.12.3 Professional Staff

Professional staff includes exempt personnel at the director level and below. Professional staff shall meet employment qualifications established by the Board of Trustees.

5.12.4 **Support Staff**

Support staff includes non-exempt, at-will personnel who are necessary to the day-to-day functions of the College. Support staff shall meet the employment qualifications established by the Board of Trustees.

5.12.5 **Full-time**

Regular, full-time Professional and Support Staff positions require a minimum workload of 40 hours per week.

Limited, full-time Professional and Support Staff positions require a minimum workload of 40 hours per week during scheduled weeks for a minimum of 34 weeks per academic year.

Full-time faculty members shall work 170 to 180 days during the regular academic year and shall have a normal instructional load of 30 credit hours per year or the equivalent. The academic year shall consist of the fall and spring semesters excluding the summer session, including all in-service days and the graduation ceremony.

5.12.6 **Part-time**

Part-time, hourly-paid positions may be approved for any number of hours per week less than 40. Most part-time positions will not exceed 19.75 hours per week.

Adjunct faculty, paid per credit hour, may work a maximum of 18 credit hours per calendar year, not to exceed 9 credit hours in any one semester. Hours worked must comply with retirement regulations. Exceptions may be made with the permission of the Chief Academic Officer and the President of the College.

5.13 Qualifications for Employment Policy (Approved August 14, 1989; Revised May 12, 2003)

For the purposes of offering and continuing employment, East Central College establishes qualifications for all positions.

Procedures: (Revised August 14, 2006)

5.13.1 **Faculty and Exempt Staff Vocational Certification**

Faculty teaching in the career technical division and designated exempt staff are required to keep state certification current to maintain eligibility for state reimbursement.

5.13.2 **Faculty Primary Assignment**

Each full-time and adjunct teaching faculty member shall be assigned a primary discipline or career field by action of the Board of Trustees upon recommendation by the President of the College. More than one primary discipline or career field may be assigned if required qualifications are met. To be assigned to a primary discipline(s) or primary career field(s), the full-time and adjunct teaching faculty member must meet one of the following minimum qualifications:

- (a) A master's degree with a major in the subject field to be taught, or a master's degree with 18 graduate credit hours in the subject field to be taught;
- (b) Thirty semester hours of graduate work in a specific subject discipline to be taught;
- (c) Directly related work experience in the career field to be taught and/or eligibility for vocational education certification requirements by the Department of Elementary and Secondary Education of the State of Missouri. Faculty teaching in the career technical area are required to keep state certification current and to maintain eligibility for state reimbursement.

5.13.3 **Faculty Teaching Outside Primary Assignment**

Assignment to a primary subject discipline(s) or career field(s) does not preclude a faculty member from being assigned by the Chief Academic Officer to teach a portion of his/her course load outside the primary assignment. No full-time faculty member may be assigned to teach a fall or spring semester course load that consists entirely of courses outside his/her assigned primary discipline(s) or assigned primary career field(s).

In instances where it appears that a normal work load will not be available because of insufficient enrollments or other reasons beyond the control of the teaching faculty member and the administration, the Chief Academic Officer may temporarily assign a teacher to teach in an additional discipline or professional field of study if the faculty member completes a minimum of 18 semester hours of accredited

graduate study in the discipline or professional field or meets state certification standards.

5.13.4 **Faculty Substitute**

Qualified individuals will be employed by the administration when necessary to replace faculty. Salary for substitute personnel will be determined according to assignment.

5.13.5 **Exempt Staff**

Exempt staff (administrators and professional staff) shall have a minimum of an associate degree or equivalent work experience which is directly related to the duties performed by the staff member. Some exempt positions require extensive education as determined by the job description and/or college staffing plan and, in such cases, a master's degree or graduate work beyond a master's degree may be required for the position. Education or work experience qualifications must be directly related to the duties performed by the employee.

5.14 Position Descriptions Policy (Approved August 14, 1989; Revised May 12, 2003)

The Office of Human Resources will maintain accurate position descriptions for each regular position at the College.

Procedures:

5.14.1 **Position Description Contents**

The information contained in each position will include a summary of the position's primary duties and essential functions in accordance with ADA guidelines.

5.14.2 **Responsibility for Accuracy of Description**

The Director of Human Resources, in conjunction with the department supervisor and the President of the College, will be responsible for creating, reviewing and revising the descriptions. Employees who believe their position description contains inaccurate or out-of-date information should express such concerns to their supervisor, who will request a review of the position to the Director of Human Resources when deemed warranted. Position descriptions do not necessarily cover every task or responsibility that may be assigned and do not

limit administration's right to assign additional related duties as needed.

5.15 Employment-At-Will Policy (Adopted June 1, 1992, Revised June 23, 2003)

Employees who do not have a separate, individual employment contract with the College for a specific, fixed term of employment are employed at the discretion of the College for an indefinite period. These employees may resign from the College at any time, for any reason, or may be terminated at any time, with or without cause.

Procedures:

5.15.1 Affected Employees. Those employed at-will are:

- (a) Full- and part-time support staff (hourly paid)
- (b) Part-time/adjunct faculty (paid per credit hour)
- (c) Part-time, extra duty or professional assignments (paid based upon stipend or a set amount)
- (d) Temporary employees

5.16 Temporary Employees Policy (Approved January 7, 1991, Revised June 23, 2003)

The President of the College may supplement the regular work force, according to the approved staffing plan, with temporary employees when needed.

Procedures:

5.16.1 Definition of Temporary Employee

A temporary employee is defined as exempt or non-exempt personnel, hired either part-time or full-time for a period of employment not to exceed 16 weeks. In certain circumstances, departments may be approved for temporary personnel to work on-call intermittently.

5.16.2 Requisition for Temporary Employees

Supervisors with a need for temporary employees should submit a personnel requisition to the Office of Human Resources. All

requisitions must be reviewed by the Office of Human Resources, the appropriate administrator and the Chief Financial Officer.

5.16.3 **Benefits**

Temporary employees are not eligible for benefits such as paid absences, vacations, holidays, tuition, medical, dental, vision, or life insurance.

Temporary employees who exceed the weekly limit set by the Non-Teacher Retirement System or the Public School Retirement System on a consistent basis will be required to contribute to the retirement system. Information concerning eligibility is available from the Office of Human Resources.

Temporary employees qualify for workers' compensation and unemployment benefits as governed by state and federal regulations. Information concerning workers' compensation is available from the Office of Human Resources. Information concerning unemployment benefits should be directed to the Missouri Division of Employment Security.

5.16.4 **Employee Status Change**

A temporary employee who accepts a regular position will be eligible for the benefits associated with the regular position on the date the employment in that position begins.

5.17 Employee Transfer Policy (Adopted June 1, 1992; Revised May 9, 2005)

Transfer of personnel, whether voluntary or involuntary, will be made in the best interest of the College. The length of service and qualifications of the person will be taken into consideration.

Procedures (Revised April 6, 2006):

5.17.1 **Reasons for Transfer**

The College retains complete discretion in handling employee transfers. Acceptable reasons for transfer may include, but are not necessarily limited to, fluctuations in workloads, better utilization of personnel or increased career opportunities, and health considerations.

5.17.2 Requests for Transfers

Employee requests for transfer will be handled as follows:

- A. A written request for a transfer should be submitted along with application materials, if requested, to the Office of Human Resources. The request should include the reason for the request and the specific job desired.
- B. The Office of Human Resources will determine whether the requested job or a suitable job opening exists and whether the employee meets the minimum qualifications as outlined in the job description. If a job opening exists and the employee is qualified, the Office of Human Resources will arrange an interview between the candidate and the supervisor who has the job opening.
- C. The candidate will be allowed time off with pay to participate in this job interview.
- D. The supervisor and/or administrator with the job opening will make the final decision, subject to the approval of the President of the College and, if necessary, Board of Trustees.

5.17.3 Pay for Transferred Employees

Pay for employees with no break in service to the institution will be determined as follows:

- A. **Lateral Transfers.** Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.
- B. **Transfer to Lower Salary Grade.**
 - 1. Employees transferred or reclassified at Administration's request to a job in a lower salary grade will continue to be paid at their former rate for four weeks or end of current contractual obligations, if applicable, and then at the new job rate, thereafter.

The new salary will be established as follows:

The salary will either be frozen or established at the highest salary of existing employees at the level of the reclassified position, whichever is less.

2. Employees transferred or reclassified at their own request to a job in a lower salary grade will be paid at the lower rate commencing with the start of the new job.
3. If an employee is transferred or reclassified to a position at a salary grade previously held by that employee, their new job rate will be based on the wage they previously earned at that salary grade, plus any subsequent salary adjustments granted while the employee held another position, not to exceed ten percent.

C. **Transfer to Higher Salary Grade.** Employees transferred or reclassified to a job in a higher salary grade will be placed at the appropriate salary at the minimum of the new salary grade or no less than six percent higher than the employee's current salary commencing with the start of the new job.

5.18 Supplemental Employment Policy (Approved December 3, 1968; Revised June 23, 2003)

No employee of the College will engage in any supplemental employment which will in any way interfere with his/her ability to carry out his/her assignment. Authorization must be obtained before an employee accepts supplemental employment during any period when he/she is performing work for the College.

Procedures: (Revised August 14, 2006)

5.18.1 Requests for Permission

Requests to accept outside or supplemental employment, including self-employment, should be submitted on the Supplemental Employment Request form and approved by the appropriate administrators, including the College President. Forms are available in the Office of Human Resources.

5.18.2 Use of Leave for Supplemental Employment

Employees who have accepted supplemental employment may not utilize paid sick, personal leave, or vacation days when the absence is used to work on the supplemental job.

5.18.3 Provision of Tutoring or Private Services

Employees shall not tutor or provide services for compensation to any student who should receive those services free of charge through the use of usual and customary college services and procedures.

5.19 Faculty Academic Rank and Promotion Policy (Approved September 8, 1998; Revised February 2, 2004; Revised July 12, 2010)

Appointments of faculty to academic rank will be made by the Board upon recommendation of the President and the Chief Academic Officer.

Procedures: (Revised July 12, 2010)

- A. Applicable titles include Instructor (*default appointment at hire*), Assistant Professor, Associate Professor, and Professor. The College reserves the right to make appointments to Assistant Professor, Associate Professor, or Professor at hire based on established criteria.
- B. Faculty on continuing contracts are eligible to receive rank promotions and associated salary adjustments based upon established criteria and a review conducted by the Promotion Committee.
- C. Limitations to the number of faculty promoted annually will apply.
- D. The College reserves the right to suspend the rank and promotion system should budget conditions warrant.
- E. The Academic Rank and Promotion Policy will not affect or impact faculty contract status or other Board policy(ies) related to faculty contract status.

5.20 Pay Policy (Adopted June 1, 1992; Revised November 4, 2002)

Paychecks will be issued to employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations and will include standard deductions.

Procedures: (Revised August 14, 2006)

5.20.1 Payroll for Employees

All employees will be paid biweekly.

5.20.2 **Non-Exempt Employees**

- (a) Non-exempt employees are paid for hours worked as recorded on time sheets available from the Business Office Office. Time sheets are to be completed and turned in every Friday to the Business Office. Employees are paid every other Friday for hours worked through the preceding Friday. The workweek begins on Saturday and continues through the following Friday. The employee's social security number and the appropriate date should be entered on the top of each time sheet. Federal and state income tax will be withheld according to the W-4 on file. Basic social security and Medicare will also be withheld.
 - (1) Employees must record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered on the time sheet as such. Time sheets cover one workweek and are to be completed at the close of each workday.
 - (2) Employees are not permitted to sign in or commence work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of the supervisor.
 - (3) Time sheets must be verified and signed by the supervisor. The supervisor shall submit the time sheets to the payroll department as requested.
- (b) Non-exempt employees (those not exempt from the provisions of the Fair Labor Standards Act) will be paid overtime compensation at the rate of one and one-half times the regular hourly rate for hours worked above 40 hours per week. However, if the employee's total hours exceed 40 in the same week that either paid leave has been taken or the College has been closed, hours in excess of 40 will be paid at the regular hourly rate. In those instances, the overtime rate will only be paid when hours in excess of 40 exceed the number of hours taken off.

5.20.3 **Exempt Employees**

All exempt employees receive biweekly payroll as per contract.

5.20.4 **Direct Deposit**

All full-time and part-time employees and adjunct faculty will be paid by direct deposit to the employee's account. Direct deposit enrollment forms are available from Financial Services or Human Resources. Temporary employees are not eligible for direct deposit.

5.20.5 **Payroll Deduction Required by Court Order** (Adopted January 6, 1997)

The Chief Financial Officer or designee is the only person authorized to receive a writ of sequestration or attachment, wage assignment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee.

The College may terminate the employment of any employee with two or more indebtednesses within a 12-month period. No wage assignment for child support or maintenance of a former spouse shall be considered a sequestration.

5.20.6 **Payroll Deduction for Debts Due the College** (Adopted January 6, 1997)

The following policy shall apply to the collection of a debt owed to the College by any employee.

- (a) Payroll deductions shall be made from the wages of an employee owing a debt to the College for reasons such as: compensation overpayment, lack of receipts for advance payment, lack of payment of special fees or books for classes taken, college owned property which the employee has damaged, destroyed, or lost due to gross negligence or an intentional act, or any other reason a debt may be owed to the College.
- (b) The full debt owed to the College shall be deducted from the employee's final pay if employment is terminated for whatever reason. The employee shall be held responsible for any amount owed in excess of the final pay.
- (c) The employee shall be notified as soon as practicable when the College intends to make such a deduction. The amount deducted shall not result in lowering the wage below the minimum wage.
- (d) Each employee will be required to sign a payroll deduction authorization that conforms with this policy as a condition of employment.

5.21 Salary Placement Guidelines (Approved July 15, 1991; Revised May 8, 2006)

To provide a rational and consistent method of determining salary placement, guidelines will be developed by the administration with input from employee association representatives. Board of Trustees approved and tendered contract terms will be published annually for all employee groups receiving contracts and will constitute the procedures for and enactment of this policy for the contract year.

Procedures:

5.21.1 Faculty Salary Placement

- (a) Faculty will receive contracted pay according to guidelines that will be reviewed annually.
- (b) The faculty salary guidelines will include provisions for those with less than a master's degree as well as those with an earned doctorate.
- (c) Initial placement will be based upon appropriate experience and earned academic degrees.
- (d) All specific pay issues, including but not limited to raises, load determinations, extra duty and special assignments, adjunct pay and any other conditions of employment will be confirmed annually by the Board of Trustees. Such compensation and conditions of employment shall have the force of Board policy upon enactment by the Board. Individuals will be given contracts upon action of the Board of Trustees, reflecting such compensation as approved by the Board.

5.21.2 Professional and Administrative Salary Guidelines

- (a) Professional employees and administrators will receive contracted pay according to grade levels that will apply to both new and returning employees.
- (b) Initial placement will be based upon experience.

5.22 Employee Benefits Policy (Adopted June 1, 1992; Revised June 23, 2003)

Information and summary communications intended to explain benefit plans shall be furnished to all plan participants and beneficiaries on a continuing basis.

Procedures (Revised April 6, 2006):

5.22.1 **College Insurance Benefits.** The following insurance benefits are provided by the College. Contact the Office of Human Resources for additional information.

- (a) **Medical Insurance** – The College pays the premium for all full-time employees’ medical insurance. The employee may add spouse and/or dependents at an additional cost to the employee.
- (b) **Vision Insurance** – The College pays the premium for all full-time employees’ vision insurance. The employee may add spouse and/or dependents at an additional cost to the employee.
- (c) **Dental Insurance** – The College pays the premium for all full-time employees’ dental insurance. The employee may add spouse and/or dependents at an additional cost to the employee.
- (d) **Life Insurance** – All full-time employees are insured with a \$50,000 life insurance policy. The employee may add additional insurance on his/her own life, and may add spouse and/or dependents at an additional cost to the employee.
- (e) **Disability Insurance** – The College will pay the premium for a salary continuance program which assures full-time employees a continuous income equal to not less than 2/3 of the employee’s monthly salary when an employee is disabled because of injury or illness. Maximum is \$6,000 per month.
 - (1) The College will provide access to health, dental, vision, and disability insurance coverage through the College’s group plans at the expense of the employee until a disabled employee is eligible for Medicare.
 - (2) Group term life insurance may be continued on a disability waiver. This requires a disability claim form to be completed.
- (f) **Workers’ Compensation** – The College participates in all provisions of the Workers’ Compensation Law for all college employees. Employees who suffer any work related injury or

illness must report it to the Office of Human Resources. In the event that an employee is seriously injured, his/her immediate supervisor or any member of administration has the authority to have the injured employee transported to a medical facility for treatment. Time spent by an employee in waiting for and receiving such attention shall be considered hours worked for pay purposes.

- (g) **Unemployment Insurance** – The College provides unemployment insurance to all employees in compliance with state and federal laws.
- (h) In the event of termination or resignation, insurance benefits will terminate at the end of the month of the last day worked. Contact Office of Human Resources for continuation of insurance under COBRA.

5.22.3 Tax Shelters

Interested full-time employees may tax-shelter certain earnings in compliance with Internal Revenue Service codes.

The Chief Financial Officer will develop and file all appropriate documentation with state and federal agencies regarding sheltering contributions.

- A. **Tax Sheltered Annuities** [IRS code, section 403(b)] are available for employees who wish to tax shelter earnings. A list of current vendors is available from Human Resources or Payroll. New vendors may be added if a minimum of five full-time employees come forth with a request, and agree to utilize the new vendor's annuity plans.
- B. **Deferred Compensation Plans** [IRS code, section 457(b)] are available for employees who wish to tax shelter earnings.
- C. **Cafeteria Plans** [IRS code, section 125] are available for employees who wish to redirect pre-tax income to pay eligible benefit items normally paid with after-tax dollars.

The deductions that may be included in the cafeteria plan are:

1. Medical, dental and vision insurance premiums paid by the employee
2. Certain un-reimbursed medical expenses
3. Adult and child dependent care

5.23 Employee Retirement (Adopted June 1, 1992; Revised June 23, 2003)

The College provides appropriate retirement options for its employees within the regulations and guidelines of the Public School Retirement System (Missouri), the Non-Teacher School Employee Retirement System (Missouri), and State Statute (Missouri).

- A. **Full-time Faculty and Administrative/Professional Staff** – The retirement contribution as established by state statute is paid by the employee with matching contribution by the College into the Public School Retirement System.
- B. **Full-time Support Staff** – The retirement contribution as established by state statute is paid by the employee with matching contribution by the College into the Non-Teachers Retirement System.
- C. **Notification of Retirement.** Qualifying retirees shall notify the Director of Human Resources as indicated:
 - (1) Administrators, professional staff, and teaching faculty shall notify the College of retirement, unless otherwise authorized by the President, by January 1 preceding retirement effective July 1.
 - (2) Support staff members shall notify the College of retirement at least thirty days prior to the effective retirement date.

5.24 Educational Assistance Policy (Adopted June 1, 1992; Revised June 4, 2001)

Educational assistance benefits may be provided to employees and retirees.

Procedures (Revised April 6, 2006):

5.24.1 Employee Tuition Waiver

East Central College encourages its employees to further their education. Enrollment in classes encourages professional and personal growth of employees and provides a tangible fringe benefit.

The employee must complete the Educational Assistance Request Form and receive the approval of the immediate supervisor and Human Resources prior to taking the class. Enrollment in the course(s) should not interfere with the employee's work responsibilities.

5.24.2 Eligibility

To be eligible for tuition waiver benefits of ECC credit classes, individuals must be full-time employees regular, full-time limited employees, part-time employees, current adjunct instructors, or retirees of East Central College. Temporary employees are not eligible for this benefit. Spouses and unemancipated children of full-time employees are also eligible for tuition waiver benefits. Unemancipated children may be: natural children, adopted children, stepchildren that live with you, or other children for whom you are the legal guardian, as long as they are under age 24, unmarried, and live in the employees' residence. Adjunct instructors are eligible for tuition waiver benefits of ECC credit classes, not to exceed nine credit hours, during the semester immediately following completion of their assignment as an adjunct instructor. Retirees are individuals who are eligible for normal or early retirement benefits through PSRS/PEERS with at least five years of service to East Central College.

A tuition waiver of ECC Continuing Education fitness classes is extended to full-time regular and part-time regular employees.

Full-time employees of East Central College and Central Methodist University may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

Full-time employees of East Central College and Four Rivers Career Center may receive certain waivers of tuition and/or fees for classes taken at either institution. Contact the appropriate admission office for additional information.

5.24.3 Approval Process

Requests for tuition waivers must be initiated by the employee or retiree and must be approved by the employee's immediate supervisor and the Office of Human Resources. These requests must be submitted on the Educational Assistance Request Form. The course itself, as well as the day and time of the course, are subject to these approvals. The Office of Human Resources will forward the approval form to the registration office.

5.24.4 Full-Time Employee Tuition Reimbursement

A. Full-time regular employees are eligible to receive financial assistance for approved college study directed toward improvement of their qualifications. Reimbursement of tuition shall be up to an amount

equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis.

- B. Courses must be taken at a regionally accredited college or university and must be applicable toward a higher degree than the current highest degree of the employee. Exceptions may be made by the Director of Human Resources.
- C. The employees' immediate supervisor and the Director of Human Resources must indicate approval of the course(s) by signing the Tuition Reimbursement form. Enrollment in the course(s) should not interfere with the employee's work responsibilities.
- D. Financial assistance shall be limited to no more than eighteen credit hours for any fiscal year during which the employee is employed with East Central College.
- E. Employment is expected to continue one calendar year following tuition reimbursement.
- F. All freshman and sophomore level classes must be taken at ECC (covered under the tuition waiver) unless ECC does not offer the requested course. Exceptions must be approved by the employee's immediate supervisor.
- G. Employees who, prior to completing the approved course, voluntarily leave the College or are terminated will not be reimbursed. Records of all education programs completed by each employee will be maintained by the Office of Human Resources.

5.24.5 Completed Course(s)

The employee must submit a transcript or grade report to the Office of Human Resources to verify that the approved course has been completed.

5.24.6 Grade Requirements

Grade "C" or better for undergraduate level course work or grade "B" or better for graduate level course work is required for reimbursement.

5.24.7 Course Approval

The employees' immediate supervisor and the Director of Human Resources must indicate approval of the course(s) by signing the Educational Assistance Request Form. Enrollment in the course(s) should not interfere with the employee's work responsibilities.

5.24.8 Degree Attainment

Full-time Professional and Support Staff who obtain a college or university degree that exceeds the established degree requirements for the position in which they are employed will receive a salary increase.

The degree must be obtained from a regionally accredited college or university, verified by a complete transcript. Documentation of the degree must be submitted to the Human Resources Office.

Salary increases will be awarded on the first payday following verification of degree completion. Professional Staff will receive the amount added to their annual contractual salary, and Support Staff will receive an hourly rate adjustment equal to the annualized award.

The following salary increases will be awarded upon completion of the degree:

Associate's degree	\$ 300
Bachelor's degree	\$ 500
Master's degree	\$1,000
Doctoral degree	\$1,500

5.25 Service Award Program Policy (Approved March 4, 1991; Revised June 23, 2003)

It is the policy of the college to recognize years of service to the institution to eligible employees.

Procedures (Revised August, 2007):

5.25.1 Years of Service Recognized

Awards shall be presented annually by the President of the College to full-time employees according to the following years of service:

5, 10, 15, 20, 25, 30, and retirement with 20 years of service

5.17.2 Determining Eligibility

A. Years of service will be determined from the first date of full-time employment with the College. Time spent on approved leave of absence such as Family and Medical Leave, Military Leave, or Sabbatical or Professional Leave will be considered as active

employment for service awards. In the event of a termination of employment and subsequent rehire, years of service will be adjusted accordingly.

- B. The Office of Human Resources is responsible for identifying those employees to be honored.

5.17.3 Awards

The value of the award shall be equivalent to \$10 for each year of service.

Employees with 25 and over years of service and retirees with 20 years of service will be honored with a recognition dinner with the Board of Trustees and administrators.

5.26 Academic Dress Policy (Adopted December 3, 1968; Reaffirmed December 2, 1991; Revised April 7, 2003)

The faculty, administrators, and professional staff will be attired in academic regalia for college commencement exercises and other appropriate activities. Such academic attire will be provided by the College for such required activities.

5.27 Faculty and Staff Professional Development (Approved April 7, 2003; Revised August 27, 2007)

East Central College is strongly committed to professional development and encourages faculty and staff to take advantage of opportunities for education, peer networking, learning and growth.

Procedures:

5.27.1 All full-time faculty may have access to an annual budget for professional development.

- A. Faculty may accrue a budgeted amount for a maximum of two years, provided that a Faculty Development Plan outlining proposed use of funds is submitted either in written or electronic format within 15 days of the faculty member's contract start date.
- B. The plan should be submitted to the Chief Academic Officer and copied to the Human Resource office. Faculty may participate in development activities such as coursework intended to improve specific skills (i.e. technological skills), workshops related to

improving instruction, conferences designed for professional enhancement or related activities. Faculty who fail to complete their Faculty Professional Development Plan will forfeit one-half of the amount in their development account. Forfeited funds will be transferred to the faculty sabbatical account.

- 5.27.2 Faculty who successfully complete the approved activities as outlined in the Faculty Development Plan may request reimbursement.
- A. Upon successful completion of the development activity, faculty will submit appropriate documentation and request for reimbursement to the Chief Academic Officer for verification.
 - B. Upon approval, the documentation will be forwarded to the Chief Financial Officer for reimbursement.
 - C. Reimbursement amounts will be computed as outlined in the Expense Reimbursement Policy (4.12) with the exception of degree related coursework.
 - D. Faculty tuition reimbursement will be funded from the faculty member's development account first, with the Faculty Development Pool account as a secondary source.
- 5.27.3 All full-time professional and classified staff should submit requests to participate in conferences, training or workshops to their supervisor for approval. Requests for professional development must relate to job performance improvement and professional growth.

5.28 Memberships and Participation in Professional Associations Policy (Adopted June 1, 1992; Revised November 3, 2003)

Employees are encouraged to join and participate in professional associations and may be sponsored in professional associations when this will serve the College's interests and goals.

Procedures:

5.28.1 Employee-Selected Professional Association

Employees are encouraged to participate in professional associations that promote professional development. However, employee participation in such associations may not be supported financially by the College unless such participation is in support of particular college interests and goals.

5.28.2 **College-Recommended Professional Association**

The College may identify certain professional associations in which it wants to be represented and then designate the employees that it will sponsor for membership in such associations. Employees so designated will represent the College in the organization and will be expected to participate actively and promote its interests.

5.28.3 **Coordinating Representation**

Administrators are responsible for coordinating sponsorships of employees in professional associations. Administrators will normally consider the following factors in selecting associations in which to sponsor representation and in designating employees to be sponsored for membership.

1. The nature and purpose of the association;
2. The benefit to be derived by the College's support and from employee participation;
3. The cost to the College;
4. The extent to which the College is already represented in the association;
5. The employee's job responsibilities, length of service, and overall qualifications for membership

5.28.4 **Planning, Budgeting, and Expense Approval**

Administrators are responsible for planning, budgeting, and approving the expenses of their employees' participation in association activities. The College will pay for or reimburse the approved and reasonable expenses of employees sponsored for membership in professional associations.

5.29 Performance Review Policy (Adopted June 1, 1992, Revised February 2, 2004)

Performance reviews will be conducted on each regular employee according to job responsibilities, employment obligations and goals. Performance reviews will be conducted on a scheduled basis by the supervisor using a fair and objective evaluation process. The purpose of this review process is to evaluate performance for consideration of job retention and performance improvement.

Procedures: (Revised August 14, 2006)

5.29.1 Performance Review Schedule

Classification	Performance Review Date	Recommendation to Board
President	December	January
Administrators	January	February
Professional Staff	February	March
Faculty	November - March	April
Support Staff	April	Not applicable

5.29.2 Procedures by Classification

A. Faculty

Full-time faculty will be evaluated by the Chief Academic Officer on 1) teaching and instructional management, including content expertise, instructional design, instructional delivery, and record-keeping and classroom management, 2) College and community service, and 3) professional growth and development.

The performance review process will include submission of a development portfolio by the faculty member to demonstrate compliance with the three areas listed above.

A detailed “Professional Evaluation and Development Portfolio” booklet is provided to each full-time faculty member outlining the evaluation process and including sample forms.

Full-time faculty will be provided an evaluation schedule annually. Full-time faculty on annual contracts will be evaluated annually. Full-time faculty on continuous contracts will be evaluated on a three-year rotation.

Adjunct faculty will be evaluated by the division chairperson during their first semester of employment and periodically thereafter.

B. Administrators and Professional Staff

The President of the College will be evaluated annually by the Board of Trustees.

Administrators and Professional Staff will be evaluated annually by the immediate supervisor on performance of position responsibilities.

If the employee receives an overall performance evaluation that indicates performance needs improvement, the employee will receive a performance improvement plan, and the employee will be re-evaluated as specified in the improvement plan. If only selected categories of the performance evaluation need improvement, the supervisor may focus the performance improvement plan on those areas.

A Performance Improvement Plan will address each specific performance issue that needs improvement, the action that must be taken to correct deficiencies and the date of the next evaluation. This plan will be attached to the evaluation form. Non-compliance with the Performance Improvement Plan will result in further action, up to and including termination.

After the supervisor has provided the evaluation to the employee, the employee has ten calendar days to review and respond. Completed evaluations are then forwarded to the Director of Human Resources for review prior to inclusion in personnel files.

C. Support Staff

Support Staff will be evaluated annually by the immediate supervisor. Employees will be evaluated on performance of position responsibilities.

If the employee receives an overall performance evaluation that indicates performance needs improvement, the employee will receive a performance improvement plan, and the employee will be re-evaluated as specified in the improvement plan. If only selected categories of the performance evaluation need improvement, the supervisor may focus the performance improvement plan on those areas.

A Performance Improvement Plan will address each specific performance issue that needs improvement, the action that must be taken to correct deficiencies and the date of the next evaluation. This plan will be attached to the evaluation form. Non-compliance with the Performance Improvement Plan will result in further action, up to and including termination.

After the supervisor has provided the evaluation to the employee, the employee has ten calendar days to review and respond. Completed evaluations are then forwarded to the Director of Human Resources for review prior to inclusion in personnel files.

New employees will be evaluated after three months of employment. A six-month evaluation may be required at the discretion of the supervisor.

5.29.3 **Evaluation Process Management**

The Chief Academic Officer will be responsible for developing and monitoring the faculty evaluation process including documentation. The Director of Human Resources will be responsible for developing and monitoring the evaluation process including documentation for administrators, professional and support staff.

5.30 Hours of Work Policy (Adopted June 1, 1992, Revised June 23, 2003)

The time and duration of working hours for exempt and non-exempt employees will be established as required by workload and the efficient management of personnel resources.

Procedures:

5.30.1 **Employee Work Hours**

Each department's hours of operation will be determined by the supervisor and administrator. The schedule of work hours for employees will be determined by the department supervisor. Employees will be informed of their scheduled hours and of any changes to the schedule as far in advance as possible.

The normal workday for full-time exempt and non-exempt employees will consist of 8 consecutive hours of work with an unpaid meal period.

5.30.2 **Attendance at Lectures, Meetings, and Training Programs**

Attendance at lectures, meetings, and training programs will be considered time worked if pre-approved by the appropriate administrator.

Attendance is not considered time worked if:

- (1) The employee's attendance is voluntary, i.e. not required by the College; or
- (2) The course, lecture or meeting is not a requirement of the employee's job

5.30.3 **Overtime**

Non-exempt employees may be required to work overtime whenever it is deemed necessary by their administrator. Employees are not permitted to work overtime without the prior approval of their supervisor, their appropriate administrator, and the Chief Financial Officer. Overtime regulations comply with all applicable state and federal laws.

5.31 Attendance and Punctuality Policy (Adopted June 1, 1992; Revised June 23, 2003)

Employees are to report to work punctually and are to work all scheduled hours. Unauthorized or excessive absences or tardiness may result in disciplinary actions.

Procedures:

5.31.1 **Punctuality**

Employees are expected to report for work when scheduled, to be at their work station when appropriate and to perform their duties during all scheduled work time. Failure to properly report use of Leave is grounds for disciplinary action.

5.31.2 **Notification of Absences or Tardiness**

Employees should notify their supervisor as far in advance as possible if they are unable to report for work as scheduled. Such notification should include a reason for the absence or tardiness and an indication of when the employee can be expected to report for work. If the supervisor or administrator is unavailable, employees should contact the Office of Human Resources. Failure to notify the College of any absence or tardiness will normally result in loss of compensation during the absence or tardiness and may be grounds for disciplinary action.

5.31.3 **Compensation During Authorized Absences**

Employees may be compensated during authorized absences in accordance with the policy and procedures regarding Paid Leave.

5.31.4 **Reporting Absences or Tardiness**

Employees must report to their supervisor after being late or absent, and give an explanation of the circumstances surrounding their tardiness or absence. If the employee is excessively tardy or absent, the supervisor will document the occurrences and forward a copy to the Office of Human Resources.

An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

Generally, unauthorized absences or tardiness in excess of three times in a three-month period are grounds for disciplinary action, including termination.

5.31.5 **Voluntary Termination**

Employees who are absent from work for three consecutive days without giving proper notice to the College will be considered as having voluntarily terminated their employment with the College.

5.32 Rest and Meal Breaks Policy (Adopted June 1, 1992; Revised June 23, 2003)

Rest and meal breaks during the course of each workday will be provided for non-exempt personnel.

Procedures:

5.32.1 **Rest Breaks**

Whenever practical, employees are to receive a rest break of fifteen minutes at approximately the middle of every four hours of work not broken by a meal period.

- (a) The time for employee rest breaks will be scheduled by each supervisor with appropriate regard for the work load. Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time sheets. However, employees are expected to return to their work promptly at the end of each break and will be subject to disciplinary action for tardiness.

- (b) If employees choose to remain at work during rest breaks, that rest break is forfeited. Employees may not leave before the scheduled ending time and will not receive extra pay for the time worked.

5.32.2 Meal Breaks

- (a) Full-time employees are allowed a meal break near the middle of the workday. The meal break will be thirty minutes.
- (b) Part-time employees scheduled to work more than five consecutive hours during any workday will receive an unpaid meal break of the same duration as full-time employees in their department.
- (c) Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.
- (d) Employees will not be compensated for their meal breaks unless they are required to remain at their work stations while eating or are otherwise required to work during their breaks. Non-exempt employees must record meal breaks on time sheets.
- (e) Employees must have prior approval to extend meal breaks beyond their assigned period.
- (f) Supervisors are responsible for balancing workloads and scheduling meal breaks. Whenever necessary, the duration and time of meal periods may be changed.

5.33 Holiday Policy (Approved December 18, 1989; Revised August 7, 2000)

The College will establish a holiday schedule that combines fixed and floating holidays allowing for normal calendar variations and the academic calendar.

Procedures (Revised April 6, 2006):

5.33.1 Holiday Schedule

The holiday schedule will be developed, in light of the academic calendar, and must be approved by the College President.

The following fixed holidays will be observed by the College:

New Year's Day
Martin Luther King, Jr. Day
Spring holiday (assigned to Good Friday)
Memorial Day
Independence Day
Labor Day
Day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

The weekdays which fall between Christmas Day and New Year's Day.

One floating holiday each fiscal year will also be designated by the College President.

5.33.2 **Employee's Eligibility for Holiday Pay**

Temporary employees, part-time employees, and employees on unpaid leaves of absence are not eligible to accrue paid holidays. Full-time limited employees are eligible for holiday pay if the holiday occurs during the assigned work period.

5.33.3 **Holidays Not Observed by College**

The College recognizes that some employees may wish to observe periods of worship or to commemorate certain days that are not included in the College's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the conduct of the College's business and if prior approval has been obtained from the employee's supervisor. Employees may use accumulated leave on such occasions.

5.33.4 **Holiday Scheduled Work**

The College reserves the right to schedule work on a fixed or designated holiday. However, employees will be given "floating" holiday hours to be taken with the prior approval of their supervisor at another time during the fiscal year.

5.33.5 **Holiday Falling on Weekend**

The College may designate Friday or Monday as the day off.

5.34 Paid Leave Policy (Adopted June 1, 1992; Revised June 4, 2001)

Full-time employees may receive paid leave under certain circumstances.

Procedures (Revised April 6, 2006):

5.34.1 Sick Leave

All full-time Administrative/Professional Staff and Support Staff employees will accumulate Sick Leave monthly, at the rate of 16 days per year, or 10.67 hours per month. Faculty will accumulate Sick Leave monthly during the nine-month contract, at the rate of 16 days per year, or 14.22 hours per month, September through May.

Accumulated leave will be called Earned Sick Leave.

Earned Sick Leave may be used for reasons of personal illness or injury. In addition to using Earned Sick Leave in the event of illness, it may also be used to visit doctors, dentists, or other recognized health care practitioners. Earned Sick Leave may also be used to take care of members in the immediate family or household who are ill and need care and attention. For purposes of this policy, immediate family, as defined by the U.S. Department of Labor, includes spouse, children, step-children, foster children, parents, step-parents and foster parents. A statement from a physician verifying the necessity for absence(s) may be required.

Employees should notify their supervisor as soon as the need for Sick Leave is known.

Sick Leave may be reported in one-half hour increments.

In the event of an injury or illness that is covered by workers' compensation insurance, this Sick Leave Procedure will not apply but will defer to state statutes.

Earned Sick Leave accrues monthly on the last working day of each month, and may accumulate up to 60 working days (480 hours). Pay stubs do not necessarily reflect Leave used within the current pay period. At the time of termination of employment, any unused sick leave will be forfeited.

5.34.2 Personal Leave

All full-time Faculty, Administrative/Professional Staff and Support Staff employees will receive 5 days, or 40 hours, of Personal Leave per year on July 1 of each fiscal year.

Full-time Faculty, Administrative/Professional Staff and Support Staff employees hired after July 1 of each fiscal year will receive prorated Personal Leave effective the first of the month following the date of hire as follows:

July through September:	100% or 5 days/40 hours
October – December:	75% or 3.75 days/30 hours
January – March:	50% or 2.5 days/20 hours
April – June:	25% or 1.25 days/10 hours

Personal Leave is to be used at the discretion of the employee, subject to supervisory approval.

Personal Leave that is unused as of June 30th of each fiscal year will be transferred to the employees Earned Sick Leave account if the employee has not already met the maximum sick leave accrual.

Pay stubs do not necessarily reflect leave used within the current pay period. At the time of termination of employment, any unused personal leave will be forfeited.

5.34.3 **Vacation Leave**

Vacation Leave is established according to the following employee classifications.

- A. **President.** The President will have vacation leave as negotiated.

- B. **Administrative, Professional, and Support Staff Employees.** Full-time administrative, professional, and support staff employees on twelve-month assignments will have three weeks (15 days or 120 hours, at the rate of 10 hours per month) paid vacation annually. After five years of full-time employment with the College, the annual vacation time will be four weeks (20 days or 160 hours, at the rate of 13.33 hours per month). Maximum vacation accrual is nine weeks (45 days or 360 hours).

Accumulated Leave will be called Earned Vacation Leave. Vacation Leave cannot interfere with department's operation. Vacation Leave schedules should be approved by the supervisor two weeks in advance. The supervisor must approve specific vacation dates. Only Earned Vacation Leave may be taken.

Advance Vacation Leave will not be granted. Vacation leave may be reported in one-half hour increments.

5.34.3 **Voting Leave**

East Central College employees may take up to two hours leave from work to vote in local, state, and national elections. Employees will be expected to notify the supervisor at least one week in advance.

5.34.4 **Jury Duty Leave**

Leaves of absences for jury duty or for court appearances as a witness pursuant to subpoena shall be granted with pay.

5.34.5 **Bereavement Leave**

Up to three working days of leave with pay will be granted to regular, full-time employees upon the death of a family member. Family members are: spouse, child(ren), parents or parents-in-law, grandparents or grandparents-in-law, grandchildren, brother or brother-in-law, sister or sister-in-law, step-parent or step-child, or any member of the household of the employee.

5.34.6 **Inclement Weather**

The President of the College may declare any workday an excused day, when, in the President's estimation, inclement weather and hazardous road conditions are severe enough to justify this action. Such declaration may be made before or during the workday.

Absences for all or part of an excused day will not be charged to the employee's accumulated leave.

When, in the estimation of the President of the College or designee, inclement weather and hazardous road conditions are not severe enough to declare an excused day, an absence due to weather and road conditions will be charged to the employee's personal or vacation leave.

Employees who work all or part of an excused day shall be given compensatory time.

5.35 Shared Sick Leave Program (Approved April 2, 2007)

The College will maintain a shared sick leave program for employees who become disabled due to serious illness or injury and who have exhausted all of their paid leave.

Procedures:

5.35.1 The College will maintain a shared sick leave program for employees who become disabled due to serious illness or injury and who have exhausted all of their paid leave, including sick, vacation, and personal leave days, and need limited additional leave until they are eligible for Long Term Disability benefits. Through this program, employees may voluntarily donate sick leave hours to a shared pool which may only be accessed by eligible employees.

5.35.2 Requests will be reviewed and considered by the Chief Human Resources Officer and the Chief Financial Officer. All requests will be considered confidential. For requests to be considered, the employee must:

- a. Be eligible to accrue sick leave.
- b. Provide certification from a licensed physician that the employee is disabled due to serious illness or injury of 15 continuous days or more, or
- c. Provide certification from a licensed physician that the employee is disabled due to serious illness or injury, requiring at least one night of hospitalization and an absence of 8 continuous days or more.
- d. Have exhausted all leave (or provide credible medical evidence that he or she will have exhausted all sick, vacation, and personal leave before the medical condition is resolved).

Forms for making a request under this program can be obtained in the Office of Human Resources. Requests will be approved or disapproved within five (5) working days from receipt of the completed form and physician certification. Requests that are disapproved may be appealed, in writing, to the President of the College within five (5) working days from date of disapproval notification. The President will make a final determination within five (5) working days of receipt of the written appeal.

5.35.3 Employees may be granted extended leave under this program up to a maximum of 60 days for each occurrence, or the amount in the shared sick leave bank, whichever is less. Utilization from the shared sick leave bank ceases at the time the employee receives Long Term Disability benefits. To be considered as separate occurrences, the employee must return to full time active duty for 30 calendar days or more before another absence is eligible for consideration under this plan.

While using hours from the shared sick leave bank, the employee will not be eligible to continue to accrue sick leave, vacation or personal days. However, the College will continue paid medical, dental, life, and disability insurance for the duration of the paid extension. Employees who use sick leave days from the shared sick leave bank are not required to pay them back.

- 5.35.4 Employees may donate from their accrued sick leave up to five (5) days in a fiscal year to the shared sick bank as long as their accrued sick leave does not fall below 240 hours. Once a donation has been made to the sick leave bank, it cannot be restored to the individual. Donations may be made during the months of September and May of each year. A shared sick leave donation form may be obtained in the Office of Human Resources. The shared sick leave bank cannot exceed a maximum of 2,000 days, and donations will be accepted only when the days accumulated in the bank drop below 2,000 days. Days in the sick leave bank will be distributed until exhausted.

5.36 Unpaid Leave Policy (Adopted June 1, 1992; Revised June 4, 2001)

Employees are eligible for extended leaves of absence from the College under certain circumstances.

Procedures:

5.36.1 Family and Medical Leave Act (FMLA).

The College will comply with the provisions of the federal Family and Medical Leave Act (FMLA). A copy of the FMLA requirements may be obtained from Human Resources. The Office of Human Resources must be notified immediately upon request of Family Medical Leave to assure legal compliance.

Employees are eligible for Family Medical Leave if they have worked at least 1,250 hours during the prior 12 months and have been employed with the College at least one year. Employees are entitled to take up to 12 weeks of leave during a 12-month period in the event of a medical condition that prevents the employee from working, or to care for a spouse, child, or parent who suffers a serious illness. The employee is required to first use accumulated sick, personal, and/or vacation days; the balance of the leave will be unpaid up to the 12-week maximum. If the employee is using Family Medical Leave for his/her own medical needs, the College will continue to provide paid insurance benefits during the leave. Certification from a physician may be necessary. The duration of each leave of absence and the

compensation received by the employee, if any, during the leave of absence shall be determined by the College in conjunction with applicable federal and state law.

5.36.2 Military Leave.

Full-time employees who are members of the U.S. Armed Forces and its reserve components will be eligible for re-employment in the same or similar position after completing military service, provided that the employee shows his/her orders to his/her supervisor as soon as s/he receives them; satisfactorily completes active duty service; enters the military service directly from employment with East Central College; and applies for and is available for re-employment within 90 days after discharge from active duty. If the employee is returning 31-180 days of active duty for training, he/she must apply within 14 days after discharge. If active duty lasts 30 days or less, the employee must report to work at their next scheduled work shift.

Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the U.S. Military Reserves or the National Guard. In these circumstances, the College will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to two weeks in a calendar year. An employee qualifying for such pay and on military leave on one of the College's paid holidays, will receive full holiday pay from the College irrespective of any military pay earned that day.

5.36.3 Public Service Leave of Absence.

Employees who desire to accept temporary employment in federal, state, or local government or with an organization devoted to higher education betterment may be granted a public service unpaid leave of absence with no paid benefits up to one year.

5.36.4 Requests for Unpaid Leave

When possible, requests for a leave of absence or any extension of a leave should be submitted to the employee's supervisor(s) sixty days prior to commencement of the leave period, or as soon as in practicable. The approval or denial process is Supervisor, Administrator, Director of Human Resources, President, and Board of Trustees.

5.36.5 Employee Failure to Return to Work.

If an employee fails to return to work for his/her next scheduled work shift after the conclusion of an approved leave of absence, the employee will be terminated from employment.

5.36.6 Reduced Work Schedule for Full-time Employees (Adopted July 30, 2001)

Full-time employees may request a reduced work schedule on a temporary basis. Reduced work schedule will be defined as completion of less than 40 hours per week. The full-time employees who request reduced leave must work a minimum of 20 hours per week.

A. Eligibility

To be eligible to request the reduced schedule, employees must be 12-month, full-time employees for a consecutive period of at least two years, based upon their date of hire. The employee must demonstrate satisfactory work performance, as reported by the supervisor, for the most recent two-year period.

Upon return from Reduced Work Schedule employees must complete a minimum of two years of continued 12-month, full-time employment with satisfactory performance, before they are eligible to request Reduced Leave again. An employee may request a Reduced Work Schedule no more than twice.

B. Approval Process

In all cases, the supervisor, vice president(s), and President of the College must approve the reduced schedule. The approval process will include an assessment of the hardship to the department and to the College. The expected workload effect and departmental conditions will also be considered, and may influence the parameters of the Reduced Work Schedule. Every request will be evaluated on a case-by-case basis. The supervisor, vice president(s), and President of the College will decide if temporary employees will be hired to assist with the workload.

C. Duration

The duration of the Reduced Work Schedule is subject to the approval of the supervisor, vice president(s), and the President of the College, but will not exceed one fiscal year.

D. Continuation of Salary and Benefits

During the period of Reduced Work Schedule, the employee will be paid only for time worked. Non-exempt employees will be paid for hours worked; exempt employees will be paid a percentage of their annual salary, based upon the percentage of schedule worked. Insurance and retirement benefits will be continued on a pro-rated basis. These benefits will include health, dental, vision, life and disability insurances. Educational Assistance may be used by qualified dependents, but may not be used by the employee who is on the Reduced Work Schedule. During the period of Reduced Work Schedule, the employee may utilize accrued leave, but additional leave will not accrue while the reduced work schedule is in effect.

5.37 Sabbatical Leave (Approved October 6, 1989; Revised August 7, 2000)

Sabbatical leaves will be awarded to full-time faculty members or administrative/ professional staff for reasons which are deemed to enhance the value of the employee's professional assignment. Leaves may be granted for advanced study, research, writing, and/or a similar purpose which is related to the professional field of education or the employee's discipline.

Procedures:

5.37.1 Eligibility

Sabbatical leaves are open to all general fund faculty and administrative/professional staff of the Junior College District of East Central Missouri. These individuals may be granted a sabbatical leave after having been employed by the district for six contractual academic years. The portion of the academic year for which the leave is granted will not be considered as part of the six contractual academic years required for eligibility. Eligibility and specific requirements for sabbatical leave are available from the Chief Academic Officer or the Human Resources office.

5.37.2 Leave Plans

Faculty:

- (a) An eligible full-time faculty member may be granted a sabbatical leave for one full academic year (fall/spring semester) at one-half of the individual's contractual salary for the period.

- (b) An eligible full-time faculty member may be granted a sabbatical for one semester during the regular academic year at the full contractual salary for the period.

Administrative/Professional Staff:

- (a) An eligible professional/administrative staff member may be granted a sabbatical upon the approval of the employee's supervisor and the College President. The supervisor after consultation with the appropriate vice president or President will determine the length of the sabbatical and thus the rate of the contractual salary for the period of the sabbatical. The length of the sabbatical shall not exceed the calendar equivalent of one academic semester without the approval of the Board of Trustees.

5.37.3 General Principles

- (a) The salary computed will be the contractual salary which the individual would receive in the period for which the sabbatical leave is to be taken.
- (b) A sabbatical leave shall not constitute a break in service and an individual shall retain all rights and privileges as defined in the policies of the Board of Trustees including benefits; e.g. health and life insurance benefits.
- (c) Upon completion of the sabbatical, the employee must work another six years before being considered again for a sabbatical leave.
- (d) At the conclusion of each sabbatical leave, the employee must serve two full academic years in service with the College or repay in full the cash value of salary and benefits for said sabbatical. Should the employee serve at least one year but less than two years, one-half of the cash value of salary and benefits received shall be repaid. Signature on a promissory note will be required. The President of the College has the right to waive any or all of these requirements.

5.37.4 Sabbatical Committee.

All applications for sabbatical leave will be reviewed by the Sabbatical Committee. Following this review, the committee will interview the applicant for sabbatical, and a recommendation will be made to the President of the College.

The committee will be chaired by the Chief Academic Officer who will act as an ex-officio member of the committee.

The committee shall be composed of the following:

Three faculty members to be selected by the Faculty Association, one to be a division chair

Two professional staff members to be selected by the Professional Staff organization, one to be from the Finance & Administration Department

5.37.5 Priorities and Funding of Sabbaticals

The Sabbatical Committee shall have the prerogative to establish priorities for awarding of sabbaticals with the approval of the President.

5.37.6 Application Process

For budgetary planning, a completed request form must be submitted by January 1 of the fiscal year preceding the fiscal year of sabbatical. Applicants should be notified by April 30 as to whether or not the request has been approved.

5.37.7 Final Report

At the conclusion of the sabbatical leave, both a written and oral report will be presented to the Sabbatical Committee summarizing sabbatical activities and its value to the professional development of the individual.

5.38 Professional Leave Policy (Approved October 6, 1989; Revised December 4, 2000)

Professional leaves may be granted for work exchange or other professional experience related to the eligible employee's position.

Procedures:

5.38.1 Eligibility

Full-time employees of the Junior College District of East Central Missouri may be granted a professional leave after having been employed by the district for six years. An eligible employee may be

granted professional leave for one full year at one-half of the individual's contractual salary for the year.

5.38.2 **Application Process**

Applications for professional leave shall be filed with the President not later than 90 days prior to the proposed start date of the leave. The final decision concerning the request will be made by the President or designee.

5.38.3 **General Principles**

- (a) Upon return from professional leave, the employee may return to his/her previous position or one which is comparable.
- (b) Professional leave shall not constitute a break in service in that the College will continue to pay for benefits, and an individual shall have all rights and privileges as defined in the policies of the Board of Trustees, which shall include benefits; e.g. health and life insurance benefits.
- (c) No vacation or sick leave will accrue.
- (d) At the conclusion of a professional leave, the employee must serve two full academic years in service with the College or repay in full the cash value of salary and benefits for the professional leave. Should the employee serve at least one year but less than two years, one-half of the cash value of salary and benefits received shall be repaid. Signature on a promissory note will be required. The President of the College has the right to waive any or all of these requirements.