

# **EMPLOYEE HANDBOOK 2010 - 2011**

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## OVERVIEW

This handbook is intended to assist all Salina Area Technical College employees with their duties and responsibilities. It is a quick reference for guidelines, procedures and college policies. Please reference the following college publications for additional student, instructional, and institutional policies.

Administrative Handbook. The Administrative Handbook has broad institutional, instructional, personnel, facilities, and fiscal policies. The Administrative Handbook is available online at [www.salinatech.edu](http://www.salinatech.edu).

Board Policy Manual. The Board Policy Manual defines policies regarding the Board, President, and Monitoring Reports. The Board Policy Manual is available online at [www.salinatech.edu](http://www.salinatech.edu).

College Catalog. The college catalog defines a variety of student, instructional and institutional policy and procedures and therefore is included in this handbook. The college catalog is available online at [www.salinatech.edu](http://www.salinatech.edu) or in the Student Services Office.

Faculty Agreement. This Faculty Agreement further defines faculty responsibilities. The Faculty Agreement is available online at [www.salinatech.edu](http://www.salinatech.edu).

SATC 2009 – 2012 Strategic Plan. The College Strategic Plan sets broad institutional priorities from 2009-2012. The Strategic plan is available online at [www.salinatech.edu](http://www.salinatech.edu).

Student Handbook. The Student Handbook defines policy, procedure, and general information that applies to students. The student handbook is available online at [www.salinatech.edu](http://www.salinatech.edu) or in the Student Services Office.

**Non-Discrimination Policy.** Salina Area Technical College does not discriminate on the basis of sex, race, color, national origin, handicap or age in admission or access to or treatment in its programs or activities.

**2010-2011 College Calendar**

<b>August</b>	9	Last day to withdraw and receive a campus fee refund less a \$25 processing fee; notice must be received in writing
	9	Faculty report (tentative)
	11-12	Enrollment & orientation day (tuition, compass, books, tools, uniforms due)
	<b>23</b>	<b>First day of classes, fall semester</b>
	27	Post-Secondary students last day to drop and receive 100% tuition refund
<b>September</b>	3	Post-Secondary students last day to drop and receive 50% tuition refund & no Transcript
	6	LABOR DAY (campus closed)
	17	Constitution Day, student government elections, student BBQ
<b>October</b>	15	In-Service/no classes/secondary grades due
	29	60% of Semester met for Financial Aid
<b>November</b>	4	Post-Secondary students last day to Officially Withdrawal from Classes & receive a "W"
	15-19	ACT Workkeys Testing (December graduates only)
	24-26	THANKSGIVING BREAK (campus closed)
<b>December</b>	10	Student appreciation ☺
	1-10	End of program testing for December graduates
	<b>16</b>	<b>End of Semester</b>
	17	Last day for faculty (tentative)
	24-31	WINTER BREAK (campus closed)
<b>January</b>	1	WINTER BREAK (campus closed)
	3	Faculty report (tentative)
	5, 6	Enrollment & orientation day (tuition, compass, books, tools, uniforms due)
	<b>10</b>	<b>First day of classes, Spring Semester</b>
	14	Post-Secondary students last day to drop and receive 100% tuition refund
	21	Post-Secondary students last day to drop and receive 50% tuition refund & no Transcript
	17	MLK Day – no classes
<b>February</b>	8-11	Student of the Year selection (in each department)
<b>March</b>	16	60% of Semester met for Financial Aid, except for Dental Assistant & Medical Assistant
	21-25	SPRING BREAK (campus closed on the 25 <sup>th</sup> )
	28- 1	ACT WorkKeys testing for May graduates
	28	60% of Semester met for Financial Aid for Dental Assistant & Medical Assistant
	30	Post-Secondary students last day to Officially Withdrawal from Classes & receive a "W"
<b>April</b>	4-22	End of program testing for May graduates
	13-16	Campus-Wide Student of the Year Interviews (dates TBA)
	20	Student BBQ ☺
<b>May</b>	<b>6</b>	<b>End of Semester; Dental and Medical end May 11.</b>
	7	Graduation. Location TBA, 2:00 P.M.
	13	Last day for faculty (tentative)
	30	MEMORIAL DAY (campus closed)

## ***SATC STRATEGIC PLAN: 2009 - 2012***

### **Mission**

Salina Area Technical College will meet employment needs of the region by providing a diverse community of learners with the technical and general education skills necessary for employment, personal growth and lifelong learning.

### **Vision**

To create a culture of excellence through innovation, collaboration, responsiveness, and empowerment.

### **Values**

#### **Leadership**

- We always strive for academic excellence.
- We support new ideas and creative risk taking.
- We demonstrate behavior that is ethical.
- We value open, honest, participative governance.

#### **Every Student**

- Our central priority is the education, safety, and welfare of our students.
- We create self sufficient, empowered learners.
- We encourage student participation and input in decision making.
- We value diversity and strive to increase access to education.

#### **Accountability**

- We are accountable to our students, our community, and each other.
- We will work as a team.

#### **Responsiveness**

- We are responsive to the needs of employers and our community.

#### **Nurturing Culture**

- We put the needs of others before our own.
- We create a “fear-less” environment.
- We embrace Lifelong Learning for ourselves, our students, and our community.
- We enjoy and encourage humor.

## Strategic Priorities

### **Strategic Priority One: Provide quality instructional programs that are responsive to the needs of the community.**

#### Goals:

1. Create processes to assess the quality of our graduates' work skills, communication skills, numeracy skills, and work habits.
2. Develop a general education program that promotes intellectual development.
3. Create a technology plan that supports and encourages innovation in instruction and the curriculum.
4. Create a supportive environment that allows faculty to improve their teaching skills.
5. Develop learning resources that support student success.
6. Improve the quality of instruction by providing faculty access to training, business, and technology.

#### Monitoring Reports:

- Program Review Reports
- Assessment of Student Learning
- Employment Competencies Report
- Graduate and Job Placement Survey
- Three Year Instructional Technology Plan

### **Strategic Priority Two: Improve the visibility and perception of the college and its programs.**

#### Goals:

1. Advance from Preliminary Information Form through "initial" accreditation.
2. Create a strategy to improve communications in media, publications, web, and recruiting.
3. Expand and improve the appearance of campus facilities.
4. Create a strategy to measure internal and external satisfaction with SATC.
5. Promote the college nationally, statewide, and locally.

#### Monitoring Reports:

- Acceptance of Preliminary Information Form
- Facilities Master Plan
- Survey of Current Students
- Faculty and Staff Survey
- Graduate and Job Placement Survey
- Annual report on national, state, and local promotional efforts.

### **Strategic Priority Three: Increase enrollment and access.**

Goals:

1. Increase post secondary headcount in Technical Programs.
2. Increase enrollment in General Education Classes.
3. Add at least one new instructional program a year.

Monitoring Report:

- Enrollment Report

### **Strategic Priority Four: Build partnerships with business and industry.**

Goals:

1. Increase participation and visibility in community groups and organizations that influence the area economy.
2. Increase faculty and student visibility in area businesses.
3. Create an “advisory board” satisfaction survey on quality of programs, partnerships, and curriculum at SATC.
4. Integrate Business Leaders into the SATC orientation programs.
5. Build Business Leader strategies for evaluating work habits into the curriculum.
6. Improve integration of advisory committee recommendations into the program curriculum.

Monitoring Reports:

- Community Involvement Report
- Advisory Board Satisfaction Survey

### **Strategic Priority Five: Assure financial stability for our future.**

Goals:

1. Create an Enrollment Management Plan.
2. Implement a College Information System.
3. Create a budget forecast and model for sustainability.
4. Utilize grant resources to sustain funding.
5. Build an alumni organization.
6. Create a College Foundation.

Monitoring Reports:

- Annual Budget
- Three-year budget projection
- Semi annual budget reports
- Foundation and Alumni Report
- Annual Financial Audit Review
- Administrative Verifications

## GOVERNANCE

**Kansas Board of Regents.** All higher education in Kansas is coordinated under the direction of the Kansas Board of Regents <http://www.kansasregents.org/>. The Kansas Technical Education Authority, under the direction of the Kansas Board of Regents, oversees all technical education in Kansas.

**Board of Trustees.** Salina Tech is locally governed by the Board of Trustees. The Board usually meets on the 4<sup>th</sup> Monday of the month on campus. Minutes are available at [www.salinatech.edu](http://www.salinatech.edu). Additional information is available in Administration in Building A.

**Program Advisory Councils.** Each program has a Program Advisory Council. The council will consult with Salina Tech administration and the department instructor regarding equipment, curriculum, and student performance. The duties of the Program Advisory Council include:

- Recommending standards and criteria for program competencies.
- Gathering, analyzing, and drawing conclusions from data.
- Making program recommendations.
- Reviewing trade and industry standards and the relationship to curriculum.
- Advise on equipment, instruction, new trends and procedures in industry.

Procedures for the Program Advisory Council are:

- Chairperson elected each year
- Term of membership is three years on a rotating basis
- Minimum of two meetings each year
- Agendas prepared by program instructor(s) and approved by administration prior to distribution
- Minutes recorded and submitted to administration and members of the council
- All materials for distribution of meetings must be approved by administration

**Accreditation.** Salina Tech is coordinated by the Kansas Board of Regents and fully accredited by the North Central Association Commission on Accreditation and School Improvement.

## **ORGANIZATION**

**President's Cabinet.** The President's Cabinet meets weekly to discuss and plan college strategy.

**Cabinet Advisory Council.** The Council meets once a month with President's Cabinet. CAC includes two elected faculty and one employee each from maintenance, support staff, student government, and continuing education. The Cabinet Advisory Council makes decisions, provides input, and influences policy in many areas. They also serve as a communication conduit to their respective employee groups.

**Employee Classifications.** SATC makes an initial salary determination based on a combination of employee classification and academic and/or work experience.

Support Staff. Support positions do not require a degree, do not have budgetary responsibilities, supervise only part-time or student workers. These positions do not have decision making authority beyond their job description.

Professional/Technical Staff. A bachelor's degree is preferred for these positions. They have limited budgetary responsibility and supervisory responsibility. They have broader decision making authority that impacts departmental functioning. For example: Recruiter, advisor, learning resources, career services, maintenance supervisor, certain IT positions, coordinator, and accounting are hired at a base pay amount.

Faculty. Responsibilities and qualifications are in the job description.

Administrative Staff. These positions require a minimum of a master's degree and work/educational experience. They have significant budgetary responsibility and supervisory responsibility and are responsible for planning, leading, organizing, and controlling.

Other positions and titles may be added. Part-time and other non benefited positions are not included in this document.

**Committees.** This is a partial list of active committees. Other committees are formed as needed.

Academic Affairs Committee. This is a committee responsible for curriculum decisions and guidance for other instructional subcommittees.

Assessment Committee. This is a faculty driven committee responsible for assessment of student learning processes.

Steering Committee. This is a committee responsible for guiding accreditation activity.

Grounds and Facilities Committee. This committee is responsible for facility maintenance oversight, improvement, and input on facilities planning.

Professional Development Committee. The purpose of this committee is to approve individual requests for professional development and submit these requests to administration for final approval pending financial resources, etc.

## ***INFORMATION FOR STAFF***

**Leave Procedure.** All leave requests must be approved by the supervisor. Abuses in leave practices (dishonesty) may result in disciplinary action up to and including termination.

**Health Insurance.** Employees averaging over 30 hours for their contract period will be eligible for health insurance. SATC contributes \$360 per month toward health insurance.

**Dental Insurance:** Employees may elect to have dental insurance and pay the group rate.

**Vacation.** Full-time support and professional staff receive 12 paid vacation days per year, prorated for full-time employees on shorter contracts. Full-time employees who have completed five years of employment will receive 15 days per year. Administrative staff will receive 20 vacation days per year. Supervisor approval required for vacation leave. An employee may carryover up to 10 days unused vacation balance from the previous year.

For example:

FY09: 12 vacation days: 8 taken; 4 unused and can carry over into FY10.

FY10: 12 vacation days + 4 carryover = 16 for the year. Only use 3 days for a balance of 13 unused only 10 of which can carryover (employee loses three days).

FY11: 12 vacation days + a max of 10 from FY10 (only 10 of the 13 carryover) = 22 vacation days.

For example:

A full-time employee on a nine month contract: 9 vacation days per year.

**Sick leave:** Full-time employees receive 12 days of paid sick leave per year for self or family, accumulating to a maximum of 120 days. SATC reserves the right to require medical certification. Family: immediate family, aunts, uncles, nieces, nephews, brothers, sisters, grandparents. Administrative sick leave is defined in contract (if not, use this policy).

**Paid Holidays:** 4<sup>th</sup> of July, Labor Day, day before Thanksgiving, Thanksgiving and day after Thanksgiving, Memorial Day and the last day of spring break. The campus will be closed December 24 – January 1; employee will be paid for the weekdays within this time period.

**Annual Performance Evaluations.** Employees will be evaluated annually on their performance using the SATC performance evaluation form. Employees being evaluated will be asked to read and sign the completed evaluation form. In the event the employee refuses to sign the evaluation, the supervisor will make this notation on the form and continue the process in the regular manner. Employees will receive a written copy of all formal evaluations of their work performance.

Employees may be required to sign a performance improvement plan as part of the evaluation process or as necessary due to performance issues.

**Disciplinary Action.** Grounds for disciplinary action include, but are not limited to, less than adequate appearance, attitude, conduct, misuse of college equipment, poor job performance, dishonesty or insubordination.

**Termination.** All non faculty employees are considered “at-will” employees. This means that either the employee or employer may terminate employment at any time for any or no reason. While generally SATC adheres to progressive discipline, it is not bound or obligated to do so.

“At-will” employees are not guaranteed employment for any set period of time. Further, disciplinary actions may result in either immediate termination or termination at the end of an unsuccessful probationary period.

**Grievance Procedure.** Employees who feel that the SATC policies and procedures have not been followed correctly may file a grievance. All grievances must be in writing. The supervisor will try to respond within 15 days. If the response is unduly delayed the employee has the option of taking the written grievance to the next level. The supervisor will be contacted for input at that time. The levels of grievance are as follows:

- Immediate Supervisor
- President

**Work Day / Work Year.** The work day, work week, and work year will be determined by the supervisor and college President.

**Timesheets.** Employees working in non-exempt positions are required to record all hours of work completely and accurately using the timesheets located on the T drive. Timely submission of timesheets is required for all payroll purposes. Employees working more hours than allotted to their position must receive permission from their immediate supervisor **prior** to working the extra time.

**Supervisor’s Options for Extended Hours.** Supervisors may require support staff to work different hours or beyond 40 hours a week using the following two options:

1. Flextime – allows for rescheduling of time during the same day or same week so the employee works no longer than 40 hours during the week. Examples:
  - A. An employee who normally works from 7:30 am – 4:30 pm has to work in the evening from 6:00 pm – 9:00 pm. The supervisor may schedule the employee to work from 12:00 pm – 9:00 pm (assuming a one hour lunch). Or, the employee may work from 7:30 am – 11:30 am and from 5:00 pm – 9:00 pm. The supervisor will “flex” the time so that the employee will not work in excess of 40 hours for the week.
  - B. An employee who normally works from 7:30 am – 4:30 pm M-F is asked to work four hours on Saturday. The supervisor may have the employee work four fewer hours earlier in the week so the employee will not work in excess of 40 hours for the week.
  - C. An employee is asked to work 10 hours a day, M-Th. The employee does not work Friday, Saturday, or Sunday so the employee will not work in excess of 40 hours for the week.
2. Compensatory time – If employees work over 40 hours in a week, they receive 1.5 hours compensating time off for every hour worked over 40. Example:
  - A. An employee works two hours late on Monday and Tuesday (10 hours each day) and works 8 hours W, Th, and F for a total of 44 hours. Here the employee will receive 6 hours compensatory time off within the pay period (4 overtime x 1.5 = 6 hours) unless approved for another pay period by the supervisor.

Note: An employee who works over 40 hours in a week and does not get supervisor approval is eligible for compensatory time; however, consistent abuses in this process will lead to disciplinary

action, up to and including termination. Administration understands that sometimes “prior approval” is not always possible, therefore will try to be accommodating.

## ***INSTITUTIONAL POLICIES***

**Funeral Leave:** 3 days a year. Upon supervisor approval, two days sick leave may be used to extend funeral leave. Leave may also be extended beyond five days by using vacation leave with supervisor approval.

**Jury / Civil / Temporary Military Leave.** Employees will be granted paid leave when officially called for jury or civil duty. The amount of leave granted will not exceed the amount required to fulfill the required duty.

Employees called to serve temporary military duty will be granted unpaid leave. They will, however, be required to select those duty options which least interfere with the mission of SATC. Further, SATC requires official documentation stating the type of duty and expected duration, as well as a listing of alternative duty assignments, when applicable.

**Family Medical Leave Policies.** Please see Appendix A.

**Workers Compensation and Liability insurance.** The college provides workers compensation and liability insurance.

**Kansas Public Employees Retirement System.** Participation in KPERS is mandatory for all qualified employees. For more information regarding KPERS please contact the Dean of Administrative Services, visit the KPERS website at [www.KPERS.org](http://www.KPERS.org), or contact KPERS at 888-275-5737.

Voluntary benefits include:

- Section 125 (Cafeteria) Plan items
- After Tax Deductions, and 403(b)
- Tax Sheltered Retirement Accounts

**Professional Development.** All employees are encouraged to take professional development courses on or off campus. Perkins funds and the college general fund support professional development activities for all employees. If you are interested in taking a professional development course, contact your supervisor.

**Hiring Policies** All applicants for employment are recruited, hired and assigned on the basis of merit without discrimination because of race, creed, color, national origin, age or sex. Employment policies and practices continue to ensure that all employees are treated equally and that no distinctions are made in compensation or opportunities for advancement including upgrading or promotion and transfer because of the employee's race, creed, color, national origin, sex or age.

**Possession or Use of a Dangerous Weapon.** Dangerous weapons are not allowed on campus.

### **ZERO-TOLERANCE FOR HARASSMENT**

The College has a policy of “zero-tolerance” with respect to unlawful faculty, staff, student, visitor, or patron harassment. In this connection, the College expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, sexual orientation, gender identity, or status in any group protected by state or local law. Improper interference with the ability of the College’s employees to perform their expected job duties, or

students' ability to learn, is not tolerated. Harassment may result from verbal or physical conduct or written or graphic material.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Racial harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the College;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

The College's "zero tolerance" policy applies on the College property, in College vehicles, and at all College-sponsored activities, programs or events. Sexual harassment against individuals associated with the College is prohibited, whether or not the harassment occurs on the College property. This policy also applies with regard to the patrons who visit its facilities and attend its programs and functions.

Persons who experience or witness any type of harassment as outlined in this policy or believe they or someone else has been treated in an unlawful, discriminatory manner, shall promptly report the incident to a college administrator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition outlined above.

The College prohibits any form of retaliation against any person for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the College determines that the complaint is frivolous and was not made in good faith or that a person has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination of an employee.

A summary of this policy and related materials shall be posted in Building A. The policy shall also be published in student and employee handbooks as directed by the Dean of Administrative Services.

**Work-Related Injury.** Any employee who is injured while fulfilling his or her duties for Salina Area Technical College is required to report the accident to the Dean of Administrative Services. The Dean of Administrative Services will obtain all necessary information from the employee in regard to the accident and direct medical attention if necessary.

A Workers Compensation Accident Report must be completed and returned to the Dean of Administrative Services within 48 hours of receiving the forms.

**Confidentiality of Student Records.** Student records and information about students is strictly confidential and may not be released, reported or transferred by any means to any person (other than Salina Area Technical College personnel) unless a signed release of information is on file in the Student Services Office. Confidentiality of student information is required by the Family Education and Privacy

Act of 1974, 93 CFR, section 99, and failure to comply with the federal law may result in severe consequences.

This restriction does not apply to information that is classified as “Directory Information.” Directory information may be released without consent of the student unless the student has requested such information be kept confidential. Directory information includes the following:

- Name
- Home address
- Telephone listing
- Date and place of birth
- Major field of study or department
- Dates of attendance (beginning and ending dates only)
- Awards received
- Most recent school attended

Under certain circumstances, information may be released to law enforcement or other local, state or federal officials; however, only Administration personnel should release this type of information. All requests for information by officials should be referred to Administration.

Instructors and teacher assistants should avoid giving scores or grades to students in any manner that would allow students to become aware of the scores or grades of other students. In addition, no student social security number should be used for identification purposes. The social security number should not be used/stored on a computer or transmitted electronically.

The Release of Information form is to be completed by the student.

**Computer Software and Hardware.** Illegal copies of copyrighted programs or other computer software may not be made or used on college equipment. An archival copy of a computer program or other software is permitted under limited circumstances.

Neither students nor staff may install computer hardware or software without administrative or IT approval.

**Use of Electronic Mail and Internet.** Employees have access to the internet and e-mail for educational purposes. All employees are expected to demonstrate responsible behavior when accessing the internet on college computers.

Staff shall have no expectation of privacy when using college e-mail, internet or other college provided communication systems. Any e-mail or computer application or information in college computers or computer system is subject to monitoring.

Employees who use the e-mail or internet irresponsibly are subject to disciplinary action up to and including termination.

### **Copies/Printing:**

#### Copy Center

- Instructors/staff needing copy work will complete a Central Copy Center Request form (BA-135).

- The form and work to be copied are to be placed in the wire basket in the mailroom located in the Administration Office.
- Instructors/staff should allow a 48-hour turn around for Copy Center work.
- Completed copies will be placed in the instructor's mailbox.
- Copying done through the Copy Center will be limited to standard 8 ½ x 11 white paper.
- Instructors will use 24 as the school code for copies.

#### Copy Machines

- A copy machine is located in the administration office mailroom for instructor use.
- Instructors/staff should plan ahead as individual copy counts will be monitored on the college copy machines.
- Instructors/staff are limited to 10 single copies per day.

#### Printing

- Printing requests will be made on a Printing Order Form and submitted to the Executive Administrative Assistant with final approval by Administration.

**Disposal of Property.** Revenue received will be turned in to the business office. Administrative approval is required prior to selling materials.

**Cell Phones - Effective 7/1/06.** Source: IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits. The college may provide cell phones for staff. Note IRS guidelines require staff to report personal calls as income or reimburse the college for the amount of the call.

**Donations of Items.** Donations will be accepted only after the approval of Administration. Any donation of supplies or equipment becomes the property of Salina Area Technical College.

#### Purchasing

1. Purchase orders shall be completed and submitted to the Dean of Administrative Services for approval of all purchases with the exception of those items which are reimbursable for customer projects.
2. Purchase orders are to be completed at the department level. The request must include the date, delivery information, vendor, description of the item(s) and/or service requested, model number, catalog number, unit price, quantity, total price including freight/shipping and handling, FAX and telephone numbers and a budget line number.
3. Purchase orders are approved/denied by the Dean of Administrative Services and processed by the business department by assigning a Purchase Order number. A copy of the purchase order request will be returned to the requestor who will be responsible for ordering the requested items including phone calls and faxing.
4. All invoices and packing slips must be turned in to the Business Office within two working days of receipt of goods or services. If equipment is purchased, it would be placed on the appropriate inventory.
5. The following guidelines for transaction amounts will provide a basis for determining when competitive bidding may be required.

**\$0 - \$2,500** – Selection of the supplier may be made by on an open-market basis. Quotations may or may not be solicited, as determined by the Dean of Administrative Services.

**\$2,500 - \$19,999.99** – Quotations shall informally be obtained from three (3) or more qualified sources when possible. Multiple bids may not be required if recent purchase information or cooperative purchasing plans or agreements provide assurance of competitive pricing.

**\$20,000 and over** – Competitive sealed bids or Requests for Proposals for the purchase of products or services shall be solicited from at least three (3) qualified sources. Invitations to bid shall be made directly, advertised in the college approved newspaper(s), and on the College website. Notices shall be at least three (3) days prior to scheduled bid opening for items under \$50,000 and at least ten (10) days prior to scheduled bid opening for items estimated to cost over \$50,000.

6. The Dean of Administrative Services will have final approval of all purchases up to \$20,000. Purchases over \$20,000 will be approved by the Board.

**NOTE:** Purchases over \$10,000 will require the signature of the President and the Dean of Administrative Services before being processed by the Business Department.

Contact the Dean of Administrative Services for bid procedures.

**Equipment Checkout.** Any college equipment to be used by college personnel off campus must be signed out through the Dean of Administrative Services. No college equipment may be rented, loaned, or leased by for-profit organizations or individuals. Instructional equipment stored in the Administration Office must be checked out through the Executive Administrative Assistant.

**Keys.** All keys issued to staff members are the property of Salina Area Technical College and are not to be duplicated. College keys should not be given to students or other persons. All rooms and shops must be kept locked at all times when not supervised. Report the loss of a college key to the Dean of Administrative Services at once. Keys will be turned in at the end of the contract year to the Executive Administrative Assistant unless other arrangements are made with the Dean and the key is signed out (in writing) to a staff member.

**Meal Reimbursement - Effective 6/1/06.** Source: IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits. Under IRS guidelines, to be an accountable plan and therefore a nontaxable reimbursement to the employee, meals must meet IRS guidelines. Day-trip meals or meals while in town must have supporting documentation that the meal was business-related per the IRS definition. Documentation of business-related includes date, location, topic of business discussion and attendees at the meal. Note: if an employee is eating alone, no business could have taken place per the IRS definition; therefore, it cannot be a nontaxable reimbursement to the employee.

For overnight trips there is no change in procedure. All meals during overnight trips will be reimbursed in the same manner and no supporting documentation is required per IRS regulations.

**Mileage Reimbursement—Effective 7/1/06.** Source: IRS Publication 463, Travel, Entertainment, Gift and Car Expenses. Under IRS guidelines, to be an accountable plan and therefore a nontaxable reimbursement to the employee, mileage must be submitted within 60 days since it was incurred. The Business Office is requesting mileage reimbursement be submitted on a monthly basis. If it is submitted for reimbursement more than 60 days from occurrence, the reimbursement will be added to the

employee's next paycheck. It will be taxable to the employee with KPERS, federal, state and FICA taxes withheld.

**Office Supplies.** Office supplies used for instruction are available in the Administration Office.

**Release of Books and Tools.** If a student withdraws from college or is absent for more than five consecutive days, his or her instructor shall secure the personal property of the student, including books and tools. Student property will be released only by Student Services after all financial obligations to Salina Area Technical College are paid.

**Room and Building Usage Permission/Scheduling.** Requests for the use of a classroom or shop area outside the regular instructional activities will be scheduled through the Executive Administrative Assistant. Appropriate forms may be required if a fee is charged. Scheduling of room usage will be approved by the Dean of Administrative Services and the event will be placed on the Salina Area Technical College calendar. This includes all individual, group, and training courses.

**College Vehicles.** College vehicles will be reserved through the Executive Administrative Assistant. Field trips should be scheduled at least two weeks in advance. College vehicles should be refueled before being returned to storage. Keys should be returned to the Executive Administrative Assistant at the earliest opportunity. The driver will record mileage and destination on the vehicle usage form located in the vehicle.

**Textbooks.** Textbook changes should be approved by Dean of Instruction and submitted for advisory committee approval no later than the spring advisory committee meeting. Instructors must notify the Registrar on proposed changes no later than May 1 for fall implementation. Books are sold at the start of each enrollment period.

**Volunteer Activities.** During the college year, volunteer activities will be available for students. These activities may be during the college day or may be held after the regular hours. Volunteer activities can be used as a means of establishing better relationships between the students, college and community. These activities are on a volunteer basis only.

**Student Accident.** Procedure to be followed for accidents:

1. The instructor will assess the severity of the situation. In the event of a serious accident causing injury to a student, the instructor will summon emergency medical assistance immediately by telephoning 911.
2. Immediate first aid should be administered by the instructor in the department as needed.
3. The instructor or a designated student will notify administration of all accidents as soon as possible.
4. The instructor or an administrator should transport students with minor injuries that require immediate medical assistance.
5. Instructors in a single instructor department will direct students to stop all shop work until proper supervision is provided.
6. The instructor will complete and return a written incident report on the same day of the accident. The report is available from the Executive Administrative Assistant.
7. Upon return to college, the student shall complete a written accident report. This report is available in Administration.

8. The college is not liable for any accident which occurs while the student is attending class. If an accident occurs, the student will be taken to the doctor or emergency room.
9. The instructor or designee will immediately notify the emergency contact person listed on the student's emergency medical release form.
10. Information provided to parents should include: exactly what injury has occurred, where student was taken and when.
11. All other information should be released by Administration only. The instructor should not guess or provide additional information that may cause undue emotional distress.

❖ The student will be responsible for payment of doctor, hospital, or other medical bills.

**Tornado Procedure.** Student Services and Administration will call all buildings or have runners indicate a tornado drill. Upon hearing this, all staff and students should follow tornado procedures outlined in the Crisis Management Procedures document.

**Fire Procedure.** Students are to exit the building at the nearest exit. A building map showing the exit route is to be posted in each classroom and shop. Students should move 50 feet away from the building and wait for the all clear signal to return. Students with disabilities who need assistance will be evacuated by the program instructor.

**Tuition Assistance.** Full-time employees and dependents shall receive nine (9) credits in free tuition per semester at Salina Area Technical College.

## ***APPENDIX A: SATC FAMILY AND MEDICAL LEAVE***

### **FAMILY AND MEDICAL LEAVES OF ABSENCE**

The Salina Area Technical College (“SATC”) is not a covered employer under the Family Medical Leave Act or its Amendments. SATC employees were, however, eligible for Family Medical Leave through U.S.D. 305 prior to their transfer to SATC. The Board of Trustees of SATC has elected to provide similar leave benefits to its employees who would otherwise have been eligible for Family Medical Leave had the transfer to SATC not occurred. The benefits provided below are similar to, but not exactly like, what would be provided under the Family Medical Leave Act and its Amendments. The leave entitlements described in this policy do **not** carryover from one academic school year to the next.

Employees of the SATC are eligible for family and medical leaves of absence described herein if they have at least 12 months of service and have worked at least 1,250 hours within the preceding 12-month period<sup>1</sup>. Employees who are not eligible for the family and medical leaves of absence provided herein, may request an **unpaid** leave of absence from the President, but the granting of such leave of absence and the terms on which it is granted will be in the sole discretion of the President.

If eligible, an employee may be able to take up to 12 weeks of **unpaid** leave during the period from July 1<sup>st</sup> through June 30<sup>th</sup> of each academic school year for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of his/her position; or
- If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child has been called to or is on active military duty as a member of the National Guard or military reserves.

**Military Caregiver Leave.** In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of leave during the period from July 1<sup>st</sup> through June 30<sup>th</sup> of each academic school year, including the types of leave listed above.

**Employees may not perform work of any nature on a self-employed basis or for others during a leave provided in this policy unless approved by the President.**

**Notice of Leave.** When requesting leave, the employee must:

- Supply sufficient information for SATC to be aware that the leave provided in this policy may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable;

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<sup>1</sup> For purposes of these requirements, employment by U.S.D. 305 prior to transfer to SATC will be considered.

- Cooperate with all requests for information regarding whether absences qualify for the leave described in this policy.
- Attempt in good faith to schedule leave requests so as to minimize disruption to the academic environment at SATC.

Failure to comply may result in leave being delayed or denied.

**Intermittent Leave.** When medically necessary, employees may take the leave provided in this policy intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with SATC to arrange reduced work schedules or intermittent leave so as to minimize disruption of its academic functions.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

**Medical and other Certifications.** Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

SATC, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. SATC may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

**Fitness for Duty Certifications.** Because SATC wishes to ensure the well-being of all employees, any employee returning from the leave provided in this policy for his/her own serious health condition may be required to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

**Maintenance of Benefits.** SATC will maintain health care benefits for the employee while on the leave provided in this policy, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee may be required to reimburse SATC for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

**Concurrent Leave.** Employees must use any accumulated and available leave benefits during the leave provided in this policy unless such leave is compensated, in whole or in part, under workers' compensation and other similar benefit laws and provisions, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period, unless SATC and the

Employee agree, in writing, to allow use of accumulated and available leave benefits to supplement the compensation up to the amount of the employee's regular rate of pay. Absences in excess of accumulated and available leave benefits will be treated as unpaid leave.

**Married Couples Who Work for SATC.** If an employee and his/her spouse both work for SATC, they are both eligible for the leave under this policy as hereinafter described. The employee and employee spouse may be limited to a combined total of 12 weeks of leave during the period from July 1<sup>st</sup> through June 30<sup>th</sup> of each academic school year if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave during the period from July 1<sup>st</sup> through June 30<sup>th</sup> of each academic school year, **including** the types of leave listed above in this paragraph.

**Return from Leave.** Unless applicable state or local law requires otherwise, reinstatement will **not** be guaranteed to any employee requesting leave under this policy. However, SATC will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and SATC's need to fill vacancies and its ability to find qualified temporary replacements. Employees who do not return to work at the end of their leave under this policy will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act and its Amendment.

**State and Local Laws.** When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.