



# EMPLOYEE HANDBOOK

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# **INTRODUCTION**

## MESSAGE FROM THE PRESIDENT

Greetings!

Mid-State Technical College serves the diverse and changing educational needs of central Wisconsin. With a strong focus on student-centeredness, our actions impact students and other stakeholders. Our college's strength and vitality is a direct result of the many important contributions our employees make on a daily basis.

Every employee represents the College and each has the power to positively impact lives. At Mid-State, you will have countless opportunities to create meaningful experiences for students and others as you live our core values of student centeredness, integrity, commitment, accountability, respect, and exceptional service. I urge you to seize these opportunities, use them to exceed expectations and create a caring and personal approach that demonstrates your commitment.

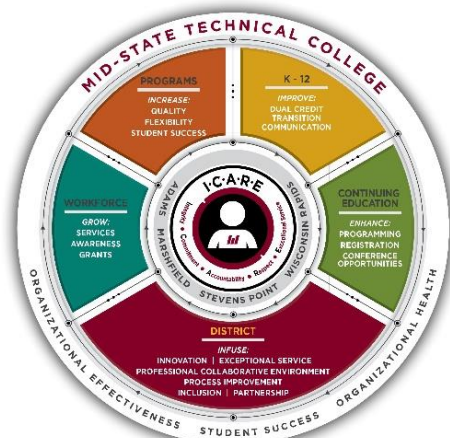
At Mid-State we believe that our future depends upon our commitment to our pillars: our Programs, our K-12 partners, our Workforce, our Continuing Education and the College as a whole. Our focus on these pillars helps us meet our Key Results of Organizational Effectiveness, Student Success and Organizational Health.

As you read the Mid-State Technical College Employee Handbook and reflect on Mid-State's notable mission, please know that I look forward to working with you to transform lives through the power of teaching and learning.

Please think of this Employee Handbook as a reference if you have questions. But, please know, that your supervisor and Human Resources are happy to help you with any questions you may have.

Thank you in advance for all the wonderful work you do for our students, the College and communities.

Best Regards,  
Dr. Shelly Mondeik, President





## **MISSION & VISION**

**Mission:** Mid-State Technical College transforms lives through the power of teaching and learning.

**Vision:** Mid-State Technical College is the educational provider of first choice for its communities.

## **CORE VALUES**

The College and all of our employees are guided by a set of core values that are part of Mid-State's past and will continue to be part of its future. We are convinced that the key to creating a truly great learning organization is an intense focus on the values that guide our actions.

As members of the Mid-State Technical College community, we work diligently to weave our core values into the fabric of everything we do to positively impact those who seek our services. Mid-State Technical College and its employees operate with allegiance to the following core values:

**Student Centeredness:** We value and respect each student as a unique individual. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. Providing students with a positive educational experience is of vital interest to each of us.

**Integrity:** Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a combination of high ethical standards and practical considerations.

**Commitment:** Our actions reflect our dedication to the people we serve and to the College. The success of Mid-State depends upon our skills and abilities to communicate, promote, and support our educational offerings, and meet the current and emerging needs of our students and other stakeholders. We invest the time and energy necessary to fulfill the mission of the College and provide a healthy and safe environment.

**Accountability:** We understand and value our individual roles in the College. We take responsibility for processes, decisions, and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.

**Respect:** We embrace individual differences and diverse opinions and work together to create a mutually supportive environment. We treat each other with dignity and appreciate the contributions of all.

**Exceptional Service:** We create and improve relationships through positive interactions with others. United by a common purpose to support and improve learning, we collaborate to provide lifelong learning opportunities that enhance the well-being of individuals, businesses, and communities.

**I-CARE:** We have used our core values as the foundation and created training for all employees around exceptional customer service.

## **PURPOSE OF HANDBOOK**

Mid-State Technical College (College) is pleased to provide you with this Employee Handbook (Handbook). This Handbook is intended to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to employees. You should familiarize yourself with the contents of this Handbook as soon as possible, as it will answer many questions about employment with the College. We hope it will serve as a useful resource for you during your employment with us.

No employee handbook can answer every question or anticipate every situation. For that reason, the College may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice.

The Handbook applies to all employees of the College. It is the duty and the responsibility of every employee to be aware of and abide by all existing rules, policies, and procedures. Disregarding or failing to comply with policies outlined in this Handbook or any other existing college rule, policy, or procedure may lead to disciplinary action, up to and including termination.

This Handbook supersedes any earlier policy statements that you may have seen or heard concerning the matters described in this Handbook. *Nothing in this Handbook or in any of the College's policies, practices, or representations to or about its employees is an express or implied contract.*

## **OPEN DOOR**

You are encouraged to become informed about the College and should always feel free to explore areas of concern. If you have a question, issue, or concern about your job, work environment, or the College, please discuss it with your manager. Your manager is your first source for Mid-State information and can assist you with your concerns or help you gather the information you need. Your ideas and opinions are important to the College. Our professional, collaborative environment encourages you to share your ideas and concerns. If you encounter a communications problem with your manager or if there is a situation in which you prefer not to talk to your manager first, Human Resources can help you resolve your concerns by working with you and college leadership. If you are unable to resolve the problem with either your manager or Human Resources, you may discuss your concern with higher levels of college leadership.

If you have concerns regarding discrimination and/or harassment, report them immediately to Human Resources.

# **EMPLOYMENT**

## **EMPLOYEE RIGHTS**

You have legal rights under federal and state laws, including the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Family and Medical Leave Act, Uniformed Services Employment and Reemployment Rights Act, and the Fair Labor Standards Act. Government posters explaining employee rights are prominently displayed on all campuses. If you are unable to locate the posters, contact Human Resources.

## **MANAGEMENT RIGHTS**

The Mid-State Technical College District Board of Directors possesses the sole right to operate the College and all management rights rest within its control, subject only to applicable law. These rights include, but are not limited to directing all operations of the College; establishing work rules and schedules of work; determining qualifications of, hiring, promoting, transferring, scheduling, or assigning employees; suspending, demoting, discharging, and taking other disciplinary action against employees; relieving employees from their duties because of lack of work or any other legitimate reasons; maintaining efficiency of operations; taking whatever action is necessary to comply with State or Federal law; introducing new or improved methods or facilities and changing existing methods or facilities; determining the kinds and amounts of services to be performed as pertains to operations and the number and kind of classifications to perform such services; contracting out for goods or services; determining the methods, means and personnel by which operations are to be conducted; and taking whatever action is necessary to carry out the functions in situations of emergency.

## **EQUAL EMPLOYMENT OPPORTUNITY, HARASSMENT, AND AFFIRMATIVE ACTION**

Mid-State Technical College is committed to complying with state and federal equal opportunity laws and regulations and does not discriminate in its services, employment programs, and/or its educational programs and activities. Discrimination and harassment by managers, co-workers, students, and non-employees on the basis of race, sex, national origin, disability, or other protected status is prohibited by the College. A copy of the College's policy on Equal Employment Opportunity, Harassment, and Affirmative Action may be accessed at:

<https://www.mstc.edu/sites/default/files/2019-01/EqualOpport-AffirmativeAct.pdf>

## **ACCOMMODATION REQUEST**

Mid-State Technical College is committed to providing accommodations to employees when needed and appropriate. To request an accommodation please complete this form on the Source:

<https://thesource.mywilm.com/HumanResources/HR%20Documents/Accommodation%20Request.pdf>

Mid-State Technical College has a service animal policy for those students and staff that may require a service animal. Please review the service animal policy here: <https://www.mstc.edu/sites/default/files/2020-05/Service-Animals-Human-Resources.pdf>.

## **DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE**

The College has set forth complaint procedures for employees who allege discrimination based on a protected status or prohibited harassment. A copy of this procedure may be accessed at: <https://www.mstc.edu/sites/default/files/2019-02/DiscriminationHarassmentComplaintProcedureforStudentsandEmployees.pdf>

## **EMPLOYMENT APPLICATIONS**

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

## **BACKGROUND CHECKS**

The College will conduct pre-employment screening on each external candidate to which a job offer is extended. Screening includes a criminal background check, employment verifications, educational verifications, and references. Background checks may also be conducted on current employees applying for certain positions.

## **NEPOTISM**

The College will not hire a person for, or place an employee in, a regular full-time or regular part-time position where any family member is in the same department/division/school. Family includes spouse, child, stepchild, grandchild, mother, father, stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or grandparents.

## **ORIENTATION**

Early in your employment, you will participate in a New Employee Orientation facilitated by various leaders and departments of the College. During orientation, you will receive important information regarding basic college policies and procedures, benefits programs, and other information necessary to acquaint you with your job and the College.

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

## **PERFORMANCE REVIEWS**

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance reviews are conducted to provide both managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive,

purposeful approaches for meeting goals and job expectations.

Managers are responsible for the timely and equitable assessment of the performance and contribution of their employees. All employees will receive a formal performance review at the end of each fiscal year. In addition to the annual performance review, managers and employees should discuss job performance and progress on goals throughout the year prior to the formal performance review.

## **JOB POSTINGS**

All job openings are posted online on the College's career website at <http://www.mstc.edu/Careers>. Postings will remain open until the position is filled or at management's discretion.

Employees may apply for jobs as vacancies become available and will be considered along with other internal/external applicants. If you are interested in applying for a posted opportunity, you must apply online at <http://www.mstc.edu/Careers>. Meeting minimum requirements does not necessarily guarantee an interview.

## **EMPLOYEE RECORDS**

The College maintains files on each employee. These files contain documentation regarding various aspects of the employee's employment with the College, such as the employee's job application, performance reviews, performance discussion summaries, and other employment records.

Employee files are the property of the College, and access to the information they contain is restricted to the extent allowed by law. Generally, only managers, Human Resources employees, and management of the College who have a legitimate reason to review information in a file are allowed to do so. Employees may review certain documents within their own employee files in accordance with applicable state and local laws. If you are interested in reviewing your file, contact Human Resources.

To ensure that your records are up-to-date at all times, promptly notify Human Resources of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, credential/degree changes, emergency contact information, or any other similar information. Changes in telephone number, home address, and emergency contact information should be made through Self-Service on the MyMSTC portal.

Altering, removing or destroying any employee records pertaining to any employee, former employee or applicant is prohibited unless otherwise directed by Human Resources' record retention guidelines.

## **EMPLOYMENT VERIFICATIONS AND REFERENCES**

Prospective employers, financial institutions, and other organizations routinely contact employers requesting information on a former or current employee's work history and salary. All such requests of this type should be directed to and completed by Human

Resources. Human Resources will respond to all reference checks and employment verification inquiries. Responses to such inquiries typically will confirm only dates of employment, wage rates, and position(s) held.

The College does not provide letters of recommendation for employees. You are not to provide letters of reference for any present or former employees on behalf of the College. Employees who furnish personal letters of reference must exclude any references to the College or work performance at the College.

The College will furnish a reference provided the employee completes an *Employment Reference Release Form*. Please contact Human Resources for information on this form.

## **SEPARATION OF EMPLOYMENT**

Although the College hopes that our relationships with employees are long-term and mutually rewarding, separation of employment within the College can occur for several different reasons.

### ***Resignation***

The College understands that varying circumstances do cause employees to voluntarily resign employment. To facilitate a smooth transition for the College, management and professional/technical employees should provide a written resignation notice of thirty calendar days and all other employees are expected to provide fourteen calendar days written notice prior to the date of resignation. The College reserves the right to withhold accrued vacation time or earned paid time off if advance notice, as stated above, is not given prior to resignation.

Employees who have been issued an individual contract and are requesting release should refer to the language within their contract regarding request for release.

Paid time off leave (other than FML) cannot be considered an employee's final day of employment.

### ***Retirement***

In order to receive College-provided retirement benefits, all employees are required to provide a written retirement notice at least four (4) months prior to the date of retirement.

Faculty that retire after the fall semester will be deemed to have completed one half of their annual contract and will be paid accordingly.

### ***Job Abandonment***

An employee who does not report to work at the designated start time is required to notify his or her manager. Employees who are absent from work for three consecutive days without giving proper notice to the College will be considered as having voluntarily quit. The College will formally note the resignation and advise the employee by mail to the employee's address on record.

If the employee is unable to contact the College during that time due to extreme circumstances, the employee or representative of the employee should contact the

College as soon as practical to explain the situation. The College may take the circumstances into consideration upon making an employment decision.

### ***Reduction in Workforce***

Whenever the College deems it necessary to layoff or reduce the hours, days, or weeks of employment of an employee, the College will provide notice, when possible, within a reasonable length of time prior to the effective date of the action.

### ***Termination***

Although the College hopes that our relationships with employees are long-term and mutually rewarding, the College reserves the right to terminate the employment relationship at any time unless prohibited by applicable law. Some actions which may result in termination include:

- Discontinued or insufficient funding
- Insubordination
- Violation of the College's Code of Ethics
- Less than satisfactory performance
- Absenteeism and tardiness
- Threats of/or workplace violence
- Falsification of college documents/records

Other acts not listed can also result in termination. As in the case where an employee does not provide advance notice of resignation, in the case of immediate termination the College reserves the right to withhold accrued vacation time or earned paid time off.

### ***Exit Information***

When an employee separates from the College, Human Resources will send a recap email of final pay and benefit information prior to the employee's last day. An exit interview will be scheduled on the employee's last day to collect all College-owned property and discuss the employee's experience. Exiting employees may be charged for equipment not returned to the College, including charging cords and other accessories.

## **WORK FROM HOME (Non-Faculty)**

Mid-State Technical College offers the possibility of working from home for some eligible positions; not all positions with the College are conducive to work from home possibilities. Work from home is only available on a part-time basis, no positions in the College allow for a full-time remote work schedule of five days per week.

Managers, with their Executive Leadership Team member approval, are authorized to approve work from home arrangements. In addition to holding a position with responsibilities appropriate for working from home, employees are expected to have the discipline and the ability to demonstrate success in a work from home arrangement.



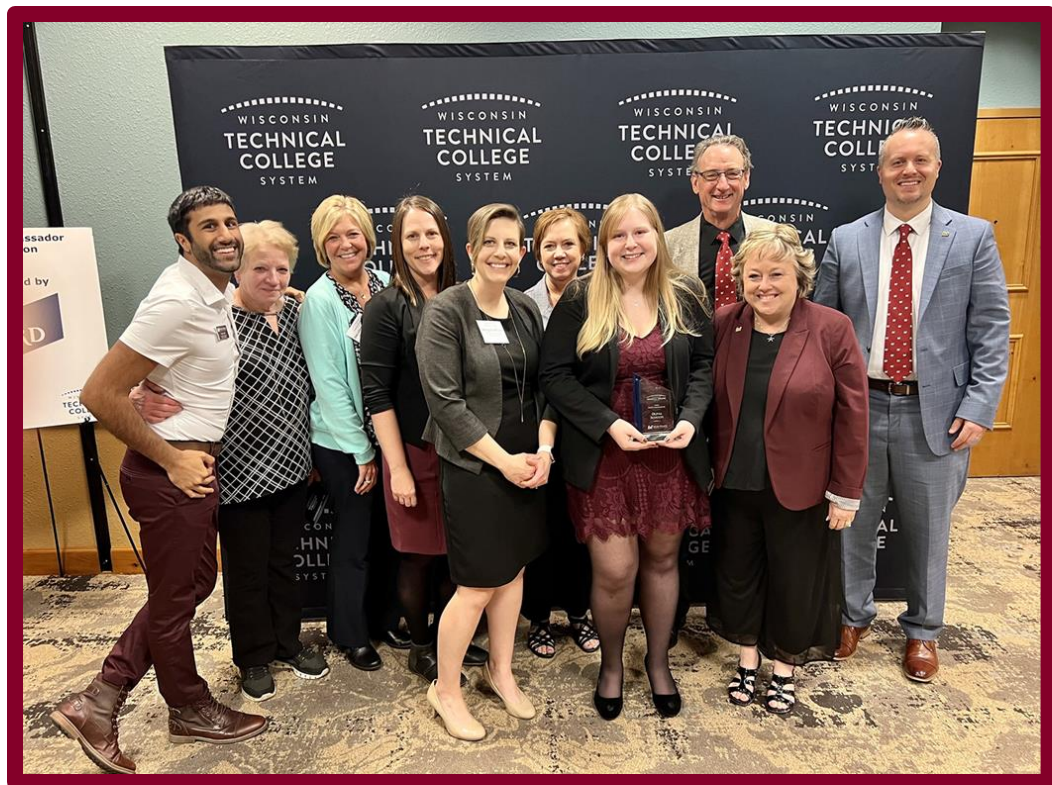
Employees are expected to work during Mid-State business hours, abide by college dress code, and maintain our focus on student centeredness.

Working from home maintains the terms of conditions of employment or required compliance with College policies, procedures, and work rules. Employees are required to maintain a professional collaborative work environment when working remotely. An accepted definition of a professional collaborative work environment is maintaining the ability to communicate with internal/external customers and participate in conference calls without distractions or interference. Anything that might cause disruption in a remote location should be proactively addressed. Remote work arrangements are not intended to enable employees to provide care or perform other work unrelated to their employment during work time. The use of leave options should be used as they normally would. For example, if you are sick or need to attend an appointment, you are expected to use appropriate leave time.

Mid-State's liability coverage does not extend to the employee's home work location. The college may require the employee to obtain personal insurance to cover college owned equipment. All employees working from home are expected to ensure the protection of proprietary and confidential College, student, and employee information. Steps may include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, using VPN when accessing Mid-State information and any other appropriate measures. Printing college documents should be reserved for on-campus printers. The College will not purchase or reimburse employees for the following expenses: the cost of an internet service provider, internet use, or phone expenses. The purchase of a second monitor will be considered on a case-by-case basis.

Any work from home agreement may be discontinued at any time at the request of either the employee or the manager.

# EMPLOYEE CONDUCT



## **PERSONAL APPEARANCE**

Personal appearance standards contribute to the morale of all employees and affect the business image the College presents to students and visitors. Inappropriate, unprofessional, or offensive appearance can negatively impact the business image of the College as well as present a distraction in the learning and working environment. Employees are expected to present a clean, neat, and professional appearance and to dress according to the requirements of their positions, which is generally business casual. Colored denim is not considered business casual.

Jeans are appropriate for Fridays only. Keep in mind that we need to maintain a professional environment, therefore, shirts/tops on Fridays still need to be business casual. Friday attire options do not include: jeans with holes, jean bib overalls, hoodies or sweatshirts, t-shirts (without blazers), or flip-flops. Business casual dress is expected if you are meeting with individuals from outside Mid-State (onsite or off, including interviews) – no jeans.

Appropriate and professional dress and grooming should be based on community and social acceptability as determined by the manager and on a case-by-case basis. Additionally, employees may be asked to remove body piercings and cover tattoos that may be inappropriate or offensive. There are some positions in the College that may require uniform and/or industry-specific and appropriate attire such as facilities staff, health care instructors, technical and industrial instructors, etc. There are occasions when business attire is required. Employees who do not meet the personal appearance standards as described will be sent home and directed to return to work presenting a professional personal appearance. Under such circumstances, employees generally will not be compensated for the time away from work.

Consult your manager or Human Resources if you have questions as to what constitutes professional personal appearance.

## **ABSENTEEISM AND TARDINESS**

You are expected to perform your work in a competent manner on a regular basis. Absenteeism and tardiness detract from service and causes an undue burden on our students, other employees, and the College. If you will be absent or arriving late to work, it is your responsibility to let your manager know as soon as possible. If you cannot let your manager know of your absence or tardiness the day before or earlier, notify your manager at the start of the workday to explain the reason.

In cases of prolonged absence, in addition to immediate reporting, it is suggested that you call in from time to time to keep your manager updated on your expected return-to-work date. If you are out for at least three days for possible reasons that might relate to sick leave, your manager will notify Human Resources of the absence in order to send Family Medical Leave Act (FMLA) paperwork to you.

Excessive or unreported absenteeism or tardiness will result in discipline. Absences protected by law, such as family, medical, or military leave will not result in discipline, but must be reported to your manager as soon as you become aware they will occur.

Regular and reliable attendance is an essential function of every position at the College.

## **CONFIDENTIALITY OF INFORMATION**

It is the policy of the College to ensure that the operations, activities, and affairs of the College and our students and employees are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the College and its students and employees, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

## **EMPLOYEE CODE OF ETHICS**

Each employee of the College retains an on-going obligation for the stewardship of the public's trust. Employees' obligations are both legal and ethical. A copy of the College's Employee Code of Ethics policy may be accessed at:

[https://www.mstc.edu/sites/default/files/2019-01/CodeofEthics\\_0.pdf](https://www.mstc.edu/sites/default/files/2019-01/CodeofEthics_0.pdf).

## **GUIDELINES FOR APPROPRIATE CONDUCT**

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

Whether you are on or off duty, your conduct reflects on the College. You are, consequently, expected to observe the highest standards of professionalism and ethics at all times.

Types of behavior and conduct that the College considers inappropriate include, but are not limited to, the following:

- Dishonesty of any kind, including falsifying your application or other materials.
- Violating the College's anti-harassment and nondiscrimination policy.
- Excessive absenteeism or tardiness or leaving work early without permission.
- Reporting to work intoxicated or under the influence of non-prescription drugs or unauthorized use of prescription drugs.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Possession of, using, or being under the influence of alcoholic beverages on the college property or using alcoholic beverages while engaged in college business off the College's premises, except where authorized.
- Fighting or using obscene, abusive, or threatening language or gestures.
- Stealing from the College or from coworkers, customers, or students of the College.

- Engaging in excessive, unnecessary, or unauthorized use of the College's equipment or supplies.
- Having unauthorized firearms on college premises or while on college business.
- Disregarding safety or security regulations.
- Using a camera or other photographic, videographic, or tape recording equipment on college premises, without prior approval.
- Loitering, loafing, or sleeping during work hours.
- Insubordination.
- Failing to maintain confidentiality of the College, customer, or client information.
- Destruction, defacing, or unauthorized or improper use of college property or the property of others.
- Intentional, negligent, or careless actions which endanger your safety, the safety of others, or which damage property or harm the College.
- Gambling or other illegal activities at work.
- Failure to immediately report accidents or injuries.
- Poor performance.
- Failing to cooperate in legitimate college investigations.
- Violating or encouraging/assisting another employee to violate any other policy set forth in this Handbook.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other college policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

## **CONFLICT OF INTEREST**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee as a result of the College's business dealings.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee has a significant ownership in a firm with which the College does business, but also when an employee or relative receives any kickback, bribe, gift valued at more than \$50, or special consideration as a result of any transaction or business dealings involving the College.

## **OUTSIDE EMPLOYMENT AND VOLUNTEER ACTIVITIES**

Outside employment is permissible if it does not interfere, compete, or conflict with the College's interests, provided it does not hinder the employee's ability to meet the responsibilities and demands of his or her college-related work.

The College recognizes it is our responsibility to help enrich our surrounding communities of residence and work. We encourage our employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities. Employees participating in any volunteer work during normal work hours should meet with their managers to discuss their volunteer choice, schedule and to receive approval.

If outside employment or participation in volunteer activities presents a conflict of interest resulting in an adverse impact on the College, or if the College determines that an employee's outside activities interfere with performance or the ability to meet the requirements of the College, the employee may be asked to terminate the outside employment or discontinue participation in the volunteer activity if they wish to remain with the College.

All employees will be subject to the College's scheduling demands, regardless of any existing outside employment or volunteer activity. Any employee receiving compensation for non-college activities may not perform that work during their regularly scheduled work day. The costs associated with an employee's participation in volunteer activities, membership, etc. will be paid by the employee unless the purpose of the volunteer activity/relationship was to represent the College.

Non-exempt employees are not allowed to volunteer, without compensation, their services to the College to do the same work for which they are employed. If the volunteer service is identical, similar, or closely related to the actual duties performed by or responsibilities assigned to the employee who "volunteers", the time is compensable and the employee must receive approval from manager prior to performing such services.

## **WORKPLACE SEARCHES**

The College reserves the right to search any employee's office, desk, files and storage areas or any other common area on our premises. In this connection, it should be noted that all such locations are the property of the College and are issued for the use of employees only during their employment with the College. The employee should have no expectation of privacy as to these particular physical locations.

The College also reserves the right to question employees and all other persons entering and leaving college premises. Other persons entering the premises who refuse to cooperate in any requested inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection as well as employees who after the inspection and investigation are found to be in possession of contraband including but not limited to stolen property or illegal drugs, weapons and the like may be subject to disciplinary action up to and including termination.

## **WORKPLACE INVESTIGATIONS**

From time to time, it may be necessary for the College to conduct an internal investigation. The College is committed to ensure that all college-initiated investigations are conducted in a fair, impartial, thorough, thoughtful manner and in compliance with all applicable laws. To ensure as much objectivity in the investigation process, each employee must cooperate fully and be completely honest if asked to participate in such an investigation. Failure to do so will result in disciplinary action, up to and including termination.

The College will make a reasonable effort to maintain confidentiality of information gathered through an investigation. However, if information is learned that personnel action or legal action is required, there is a potential that disclosure of this information may occur in the process. The College will make a reasonable effort to ensure that the complainant and/or person providing information are not exposed to any threats of violence, intimidation, or personal risk. The College prohibits retaliation, including but not limited to making any threatening communication by verbal, written, and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment, and/or other violations of college policies, rules, and standards of conduct. Any employee found engaging in retaliation or engaging in any threatening behavior will be subject to disciplinary action up to and including termination.

## **ALCOHOL AND DRUG POLICY**

In order to provide a working environment free of drugs and alcohol, the College has developed a policy prohibiting the unauthorized use, possession, manufacture, sale, or delivery of illegal drugs or alcohol or the unauthorized use of prescription drugs on district property, or at any gathering of employees that is sponsored by the College. A copy of the College's Alcohol and Drug policy may be accessed at:

<https://www.mstc.edu/sites/default/files/2019-01/AlcoholandDrugPolicyEmploy.pdf>  
[mplovees.pdf](https://www.mstc.edu/sites/default/files/2019-01/AlcoholandDrugPolicyEmploy.pdf).

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)**

Mid-State is committed to providing an environment where learning and scholarship can flourish. The use of illegal drugs, and the illegal use of alcoholic beverages is identified as conduct that adversely affects the college community. Mid-State Technical College regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by College students, faculty, staff, or guests on College-owned property and at all College sponsored events. A copy of the College's DFSCA policy may be accessed at: <https://www.mstc.edu/sites/default/files/2020-02/DFSCA.pdf>,

## **TOBACCO-FREE POLICY**

The College is committed to providing a healthy environment for all students, employees, members of the community, and the general public who utilize college property including buildings, grounds and vehicles. The College complies with the statewide smoking ban and prohibits smoking except in designated smoking shelters

at each college location. A copy of the College's Tobacco-Free policy may be accessed at: <https://www.mstc.edu/sites/default/files/2019-01/TobaccoFreeFacilities.pdf>.

## **WORKPLACE VIOLENCE**

The College will not tolerate any workplace violence or threats of violence by or against its employees. As used in this policy, "workplace violence" includes conduct occurring on college premises, directed toward or against any college employee, client, student, or supplier whether committed by an employee or outsider that involves physical acts of violence, oral or written threats of violence, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every employee must take any act or threat of workplace violence seriously. So that the College can prevent or respond to any act or threat of workplace violence, any employee that is subject to, witnesses, or learns about any such act or threat or who fears or suspects that such an act may occur is required to report the act, threat, fear, or suspicion to a member of management as soon as the act or threat occurs or as soon as the employee fears or suspects that such an act may occur.

When appropriate, the College will refer acts or threats of workplace violence to the police or other authorities for possible criminal prosecution.

If ever there is an imminent danger, call 911 immediately.

## **CONSERVATION OF RESOURCES**

The College is committed to conserving resources used in its business operations. Use your best efforts to make efficient use of resources. Reduce, reuse, and recycle supplies and materials wherever practical.

## **COLLEGE FACILITIES, EQUIPMENT, AND MATERIALS**

The College's property, facilities, equipment, and materials are to be used for conducting college business. All equipment and materials must be safeguarded against unauthorized use or removal. Community Use of District Facility conditions and pricing applies. Mid-State employees wishing to use the campus for Mid-State related business outside of campus hours are required to designate use through the appropriate campus calendar. For additional information please review the: <https://www.mstc.edu/sites/default/files/2019-01/CommunityUseorLease.pdf> and <https://www.mstc.edu/facility-rentals>.

## **PERSONAL RELATIONSHIPS**

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department/division/school. "Personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The College reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower) in the same line of authority that



may affect employment decisions. Managers are prohibited from having a personal relationship with subordinates and may be disciplined for such actions, up to and including termination. Faculty are prohibited from having a personal relationship with their students and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such personal relationship is established after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to Human Resources. When a conflict or a potential for conflict arises because of the relationship affecting employment, management will decide what action, if any, will be taken, including but not limited to reassignment or termination based on the best interest of the College.

Employee, in this section, includes students while working as employees of the College.

## **PHONE AND EMAIL ETIQUETTE**

Please keep in mind that every time you use the phone and email, you are representing the College. You are expected to provide prompt and courteous responses to students, vendors, and co-workers. Responses should be provided within 24 hours of receipt unless you are out of the office.

All employees are requested to record a general greeting on their individual phone system so callers will know if they have reached the correct person. If an employee is scheduled to be out of the office for an extended period of time and will not regularly be checking and responding to voicemail and/or email, they should change their response to inform individuals of the absence and expected date of return.

## **ELECTRONIC COMMUNICATIONS**

To ensure protection of the physical and logical integrity of the College's valuable communication and information exchange resources, as well as to prohibit and prevent either intentional or negligent activities facilitated by any electronic communications, the College has developed an Electronic Communications policy. A copy of the College's Electronic Communications policy may be accessed at: <https://www.mstc.edu/sites/default/files/2019-01/ElectronicComm-Media.pdf>

## **PUBLIC STATEMENTS**

Forward requests for information and interviews from news, radio, and television media to the Marketing Manager. The Marketing Manager is the coordinator for such requests and approves content of all releases.

If and when you make presentations to outside groups and other organizations, you may not publicize that you are representing the College unless you have been authorized to do so. Employees should seek permission to speak to outside groups

and other organizations on the College's behalf from their manager.

## **SOLICITATIONS AND DISTRIBUTIONS**

The solicitation and distribution of information/materials related to the sale of goods or services not sponsored by the College, by current employees is allowed but must not interfere with any employee productivity or be in conflict with the College's Electronic Communications Policy. Mass email communications are to be used for College related business only. Examples of such activities include fundraisers, sale of products for profit, event tickets, etc. For student club activities please see the Student Club Advisor Handbook.

## **WORKPLACE BULLYING**

The College defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the College's Core Values which conveys that all individuals will be treated with dignity and respect.

The College will not in any instance tolerate bullying behavior.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when determining appropriate action. It is the effect of the behavior upon the individual which is important. Employees found in violation of this policy will be disciplined, up to and including termination.

## **TRAVEL**

To ensure the public's best interest is being served as a result of an employee's travel, the College has established guidelines and responsibilities all employees engaged in travel for college business are expected to follow. A copy of the College's policy on District Travel and Reimbursement may be accessed at: <https://www.mstc.edu/sites/default/files/2019-01/TravelandExpenseReimburs.ment.pdf>.

## **PROGRESSIVE DISCIPLINE**

The College will take appropriate disciplinary action when employees violate college policies, procedures, and/or work rules; conduct themselves in an unprofessional or inappropriate manner; and/or demonstrate an inability to meet performance expectations.

Appropriate disciplinary action may involve progressive measures including verbal warnings, written warnings, and/or suspension; or may result in immediate discharge. Each situation will be dealt with on a case-by-case basis.

If an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work

responsibilities efficiently, the manager in consultation with Human Resources may place the employee on a performance improvement plan. This status will last for a predetermined amount of time. Within this time period the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the manager and the College. At the end of the performance improvement period, the employee may be removed from the performance improvement plan, or if established goals are not met, extension of the performance improvement period or dismissal may occur.

An employee may choose to have an employee advocate present with them in disciplinary meetings. Parameters for participation in the meeting will be provided to the employee advocate and they will be expected to abide by the parameters.

## **EMPLOYEE COMPLAINT APPEAL POLICY**

### ***Purpose***

The purpose of this policy is to provide an orderly method for appeal of issues which arise with respect to discipline and workplace safety consistent with Chapter 66.0509 (1m) of the Wisconsin State Statutes. There shall be no interruption of work or interference with the operation during the pendency of this process.

The policy and associated procedures can be located at:

<https://thesource.mywilm.com/HumanResources/HR%20Documents/Employee%20Complaint%20Appeal%20Policy.pdf>



# BENEFITS



## **BENEFITS PROGRAMS**

The College has established a variety of employee benefits programs designed to enhance your welfare and well-being, and in some cases, extend coverage to include your family. Benefits may vary by employee group and employees should review the applicable Benefits Summary available on the Source to determine whether the benefit is available. For more complete information regarding any of our benefits programs, please contact Human Resources.

This section of the Handbook highlights some features of our benefits programs. Many of these benefit programs are described more fully in summary plan description booklets, copies of which you receive once you are eligible to participate in these programs. If information in this Handbook and our summary plan descriptions contradicts information in the master contracts or master plan documents, which are maintained in the Human Resources Office, the master contracts/documents will govern in all cases.

The College reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the College's benefits programs, Human Resources will notify plan participants of all amendments or plan terminations.

## **HEALTH INSURANCE**

The College offers a group policy of health insurance to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the first day of employment.

For further details regarding the health insurance plan, consult the summary plan description or contact Human Resources.

## **DENTAL INSURANCE**

The College offers a group policy of dental insurance to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the first day of employment.

For further details regarding the dental insurance plan, consult the summary plan description or contact Human Resources.

## **VISION INSURANCE**

The College offers a group policy of vision insurance to eligible employees. Any portion of the premium not covered by the College must be paid by the employee electing the insurance coverage. Coverage for eligible employees is effective on the first day of employment.

For further details regarding the vision insurance plan, consult the summary plan description or contact Human Resources.

## **HEALTH INSURANCE CONTINUATION – COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (“COBRA”) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the College’s health plans when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events include: resignation, termination of employment, death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the College’s group rates plus an administration fee. COBRA benefits are available to the employee or beneficiary for a specified amount of time. Each eligible employee will be provided with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the College’s health insurance plans. The notice contains important information about the employee’s rights and obligations.

## **LONG-TERM DISABILITY**

The College provides long-term disability insurance to eligible employees. Coverage for eligible employees is effective on the first day of employment.

For further details regarding the long-term disability coverage, consult the summary plan description or contact Human Resources.

## **SHORT-TERM DISABILITY**

The College provides short-term disability insurance to eligible employees. Coverage for eligible employees is effective on the first day of employment.

For further details regarding the short-term disability coverage, consult the summary plan description or contact Human Resources.

## **LIFE INSURANCE**

Eligible employees are covered under a group life insurance policy provided by the College. The amount of life insurance coverage is equal to 1X an employee’s annual base salary, rounded to the next highest \$1,000. Coverage for eligible employees is effective on the first day of employment.

Employees may purchase additional life insurance and dependent coverage through payroll deductions.

For further details regarding the life insurance benefits, consult the summary plan description or contact Human Resources.

## **FLEXIBLE SPENDING ACCOUNT**

A Flexible Spending Account (FSA) program, as provided by Section 125 of the Internal Revenue Code, is available to eligible employees. This plan allows employees to pay for certain expenses with “pre-tax dollars” which become available through payroll deductions.

Participation in the FSA program is voluntary. The amount of the deductions is determined by the individual employee. Expenses that can be paid through the Flexible Benefits Plan include out-of-pocket medical expenses, health and dental insurance deductibles, vision expenses, employee portion of group health and dental insurance premiums (if applicable), private health insurance premiums, and dependent care expenses.

For further details regarding the Flexible Spending Account program, consult the summary plan description or contact Human Resources.

## **HEALTH SAVINGS ACCOUNT**

A Health Savings Account (HSA) is available to eligible employees enrolled in the College’s qualified high-deductible health plan (HDHP). The HSA allows employees to pay for current and future qualified medical expenses with pre-tax dollars, which become available through payroll deductions and/or a college contribution.

Participation in the HSA is voluntary. The amount of the payroll deduction is determined by the individual employee. Qualified medical expenses include health insurance deductibles and co-payments for medical services and certain prescriptions.

For further details regarding the Health Savings Account, consult the summary plan description or contact Human Resources.

## **RETIREMENT**

### ***Wisconsin Retirement System***

Eligible employees are covered by the Wisconsin Retirement System. Contributions by the District for eligible full-time employees will be consistent with Wisconsin statutes and the Administrative Code as may be modified from time to time.

Contributions for eligible part-time employees will include only the employer-required share unless otherwise mandated by Wisconsin statutes and the Administrative Code as may be amended from time to time.

### ***Tax Deferred Compensation Plans***

The College offers eligible employees opportunity to participate in a 403(b) Plan and/or 457 Tax Deferred Compensation Program in order to help save for retirement. These plans allow employees to save on a tax deferred basis. IRS annual legal contribution limits apply.

Complete details on these tax deferred compensation plans are described in the summary plan description provided to eligible employees. Contact Human Resources for more information on the plans.

### ***College-Provided Retirement Benefits***

Eligible employees may receive health, dental, and/or life insurance benefits provided by the College upon retirement. Contact Human Resources for eligibility requirements and more information on these benefits.

### ***Retirement Gifts***

It is the practice of the College to give special recognition to employees at the time of their retirement. Retiring employees are provided a Mid-State Technical College clock and gift card to the chamber of their choice.

## **SOCIAL SECURITY**

Social Security is a mandatory benefit and a participatory benefit in that both the employee and the College, as the employer, must contribute a percentage of earned salary into a Social Security fund. Specific information relating to this benefit may be obtained from the local Social Security office.

## **WORKER'S COMPENSATION**

The College maintains workers' compensation insurance for all employees. This insurance plan protects employees against salary loss for work-related injuries or illnesses and compensates for permanent disabilities resulting from work related illnesses or injuries. The premium for this plan is paid entirely by the College. A Maxient Report must be completed for all work-related accidents or illnesses. These forms are available on the Source. The completed Maxient Report must be completed immediately after the incident occurs that results in a work-related accident or illness. Mid-State has a very flexible return to work program for injured employees. We will find appropriate tasks for injured employees within their restrictions.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) can help you and your dependent family members deal with difficult issues in your personal life. These can include the full range of human concerns, such as alcohol/drug abuse, marriage and family difficulties, interpersonal conflict, financial, legal, grief or emotional/behavioral issues. Some can be very severe, and other concerns may only show up from time to time.

The EAP can put you in contact with a trained professional to help resolve a problem you may be facing, in a completely confidential manner. Information on the EAP can be found on the Source.



# COMPENSATION



## **EMPLOYEE CLASSIFICATION**

It is the intent of the College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws.

- **Nonexempt employees** are employees who are required to be paid overtime at the rate of time and one-half (i.e. one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- **Exempt employees** are employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Administrative, professional, and certain other employees in administrative positions are typically exempt.

New employees are informed of their initial employment classification in their job offer. If an employee changes positions during employment as a result of a promotion, transfer, or otherwise, Human Resources will notify the employee of any change in the exemption status.

In addition to the above classifications, each employee will belong to one of the following employment classifications:

- **Regular full-time employees** are employees who work a full schedule of hours each week over the course of the fiscal year or faculty employees who work a full schedule of hours over the academic year. A full-time schedule of hours is a minimum of thirty-five (35) hours per week. Employees hired as regular full-time employees are eligible for benefits.
- **Regular part-time employees** are employees who work less than a full schedule of hours each week over the course of the year or employees who work a full schedule of hours per week for less than the entire year. Pro-rated benefits are available to those individuals who work thirty (30) hours per week or more.

Employees working less than 30 hours per week will not receive benefits except those provided by state or federal law.

- **Limited-term employees** are employees who are hired to work full-time or part-time for a pre-determined period of time. When the duration of employment is anticipated to exceed one year, employees are eligible for the same benefits as a regular, full-time employee. Pro-rated benefits are available to those individuals who work thirty (30) hours per week or more.

When the duration of employment is anticipated not to exceed one year, the employee will not receive benefits except those provided by state or federal law.

- **Part-time employees not listed above (includes part-time faculty)** are employees engaged to work part-time with the understanding that their employment will be terminated no later than on completion of a specific assignment or as needed. Only those benefits required by law will be paid by the College to these part-time employees.

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

## **COMPENSATION PHILOSOPHY**

Merit pay is used to reward successful performance. The following factors are considered in awarding merit pay to employees:

- The performance as reported in the annual performance review.
- The employee's salary within the position salary range.
- Pay increase funds available as approved by the District Board.

Employee performance is formally reviewed at least once each year. The focus of the review is to determine what level the employee met the performance expectations and goals for the position.

## **HOURS OF WORK**

The College depends on you to work your scheduled times. The College recognizes that some absences may be unavoidable. Leave programs and policies have been established to provide approved time off and, in many cases, continued compensation for reasonable periods.

The normal work week runs Monday through Friday, some departments are also open on Saturdays. Workloads, customer service, and individual department needs may require changes to this schedule as determined by the manager.

## **SUMMER HOURS**

The academic calendar is reviewed with the actual calendar each year to determine the schedule of summer hours. Summer hours typically start the end of May and last through the end of July/early August. During summer hours the College is closed on Fridays and Saturdays. This change in hours of operations will necessitate a change in schedule as employees condense their weekly hours worked Monday through Friday/Saturday to Monday through Thursday (i.e. an employee who is scheduled to work 40 hours Monday – Friday/Saturday will work 40 hours Monday – Thursday). Employees should work with their managers to determine their schedule and ensure adequate coverage in their respective department/area.

## **BREAKS AND LUNCHES**

The College recognizes that employees work better and enjoy their work more when they are rested and refreshed. With the goal of providing the least possible disruption to the department and college operations, all employees should schedule breaks and lunches with professional discretion.

### ***Breaks and Lunches for Non-Exempt Employees***

The College generally provides for an unpaid meal period (lunch) of no less than 30 minutes. The actual time and length of the lunch will be determined by the manager. Lunches are considered personal time, and employees are encouraged to leave the immediate work area in order to eat and relax. The time spent during the lunch is not considered work time for pay purposes. If an employee is required to perform any work duties while on his or her lunch, the employee must be compensated for the time spent performing work duties. Employees may leave Mid-State premises during their lunch period.

Breaks are considered time worked. Most jobs do not require or lend themselves to scheduled breaks since employees are allowed to take a break when the need arises and as work permits. Breaks may be scheduled, if necessary, due to the nature of a particular job which does not permit the opportunity for employee discretion or flexibility. Break time, whether scheduled or flexible, should not exceed 15 minutes. Breaks cannot be accumulated, saved, or used at the beginning or end of a work day. Employees may not leave Mid-State premises during their break.

If necessary, managers will advise employees of particular arrangements necessary for breaks and lunches in their respective areas. Due to College operations, managers may need to modify break and lunch periods.

### **OVERTIME**

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek. For the purpose of calculating overtime for nonexempt employees, the work week runs Monday through Sunday. Before overtime is worked, the employee must receive approval from his or her manager. The College does not allow for compensatory time or "comp time" from week to week. With supervisory approval, an employee may "comp" time within the same week to avoid overtime (i.e. an employee who is regularly scheduled to work 8 hours per day, 40 hours per week, works 10 hours Monday – Thursday due to the start of the semester. This employee could have Friday off to avoid overtime in that week.)

Exempt employees are not eligible for overtime; they are expected to work as much time as required to perform the duties of the position.

Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination. At the manager's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

### **TIME REPORTING PROCEDURES**

Accurately reporting time is the responsibility of every employee. The College must keep an accurate record of time worked in order to calculate employee pay and benefits.

Employees must accurately record approved unpaid and/or paid absences, including but

not limited to paid time off, sick leave, personal leave, vacation, Family and Medical Leave, and bereavement leave in the electronic timesheet. When a nonexempt employee works for a longer or shorter period of time than scheduled, the employee must report the number of hours they actually worked that day.

Nonexempt employees must receive approval from their manager prior to working overtime. Nonexempt employees are expected to perform their work on campus, which includes checking work-related email/voicemail. Nonexempt employees must also receive approval from their manager prior to volunteering, without compensation, their services to the College. See [Outside Employment and Volunteer Activities](#).

It is the employee's responsibility to submit the electronic timesheet to the manager according to the established pay schedule. The manager will review and approve the time record. In the event of an error in reporting time, immediately report the problem to your manager.

Altering, falsifying, or tampering with time records or recording time on another employee's time record is a breach of college policy and is grounds for disciplinary action, up to and including termination.

## **PAY SCHEDULE**

The College's pay period consists of two weeks. An electronic deposit of your net pay will be made to the financial institution(s) of your choice by the end of business on the second Friday of the payroll period and will include earnings for all work performed during that payroll period. If a scheduled payday falls on a college-observed holiday, you will usually be paid on the day preceding the holiday. A pay advice with information on your gross and net pay, deductions, and taxes is available to you online.

## **PAYROLL DEDUCTIONS**

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from your paychecks.

The College makes every effort to ensure that paychecks are accurate. Normal deductions required by law or college policy or authorized by the employee will be taken from the gross amount of the payroll check. The reason for each deduction is noted on the pay advice. You should check your pay advice carefully to ensure that it is accurate and that all deductions are correct. Improper deductions are strictly prohibited.

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

## **TEMPORARY OR EMERGENCY CLOSINGS**

It is a priority of the College to consider the safety of employees when dealing with an emergency closing. The College may be forced to close (or not open for business) in emergency situations that include, but are not limited to, inclement weather, power failure, fire, and other situations which create undesirable and/or unsafe conditions for employees.

If the College closure is announced by 7:00 a.m. work responsibilities will be cancelled for the entire day. When the closure is announced after 7:00 a.m. work responsibilities will be cancelled for the remainder of the day. If a regular or faculty employee is scheduled to work and the College is closed, the employee will receive pay for the time they were scheduled that day. The hours associated with the day of closure do not count as hours worked unless the employee works those hours with manager approval. If an employee is on leave, scheduled to be on vacation, etc. and the College is closed, the employee will use vacation, leave, etc. as planned as they would not have been available to work had the College been open.

At times the College may not close because of inclement weather, but you may be delayed at arriving to work or may need to leave early. Discuss these situations with your manager. In these cases, nonexempt employees may have the option of making up the time within the same workweek or using paid time off, subject to manager approval. Exempt employees will not have a salary reduction for leaving early or arriving late. You are responsible for completing assigned work in a timely manner consistent with your exempt status.

## **POSITION DESCRIPTIONS**

A position description lists the overall purpose of the position, essential functions and duties/responsibilities of the position, and the minimum qualifications required to perform the job. Positions with similar characteristics through the College may share a consolidated position description.

Managers and employees review position descriptions annually through the performance review process. Managers are responsible for working with Human Resources to develop or revise position descriptions.

Position descriptions for each position are available on the Source.

# **LEAVE & OTHER TIME-OFF BENEFITS**

## **LEAVE PROGRAMS**

It is the intent of the College to comply with all federal and state requirements with regard to leaves of absence and time-off for employees. Beyond federal and state requirements, the College provides additional leave and time-off benefits to eligible employees.

Leave may vary by employee group and employees should review the applicable Benefits Summary available on the Source to determine whether the benefit is available and to what extent. For more complete information regarding any of our leave programs, please contact Human Resources.

## **FAMILY AND MEDICAL LEAVE**

The College provides FMLA leave in accordance with the federal Family and Medical Leave Act (“FFMLA”) and Wisconsin Family and Medical Leave Act (“WFMLA”). Information regarding employee eligibility, rights, and responsibilities under the College’s Family and Medical Leave program are available on the Source.

## **MILITARY LEAVE**

Leaves of absence for military or reserve duty are granted in accordance with applicable federal, state and local laws. If you should need leave for military or reserve duty, contact Human Resources as soon as practical after you are called to duty. Human Resources will then determine and notify you of your employment and benefit rights in accordance with all applicable laws.

## **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The College complies with all applicable laws related to USERRA.

## **VOTING LEAVE**

By state statute, an employee who is eligible to vote in an election may be absent from work to vote for up to three hours, without penalty other than a deduction for time lost. The employee must notify their manager before Election Day if requesting to use voting leave.

## **JURY AND WITNESS DUTY**

An employee receiving a summons for jury duty must inform the immediate manager of the time, date, and court where the employee is to report. The employee selected for jury duty will receive full regular pay during the period of jury duty, but must promptly remit to the Payroll Department the compensation received for the jury duty. Payments



received for such items as food, travel, or other expense allowance does not need to be remitted to the Payroll Department. When released from jury duty during one's normal working hours, the employee is expected to return to work.

All employees are allowed unpaid time off if summoned to appear in court as a witness provided that deductions from the salaries of exempt employees will not be made for absences of less than a week for purposes of serving as a witness.

## **PAID TIME OFF**

The College provides paid time off (PTO) to eligible employees for vacation, illness, family situations, and other personal needs.

PTO is accrued as follows for each full month of employment:

Years of Service	Accrual
0 - 9 years	1.67 days/month
10 - 14 years	2.08 days/month
15 - 19 years	2.50 days/month
20+ years	2.91 days/month

Eligible new employees will receive credit for a full year of service if they begin employment prior to December 31 of the fiscal year.

Employees may bank up to 80 hours of PTO and accumulate up to a maximum of 280 hours. Benefits will be pro-rated for employees working less than full-time.

Employees are awarded their entire annual PTO balance at the beginning of the fiscal year with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee's final paycheck.

Employees hired after the beginning of the fiscal year will receive a pro-rated amount of PTO on their date of hire based on each full month remaining in the fiscal year following their date of hire.

To the extent possible, PTO is to be requested and approved by the employee's immediate manager. It is recommended that PTO requests for vacation be submitted 2 weeks in advance.

Employees may not use PTO in any manner to extend their employment ending date. Earned, unused PTO will be paid out on the employee's remaining paycheck(s).

Non-exempt employees need to take a minimum of 1-hour of PTO and may take PTO in 15-minute increments. Exempt employees need to take a minimum of a half day of PTO and may take PTO in half day or full day increments.

Regular part-time employees receive a pro-rated amount of PTO to be used as above.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to work.

The procedure to follow when you are absent and other important guidelines are set forth in the discussion of absenteeism and tardiness elsewhere in this Handbook. Please familiarize yourself with those guidelines.

## **PERSONAL LEAVE**

Eligible employees are provided personal leave with pay each fiscal year. Personal leave is intended to be used by an employee to address issues of a personal nature. Employees must take into consideration the impact the leave will have on students, department/college meetings and in-services, coverage in department/division, etc. and must obtain manager approval to use personal leave. Personal leave should be scheduled three (3) days in advance if able to. Non-exempt employees need to take a minimum amount of 1-hour of personal leave and may take personal leave in 15-minute increments. Exempt employees need to take a minimum amount of a half day of personal leave and may take personal leave in half day or full day increments.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to work.

## **BEREAVEMENT LEAVE**

Eligible employees are granted bereavement leave with pay for scheduled time lost from work due to the death of these relatives -- spouse, child, stepchild, grandchild, mother, father, stepmother, stepfather, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or grandparents. This leave applies to same sex domestic partners and their relatives as listed above. Please review applicable Benefit Summary available on the Source for the Bereavement Leave available to you.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to work.

## **HOLIDAYS**

The College observes the following holidays:

December 31 (New Year's Eve), January 1 (New Year's Day), Spring Holiday, Memorial Day, July 4 (Independence Day), Labor Day, the Wednesday before Thanksgiving Day, Thanksgiving Day, Thanksgiving Friday, December 24 (Christmas Eve), and December 25 (Christmas Day).

Holidays falling on a Saturday are normally observed on the preceding Friday and holidays falling on a Sunday are normally observed on the following Monday, provided that classes are not scheduled to be held on the applicable Friday or Monday. In such event, employees will be given the holiday at a mutually satisfactory later date, subject to manager approval. This date may vary for different employees. If the College's work schedule prevents an employee from taking a scheduled holiday, the employee may receive an additional day off at a mutually satisfactory date, subject to manager approval. If a full-time employee would not have been scheduled to work on a holiday due to a non-traditional schedule, the employee may receive an additional day off at a

mutually satisfactory date, subject to manager approval.

To be granted time off with pay, the eligible employee must work the scheduled day before and the scheduled day following the holiday or use paid leave the scheduled day before and the scheduled day following the holiday.

The College will be on Shut-down for the period beginning December 24 (or observed Christmas Eve) through January 1 (or observed New Year's Day). Depending upon your position, managers may determine it is required that some employees work during some of this time.

## **SICK LEAVE**

Eligible employees will receive sick leave with pay each fiscal year. Regular part-time employees will receive a prorated portion of sick leave based on their scheduled work hours.

Sick leave is awarded at the start of the fiscal year. Unearned sick leave will be deducted from an employee's final pay if the employee resigns before the end of the fiscal year.

Sick leave will be paid for absence due to employee illness or injury, or for absence due to employee medical or dental appointments. Sick leave can also apply to absence due to the illness or injury of the employee's spouse, child, step-child, parent, or step-parent. Employees may also use sick leave for medical and dental appointments of spouse and dependents when they are unable to transport themselves.

Non-exempt employees need to take a minimum of 1-hour of sick leave and may take sick leave in 15-minute increments. Exempt employees need to take a minimum of a half day of sick leave and may take sick leave in half day or full day increments.

The College has the right to verify sick leave requests through a medical certification by a physician designated by the College. A medical release to return to work may be requested.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to work.

The procedure to follow when you are absent and other important guidelines are set forth in the discussion of absenteeism and tardiness elsewhere in this Handbook. Please familiarize yourself with those guidelines.

## **UNPAID LEAVE**

The College will consider and may grant requests for unpaid personal leaves of absence on a case by case basis. The request should be made in writing and submitted to your manager. If approved by your manager, the request will be sent to the next level of management and Human Resources for review and approval.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to

work.

## **VACATION**

Eligible employees are provided paid vacation. Regular part-time eligible employees will receive a prorated portion of vacation based on their scheduled work hours.

Non-exempt employees need to take a minimum of 1-hour of vacation and may take vacation in 15-minute increments. Exempt employees need to take a minimum of half day of vacation and may take vacation in half day or full day increments.

Vacation must be approved by the employee's immediate manager. It is recommended that vacation requests be submitted 2 weeks in advance.

Options for the use of vacation such as carry over vary by employee group. Please refer to the applicable *Vacation Options Form* available on the Source for additional information on vacation options.

Planned absences should be recorded in the eTimesheet when known. Unplanned absences should be recorded in the eTimesheet within 24 - 48 hours of returning to work.

Employees may not use vacation in any manner to extend their employment ending date. Unused vacation will be paid out on the employee's final paycheck.

# EMPLOYEE DEVELOPMENT



## **EDUCATIONAL ASSISTANCE**

Because the College believes that formal education has a positive impact on an employee's contribution to the College, the College supports educational efforts by providing reimbursements for the expenses associated with tuition.

Each fiscal year the College establishes an educational assistance budget, from which eligible employees may request reimbursement. This applies to courses leading to a district-approved degree from an accredited institution and college credit courses. No reimbursements will be approved after the tuition reimbursement budget is expended.

Employees should review the applicable Benefits Summary available on the Source to determine to what extent educational assistance is available.

Employees interested in applying for educational assistance should review the *Educational Assistance Request Procedure* on the Source for additional information.

An employee who voluntarily resigns from employment within two years of reimbursement will be required to refund the College the entire amount of reimbursement received towards the degree.



# **WELLNESS**

## **WELLNESS PROGRAM**

Wellness programming improves morale and work relationships, helps to reduce stress, and decreases health insurance costs over time. It also improves employee productivity by reducing absenteeism, resulting in healthier employees that are more engaged.

The College's wellness program is developed for employees based on national and local trends, as well as the needs of employees. Education, tools, and engaging activities are offered throughout the year to encourage employees and their families to improve their overall health and practice healthy lifestyles. Employees are strongly encouraged to participate in the wellness program. Information on the wellness activities and programs is available on the Source.

## **GYMNASIUM**

The College has a Gymnasium at the Wisconsin Rapids Campus, which is available to students and employees. Employees are welcome to utilize the facilities during regular business hours when it is not reserved by another party. Locker rooms and showers are available for use.

Appropriate usage of the equipment and hours are posted inside the gymnasium. Employees using the facilities have the responsibility to abide by the rules posted.

## **LACTATION ACCOMMODATION**

The College encourages and supports breastfeeding mothers by accommodating the mother who wishes to express milk during their workday. The employee should work with their manager and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of their job. Human Resources will work with the employee to determine a private area. The permanently designated mother's room in Wisconsin Rapids is on the 2<sup>nd</sup> floor of the A Building, directly off the elevator, Room 122A in Marshfield, Room 325 in Stevens Point, and the room in front of the unisex bathroom in the main hallway in Adams. Employees may utilize the refrigerators located in various departments throughout the College for storage of milk.



# **SECURITY & SAFETY**

## **SECURITY & SAFETY PROGRAM**

To ensure a safe working and learning environment, employees are provided with a number of security and safety resources upon hire. It is the responsibility of each employee to become familiar with the security and safety tools provided to them by the College, to practice safe work habits, and report any security or safety concerns to their immediate supervisor.

Phones have been installed in each classroom. When in doubt about any security or safety-related situation that poses imminent danger, call 911 for assistance.

## **CAMPUS ACCESS**

Employees are not allowed on any of the campuses during times when the campuses are not open to the public. If an employee desires access during these times, they should request access through their supervisor and ELT member.

## **EMPLOYEE ID BADGES**

Regular employees receive a Mid-State photo ID badge upon hire and are required to wear it daily above the waist. A lanyard, safety lanyard or retractable clip is also provided. You may use any work appropriate lanyard or clip. If you lose your badge, please contact Human Resources for a replacement.

## **EMERGENCY REFERENCE GUIDE**

Employees receive a *Mid-State Emergency Reference Guide* during orientation, which outlines the most common emergencies and provides details on how to respond should an accident or incident occur. Similar guides are also available in classrooms and labs throughout the District. Employees are expected to keep a copy of this guide accessible at their desk and review it from time-to-time.

## **ACCIDENT/INCIDENT REPORTING**

Employees are expected to understand their roles and responsibilities as they relate to injury and incident reporting.

Employees are required to report all incidents resulting in injury of employees, students, and/or non-employees while either on or off campus when involved in work or college related activities. Employees must immediately notify any Mid-State supervisor of an injury and the supervisor will complete and submit a Maxient Report available on the Source.

Employees are also required to report events related to the *Student Code of Conduct* or *Emergency Reference Guide* such as: non-compliance, with Mid-State policies; theft or damage to Mid-State or personal property; conduct which is disorderly or indecent, fire/explosion, hazmat issue, etc. The employee is responsible for completing and submitting a Maxient Report available on the Source.

## **EVACUATION/EMERGENCY FLOOR PLAN**

It is your responsibility to know emergency evacuation and shelter procedures. Evacuation routes are posted throughout the campus facilities and emergency floor plans, which are reviewed annually, are distributed at the time of hire and as updates are made. These plans provide maps of the campus showing building entrances, fire alarms, AED stations and severe weather shelter areas. Emergency and non-emergency phone numbers, as well as internal staff with CPR/AED certifications are also provided. When a fire alarm, drill, or evacuation is initiated, all employees are expected to evacuate, encourage others to evacuate, and be prepared to evacuate by more than one exit.

## **AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM**

The College's AED Program provides CPR/AED training and placement of AED units throughout the District for use in the event of sudden cardiac arrest. AED units are available only to staff and visitors trained in the use of CPR/AED. Employees interested in CPR/AED training should contact Human Resources. A copy of the College's AED Program is available on the Source.

## **BLOOD/BODILY FLUID EXPOSURES**

The College is in compliance with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030, regarding blood & body fluid exposures. The College's Bloodborne Pathogens (BBP) Exposure Control Plan was developed in compliance with this standard to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials. A copy of the College's Bloodborne Pathogens (BBP) Exposure Control plan is available on the Source.

## **HAZARD COMMUNICATION**

The College complies with OSHA's Hazard Communication Standard, 29 CFR 1910.1200. Human Resources is responsible for the coordination of the College's Hazard Communication Program. A copy of the College's Hazard Communication Program is available on the Source.

## **PERSONAL PROTECTIVE EQUIPMENT**

When employees are required by the College to wear personal protective equipment such as safety shoes, safety glasses, etc. for a position, the employee may be eligible for reimbursement. To request a reimbursement, employees are required to complete and submit the *Personal Protective Equipment Reimbursement Form* available on the Source. Requests for reimbursement during an employees resignation/retirement notice will not be honored.

## **DRIVER SAFETY**

Employees driving college vehicles or driving for college business must have a current, valid driver's license and carry personal automobile liability insurance. Employees must observe all safety, traffic and criminal laws, including but not limited to proper use of

seat belts, use of alcohol and drugs, and any other pertinent laws or ordinances in place. The use of cell phones while driving a college vehicle or driving for college business is strictly prohibited, unless utilizing hands-free use of cell phone. The College is not responsible for damage to personal vehicles while in use for business purposes.

## **PARKING**

Employees may park in the general areas of any of the parking lots at the different campuses. Parking is not permitted outside designated parking lots. The College will not be liable for any damage or theft caused to any motor vehicle, or contents thereof, while parked in the College's parking lot.

Specific parking spaces are reserved in some lots for the physically disabled and are marked by signs. Parking is by special permit available only for disabled persons. When a motor vehicle with a special license plate or identification card issued by the Department of Motor Vehicles that is being operated by, or used for transportation of a disabled person, this motor vehicle may park in any space which is clearly marked as being reserved for the use of the disabled or persons responsible for the transportation of the disabled person.

Bicycle racks are located in various locations at the different campuses. Employees who ride a bike to work are encouraged to lock the bike to the rack. The College will not be responsible for lost, stolen, or damaged bicycles while on college property.

## **PERSONAL POSSESSIONS**

Employees bring personal possessions to the office at their own risk. Do not leave keys, purses, and other similar items on your desk or anywhere they will be visible and easily taken. The College assumes no responsibility for personal items that are lost or stolen.

## **WORKPLACE SURVEILLANCE**

Employees should be aware that the College may find it necessary to monitor areas with security cameras for specific business-related reasons such as security, theft protection, protection of proprietary information, etc. The College will only do so after first ensuring that such action is in compliance with state and federal laws. Questions regarding this should be directed to Human Resources.

## **HEARING CONSERVATION**

Employees working in potentially noisy areas are included in the College's Hearing Conservation program. The Hearing Conservation Program requires hearing tests, hearing protection and training. Noise monitoring is conducted periodically to determine additional areas of risk and appropriate engineering controls are applied to reduce noise from equipment and operations when feasible. A copy of the College's Hearing Conservation Program is available on the Source.

## **SECURITY AND SAFETY AUDITS/DRILLS**

To continuously advance the security and safety of our college, various audits, inspections and drills are conducted by internal employees as well as external partners on an on-going basis. The recommendations are reviewed with the appropriate employees to determine the appropriate course of action. All employees are expected to participate in fire drills by evacuating from the building promptly, encourage others to evacuate, and be prepared to evacuate by more than one exit. All employees are expected to participate in Active Shooter and Critical Incident training. An employee can be granted an exemption or modification from Active Shooter and Critical Incident training for extenuating circumstances upon prior approval from a Security Director.

## **WEAPONS**

Weapons and/or potentially dangerous devices are strictly prohibited in college buildings, college- owned vehicles, or at college-sponsored events held on public or private property off campus. Security personnel and retired law enforcement employees in good standing with Mid-State Technical College and possessing a current certification under the Law Enforcement Safety Act of 2004 (HR 218) may concealed carry on all properties owned or occupied by Mid-State Technical College. A copy of the College's Weapons policy may be accessed at: <https://www.mstc.edu/sites/default/files/2019-01/Weapons.pdf>.

# **MID-STATE INSTRUCTIONAL MODEL**

## **PHILOSOPHY**

The Mid-State Instructional Model centers on the commitment of our I-CARE core values: Student Centeredness, Integrity, Commitment, Accountability, Respect, Exceptional Service; our four pillars: Programs, K-12, Workforce, and Continuing Education, to meet the College's strategic directions and ensure a sustainable future. The instructional model:

- Emphasizes a quality teaching and learning environment including:
  - Using relevant and active learning
  - Fostering an ethical and engaging classroom environment
  - Integrating new technologies in and outside the classroom
- Meets student, K-12, industry, and community needs
- Provides a consistent framework across the college
- Aligns with internal and external guidelines (e.g. Accreditation, FQAS, agencies)
- Incorporates time for college initiatives and teamwork

## **PROFESSIONAL COLLABORATIVE ENVIRONMENT**

Mid-State provides a professional, collaborative environment. For full-time faculty this means:

- Faculty provide instruction, expertise and leadership within their program and content area collaborating with others across the college and district.
- Faculty members are considered professional (exempt) employees. Professional (exempt) employees are expected to complete the responsibilities and objectives of their jobs. This may mean, at times, employees work more than the standard work week.
- Faculty may use their discretion on where and how they prepare for their classes. To promote collaboration, it is important that faculty be accessible to managers when working remotely. Faculty will be required to be on campus for face-to-face class time and student support hours as well as other times that may be required by the manager/college for institutional activities. The College may establish required on-campus days as necessary. These days will be indicated on the Academic Calendar, or scheduled by an academic supervisor and are subject to change. When possible, managers will communicate these days/meetings at least two weeks in advance.
- If faculty members are sick or unable to perform the requirements of their job, a communication with their supervisor should take place along with taking the appropriate leave (sick, personal, etc.).

## **CONTRACT YEAR**

The contract year (July 1 to June 30) for full time faculty include fall and spring instructional terms of 16 weeks each and twenty days over two semesters designated as non-instructional days for professional development, additional prep time and working on college initiatives. A 1440-hour (contract year) contract may be issued to faculty based on the approved academic calendar.

The standard faculty workweek includes, but is not limited to: teaching, prep time, curriculum and assessment, student support hours, meeting and team times, college and program accreditation, K-12 partnerships, college committees, workforce and economic development contacts, student recruitment and retention efforts, lab maintenance, faculty team leader responsibilities, and other college activities and professional responsibilities.

## **PROFESSIONAL RESPONSIBILITIES**

### ***Instruction***

Faculty members will facilitate student learning through in-classroom and out-of-classroom activities, mentor and advise students, conduct assigned classes for the scheduled length of time, create and update instructional materials, prepare and complete college recordkeeping, including attendance, grading, assessment reporting, as required. Faculty have the authority to assign student grades. Grades should be submitted to the student management system within two business days of course completion. Incomplete grades need to be resolved, recorded, and submitted within a timeframe consistent with the Student Handbook and the Incomplete Coursework Completion Agreement Faculty will need to work with students beyond the end of the semester to support students with incomplete grades. Faculty are required to build and submit their syllabi in WIDS at the start of each semester. Faculty are required, at a minimum, to utilize Blackboard to store the course syllabi, contact information and course grades for all classes. Faculty are encouraged to maximize Blackboard functionality to support student success. Faculty are responsible for the upkeep of instructional materials and equipment. Faculty are also required to use Watermark for tracking assessment of student learning.

Faculty members are required to keep professionally relevant in the area of content expertise and industry application, technology and trends, as well as in the teaching profession through FQAS requirements. Faculty must maintain professional certifications, licensures and requirements to teach.

### ***Maintenance & Modification of Curriculum***

The Higher Learning Commission requires systematic documentation and revision of curriculum and student learning outcomes and assessment strategies. WIDS is the official and required tool for curriculum and assessment development, documentation and revision. Each program must maintain a current WIDS program file, student learning outcomes assessment plan (including TSA where appropriate) and individual Course Outcome Summaries (COS).

Faculty are required as part of their professional responsibilities to maintain curriculum, and identify and communicate any suggested changes to their manager and the Academic and Professional Excellence (APEX) team to determine scope of project. In certain cases, based on the extent the curriculum needs to be modified/developed,



faculty will be compensated (either by stipend payment or part of instructional assignment). See Curriculum Maintenance/Modification Payment Guidelines (page 61). Curriculum maintenance and modification may be completed at any time during the academic calendar based on the needs of the faculty and college.

### ***Assessment of Student Learning***

Mid-State considers assessment of student learning and program review to be scholarly activities. Through these important academic initiatives, faculty utilize the research process to analyze data and make data-informed decisions to improve student learning and success.

Faculty play a key role in assuring that students are learning. Assessment at Mid-State Technical College is a coherent, comprehensive system for planning, developing, implementing and documenting strategies and practices that are designed to improve student learning. The college uses assessment results to stimulate reflective thinking and initiate necessary actions to contribute to the continuous improvement of student learning and institutional outcomes. Faculty collect and analyze assessment data each semester for Mid-State's student learning outcomes: course competencies, program outcomes, general education outcomes, and employability skills (known as institutional outcomes). Assessment efforts are documented in Watermark on specific assessment tracking forms and are integrated in the college's program review process. Refer to Mid-State's Assessment Plan for more information.

### ***K-12***

The faculty member's responsibilities also include involvement in college or program recruitment activities, which may include offering dual credit classes and serving as a dual credit mentor, student orientations, program recruitment sessions, high school visits, high school competitions, advanced standing reviews, Career Prep activities and career fairs. Faculty members are required to assist with dual credit and other agreements.

### ***Workforce and Economic Development***

Faculty should maintain relationships with business and industry partners and community based organizations and participate in institutional and industry partner meetings.

In collaboration with the Workforce and Economic Development division, faculty members will develop and maintain effective program-related community connections with local employers through advisory committee meetings, tours, field trips and other appropriate forms of contact.

Because faculty have content and instructional expertise, faculty are expected to identify ideas, create curriculum, and facilitate content on a contract basis or as directed within their teaching assignment. When working for the Division of Workforce and Economic Development, leadership and supervision is provided by that division.

If faculty become aware of a business partner closing its business or experiencing a short or long-term layoff please share this information with the Vice President, Workforce Development and Community Relations.

### ***Other Professional Responsibilities***

- Faculty members shall attend team meetings, meetings with their supervisor, required college meetings, appropriate state-called meetings, and other meetings necessary to support the programs and mission of the college.
- Maintain effective, responsive and professional communication.
- Assist in recruitment of students such as attending open houses, Program Showcases, and elementary/middle/high school/community events, etc.
- Promote operational efficiencies coupled with FTE generation.
- Collaborate with advisors and other staff members in support of retention efforts.
- Assist in recruiting, orienting and mentoring of part time and new faculty.
- Actively participate in program review and engage in continuous improvements.
- Serve as Faculty Team Leader, Program Director, Clinical Coordinator, dual credit mentor as appropriate.
- Actively participate in program advisory planning and meetings.
- Actively engage in development and maintenance of articulation and transfer agreements.
- Participate in budget and procurement process.
- Assist in coordination of grant development and grant completion.
- Maintain documentation as required by accreditation and clinical requirements.
- Collaborate with others to meet college needs.

### **CLASS ASSIGNMENT**

Scheduling is a collaborative process between managers and faculty ensuring student, college, and industry needs are met. Managers have the right to assign classes based on student and industry need.

When faculty develop a new course, they have the first preference to teach the course for the first time if their schedule allows.

Classes taught in Winterim may be counted for spring term and classes taught in summer may be counted for fall term to ensure faculty have a full time instructional assignment of at least 21 student contact hours. Faculty assigned to teach 21-24 hours during the fall and spring semesters may teach in Winterim and Summer and will be paid as extra contractual, above their instructional assignment.

### **INSTRUCTIONAL ASSIGNMENT**

A full time instructional assignment is based on a 40 hour standard work week and may consist of the following

- Average Weekly Student Contact Hours: 21-24 per semester
- Student Support Hours: 4 hours per week
- Prep: 25% of student contact hours; if more than 4 distinct classes are taught, additional prep will be given (see Instructional Assignment Template)
- Team Time: 1 hour per week
- Special Assignments
  - Faculty Team Lead, Program Director or Clinical Coordinator
  - Dual Credit Mentoring
  - New Faculty Professional Development Program offered by the APEX team
  - Other Special Assignment including curriculum, workforce training and continuing education
- Professional Responsibilities

Instructional Assignments are documented on the Tentative Instructional Assignment Template and are subject to change based on department, student, and college need.

## **STUDENT CONTACT HOURS**

Refer to Instructional Assignment Guidelines for calculation of student contact hours. Actual course times should be documented in faculty calendar for all face-to-face, lab and clinicals.

## **STUDENT SUPPORT HOURS**

Faculty are required to have four hours of dedicated time each week for students, at a time and place that is appropriate to meet student's needs; for example: labs, clinical sites, LiNK, classroom, conference room. Student support hours need to be at two distinct times during the week with at least one time face-to-face. These times should be communicated to students in course syllabi and documented in the faculty's calendar.

## **TEAM TIME**

All faculty will be part of a designated team, which will be identified in collaboration with the manager. One hour of team time per week is for planning, collaborating, and meeting with others across the college. The faculty team will determine the time in which the team will meet at the beginning of each semester, indicate this time in the faculty's calendar and notify their manager. Team time may be held virtually. The manager may or may not be able to attend team time due to other responsibilities.

Team time can include, but is not limited to these activities:

- Curriculum work
- Student support, including meeting with program/area advisors

- Program Work (library resources, marketing materials, etc.)
- Research instructional equipment
- Participation in development of grants
- Quality Initiatives
- Relationships and Collaboration
- Part-time faculty meetings and support

## **NEW FACULTY**

In the first year, the new faculty will be required to participate in a professional development program offered by the APEX team. New faculty will be assigned three student contact hours the first two semesters for new faculty development activities. New faculty will not be able to teach extra contractual their first two years, unless needed by the manager and approved by the Vice President of Academics.

## **SPECIAL ASSIGNMENTS**

### ***Program Directors***

Programs with specific accreditation requirements or additional needs will have program directors. Program directors will be given release time for these duties. The Program Director position will be filled by mutual agreement. If more than one faculty or no faculty are interested, Program Director will be assigned by the Dean at their own discretion. Program Director is an annual assignment with an annual evaluation. Program director responsibilities may include but are not limited to:

- Work with the accrediting body and all necessary team members to achieve and maintain accreditation.
- Serve as a primary point of contact between the program and accrediting body.
- Serve as a liaison and maintain positive relationships between the college and clinical sites regarding accreditation.
- For specialized program with enterprises: maintain inventory, scheduling and ordering.
- Monitor for the consistent delivery of curriculum.
- Support the Dean with recruiting, training, and coaching part-time faculty as well as scheduling.

To calculate Program Director assignment, use the following steps to calculate hours by adding together Step 1, Step 2 and Step 3 (unless accreditation has specific requirements):

*Step 1:* Number of unduplicated students per semester for handling student issues, placements, or other student concerns, when applicable per accreditation standards.

Student Numbers	Student Contact Hours
0 to 50	4
51 to 100	4.5

101 to 150	5
151 to 200	5.5

*Step 2:* Support of New part-time and /or new full-time faculty per semester

New Part-time/Full-time Faculty	Student Contact Hours
1 to 3	1
4 to 6	1.5

*Step 3:* Additional duties. Student contact hours will be added to the workload for the semester when these duties are required.

Duties	Student Contact Hours
Writing Self-Study	2
Scheduled Site Visit	2
Annual Report for Accreditation	1 for semester it is due
Operational Duties – Enterprise Account	2

### ***Clinical Coordinator***

Programs with specific accreditation requirements will have clinical coordinators who will be given release time for these duties, determined by the accreditation requirements and the manager. Clinical Coordinators are responsible for coordinating health program student interaction with clinical sites in programs that require program oversight as part of the accreditation process. The Clinical Coordinator position will be filled by mutual agreement. If more than one faculty or no faculty are interested, Clinical Coordinator will be assigned by the Dean at their own discretion. Clinical Coordinator is an annual assignment with an annual evaluation. Clinical Coordinators are responsible to serve as the point of contact and assure the clinical requirements and documentation of education and occupational experience for students, faculty and staff.

To calculate Clinical Coordinator assignment, use the following steps to calculate hours by adding together Step 1 and Step 2 (unless accreditation has specific requirements):

*Step 1:* Number of unduplicated students per semester

Student Numbers	Student Contact Hours
0 to 100	1
101 to 200	2

*Step 2:* Mentoring of new clinical preceptors

Number of New Preceptors	Student Contact Hours
1 to 3	1
4 to 6	1.5

### ***Faculty Team Lead (FTL)***

Faculty Team Leads are faculty who provide additional leadership in planning, scheduling, budgeting, recruitment and retention in programs without a Program Director. Faculty in these roles may be given two hours of student contact release time

for these duties. Faculty Team Leads are assigned by cluster or instructional area (stacked/embedded programs will be counted as one program) as determined by the Dean and may be needed during the entire academic calendar. Faculty Team Lead position will be filled by mutual agreement. If more than one faculty or no faculty are interested, FTL will be assigned by the Dean at their own discretion. Specific duties of the FTL will be defined through collaboration of the FTL and the Dean. FTL is an annual assignment with an annual evaluation.

The Faculty Team Lead responsibilities can include, but are not limited to:

- Coordinating Team Time agendas
- Facilitating discussions around program/course modification/program evaluation
- Representing program/cluster at Advisory Committee meetings
- Collaborating with K-12, business, and other internal and external partners
- Developing and reviewing class schedules
- Recommending capital and operating budget requests
- Coordinating the development of equipment needs and services
- Serving as point of contact throughout the academic year, representing and supporting program/area
- Serving as faculty mentor to part-time faculty in areas served by the FTL

***Dual Credit Mentoring***

In an effort to support high school faculty who are teaching dual credit, faculty may be assigned to mentor the high school instructor. Dual Credit Mentor will be filled by mutual agreement. If more than one faculty or no faculty are interested, a Dual Credit Mentor will be assigned by the Dean at their own discretion. This mentorship assignment is expected to support the high school faculty throughout the semester. Faculty are expected to reach out to the high school instructor throughout the semester a minimum of three times and be available for questions or concerns. Faculty expectations of dual credit mentorship are described in the Dual Credit Guide. Faculty will be assigned hours of instructional assignment based on number of high schools and number of distinct classes per chart below:

Number of distinct classes	Number of High Schools		
	1 to 5	6 to 10	11 or more
1	1 hour	1.5 hours	2 hours
2	1.5 hours	2 hours	2.5 hours
3	2 hours	2.5 hours	3 hours

**SPECIAL PROJECTS**

When there is a need to dedicate time and resources to program and/or college projects for one or more semesters in an academic year or when faculty are not fully assigned at 21-24 student contact hours, faculty may be assigned special projects such as accreditation work, curriculum development, workforce training, or continuing

education as part of their instructional assignment. The supervisor and faculty member develop the proposal for special assignment and submit it to Vice President of Academics. If approved, the supervisor monitors and evaluates the status of the Special Project, and provides feedback to the Vice President of Academics as to the benefits of the special project.

At times it may be necessary for faculty to attend training for new equipment/software or be present for the installation of new equipment or to set up a lab during the summer or Winterim. When this is necessary, faculty will be paid a stipend based on the non-instructional rate of \$35.00/hour.

### **SPECIAL COMMITTEES**

There are times when faculty volunteer or are requested to assist the college on special committees. These committees require regular meetings/work throughout the fall/spring semesters where the scope of the work is in addition to their faculty role and professional responsibilities within their program. This would include:

- New Full-Time Faculty Mentors
- Assessment Committee
- Retention Committee
- Faculty Inservice Planning Committee

For this faculty participation, a stipend payment of \$250 per semester (not to exceed \$500 annually) will be provided for this special committee work. If a faculty participates in more than one of the special committees, a stipend payment will be paid for each committee. Special Committee assignments will be determined based on a combination of the following: diverse needs of the committee, faculty expressed interest, and supervisor approval.

### **EXTRA CONTRACTUAL**

Faculty who have an instructional assignment above 24 hours will be paid an extra contractual stipend based on \$50 an hour, paid throughout or at the end of the semester, as determined by Dean, as a stipend. There will only be 25% prep paid on extra-contractual if the component “student contact hours” exceed 24 hours. Prep for extra-contractual classes will be paid as a stipend if the prep was completed and the class is cancelled.

The Vice President of Academics will need to approve any instructional assignment above 30 student contact hours per semester.

In the spirit of collaboration and teamwork, in times when you are unexpectedly asked to instruct for an absent faculty member, there is not additional pay unless the team member is out more than 1 week, and the additional hours puts the faculty member over 24 student contact hours. Payment may be considered for unique coverage needs.

## CLASS SIZE OVERLOAD

Class sizes will be determined based on quality student experience, physical space, and cost effectiveness.

After 1/2 of the course is completed, class size overload stipends will be paid as follows

- All Classes regardless of format delivery:
  - 25-30 students: \$500
  - Over 30 students a new section will be opened

\*When there are common lecture and lab times, only the lecture is counted.

## CLASS CANCELLATION

Class enrollment is assessed prior to the start of the class. If enrollment does not support offering the class, the class will be cancelled, and the instructor will be assigned a different class or other work to support a full time instructional assignment. If cancelled class was assigned as extracontractual, prep will be paid.

## CURRICULUM MAINTENANCE/MODIFICATION PAYMENT GUIDELINES

### Stipend Payment Guidelines for Curriculum for Post-Secondary Courses

A	B	C	D	E
<40% revised competencies in WIDS and/or update LPs* and PATs* in LMS*	Above the Line (New or >40% change in competencies)	Below the Line development for F2F in LMS* (COS up to date/pulled from Repository)	Below the Line development for Hybrid/Online or Modality Change in LMS* (Update WIDS if <40% revised competencies or as applicable)	Curriculum work outside of A-D with extenuating circumstances (single full-time faculty program, number of credits of curriculum work needing to get done during a specified period of time, full program reimagination, compressing curriculum, and OER work)
No stipend or 0 student contact hours per credit	\$400/credit or 0.5 student contact hours per credit	\$400/credit or 0.5 student contact hours per credit	\$600/credit or 1 student contact hour per credit	\$300/credit or 0.50 student contact hours per credit

Payment is based on course credits. Total payment is the sum of each column A-E, as appropriate. LMS curriculum project work should be completed in Blackboard Ultra.

\*LP = Learning Plan, PAT = Performance Assessment Tasks, LMS = Learning Management System

Above the Line = competencies, performance standards, learning objectives and course



syllabus.

Below the Line = learning plans and performance assessment tasks.

For example:

- A new credit course needing full development (above-the-line: Competencies, Objectives, Performance Standards and below-the-line learning and assessment activities) for online would receive a stipend payment of \$1000 per credit (Column B+D)
- A new credit course needing full development for a face-to-face course would receive a stipend payment of \$800 per credit (Column B+C)
- A credit course requiring a mode change for online delivery would receive a stipend payment of \$600 per credit (Column D)

Providing students with credit for prior learning opportunities serve as important recruitment and retention strategies. To support students, it is important to have Prior Learning Assessments (PLA) created and available for any course where it makes sense. PLA creation will be determined as part of a curriculum project. PLAs will be created in the form of a Test, Skills Demonstration, or Portfolio.

These guidelines will be followed in order to provide students with a consistent process and timely feedback on PLAs. Unique circumstances must be reviewed and approved prior to the development of a PLA. Faculty will be provided payment of \$50 for creating a PLA in the form of a Test, if not previously created as part of a curriculum project. No payment will be made for assessment of the test as it will be auto graded in Blackboard. No payment will be made for the creation of a skills demonstration or portfolio as these assessments will follow a standard template. Faculty will be paid \$90 for evaluating a Skills Demonstration and/or Portfolio.

## **PART-TIME FACULTY**

Part-time faculty are valued members of the Mid-State team as they bring current real-world experience to the classroom. Mid-State recognizes the need to maintain strong connections with part-time faculty to fulfill our mission and improve student success.

## **PHILOSOPHY**

The Mid-State Instructional Model centers on the commitment of our core values: Student Centeredness, Respect, Accountability, Exceptional Service, Commitment and Integrity; our four pillars: Programs, K-12, Workforce, and Continuing Education, to meet the College's strategic directions and ensure a sustainable future.

## **PROFESSIONAL RESPONSIBILITIES**

### ***Instruction***

Faculty members will facilitate student learning through in-classroom and out-of-classroom activities, mentor and advise students, conduct assigned classes for the scheduled length of time, create and update instructional materials, prepare and complete college recordkeeping, including attendance, grading, assessment reporting,

as required. Faculty have the authority to assign student grades. Grades should be submitted to the student management system within two business days of course completion. Incomplete grades need to be resolved, recorded, and submitted within a timeframe consistent with the Student Handbook and the Incomplete Coursework Completion Agreement.. Faculty will need to work with students beyond the end of the semester to support students with incomplete grades. Faculty are required to build and submit their syllabi in WIDS at the start of each semester. Faculty are required, at a minimum, to utilize Blackboard to store the course syllabi, contact information and course grades for all classes. Faculty are encouraged to maximize Blackboard functionality to support student success. Faculty are responsible for the upkeep of instructional materials and equipment. Faculty are also required to use Watermark for tracking assessment of student learning.

Faculty members are required to keep professionally relevant in the area of content expertise and industry application, technology and trends, as well as in the teaching profession through FQAS requirements. Faculty must maintain professional certifications, licensures and requirements to teach.

### ***Maintenance & Modification of Curriculum***

The Higher Learning Commission requires systematic documentation and revision of curriculum and student learning outcomes and assessment strategies. WIDS is the official and required tool for curriculum and assessment development, documentation and revision. Each program must maintain a current WIDS program file, student learning outcomes assessment plan (including TSA where appropriate) and individual Course Outcome Summaries (COS).

Part-time faculty are asked to communicate any suggested curriculum changes to the full-time faculty in their area and their manager for consideration.

### ***Assessment of Student Learning***

Faculty play a key role in assuring that students are learning. Assessment at Mid-State Technical College is a coherent, comprehensive system for planning, developing, implementing and documenting strategies and practices that are designed to improve student learning. The college uses assessment results to stimulate reflective thinking and initiate necessary actions to contribute to the continuous improvement of student learning and institutional outcomes. Faculty collect and analyze assessment data each semester for Mid-State's student learning outcomes: course competencies, program outcomes, general education outcomes, and employability skills (known as institutional outcomes). Assessment efforts are documented in Watermark on specific assessment tracking forms and are integrated in the college's program review process. Refer to Mid-State's Assessment Plan for more information.

## **MEETINGS**

As a member of Mid-State faculty, it is important that part-time faculty participate in onboarding and ongoing professional development. The APEX team plans two part-time faculty in-services each year where college updates, curriculum and assessment expectations, and new technology and tools are reviewed. These onboarding and in-service opportunities will be provided on days and during times to accommodate schedules. Part-time faculty will be reimbursed their hourly rate of pay to attend these

sessions. Part-time faculty are also required to complete all mandatory college-wide employee trainings including, but not limited to: FERPA, IT Security, Discrimination/Harassment. Employees are paid to complete this training.

In addition to these meetings, it is important that part-time faculty work closely with the Dean, Associate Dean and full-time faculty in their school. It is expected that part-time faculty check their Mid-State email regularly for college and academic updates.

Part-time faculty are responsible to make themselves available to support students. Office hours and timeline for providing feedback on assignments should be provided to students in the course syllabus.

# **MID-STATE LIST OF ACRONYMS**

AACC – American Association of Community Colleges  
ACCT – Association of Community College Trustees  
ACA – Affordable Care Act  
AE – Adult Education  
AF/AD – Adams Campus  
ALT – Academic Leadership Team  
AMETA – Advanced Manufacturing, Engineering Technology, and Apprenticeship  
APEX – Academic and Professional Excellence  
CE – Continuing Education  
CES – College Experience Specialist  
CPL – Credit for Prior Learning  
CT – Contract Training  
CTE – Career and Technical Education  
CWI – College-Wide In-Service  
DEI – Diversity, Equality and Inclusion  
DMI – Districts Mutual Insurance  
EAP – Employee Assistance Program  
EBC – Employee Benefits Corporation (flexible spending accounts and COBRA)  
ELT – Executive Leadership Team  
ETF – Employee Trust Funds  
FERPA – Family Educational Rights and Privacy Act  
FI – Faculty In-Service  
FMLA – Family Medical Leave Act  
FQAS – Faculty Quality Assurance System  
FSA – Flexible Spending Account  
FTE – Full-Time Equivalency

FTL – Faculty Teaching and Learning Days/Faculty Team Lead  
FY – Fiscal Year

HDHP – High Deductible Health Plan

HLC – Higher Learning Commission

HRA – Health Reimbursement Account

HSA – Health Savings Account

I-CARE – Acronym for our Core Values: Student Centeredness, Integrity, Commitment, Accountability, Responsibility, and Exceptional Service

IPEDS – Integrated Postsecondary Education Data System (Collection program for the National Center for Education Statistics)

K12 – Secondary schools, both public and private

LiNK – Provides services to help students and community members in Mid-State’s district achieve their educational and career goals (not an acronym)

LTD – Long-Term Disability Insurance

MF – Marshfield Campus

NEO – New Employee Orientation

NVA – National Vision Administrators (vision insurance)

OOO – Out of Office

PLA – Prior Learning Assessments

PPE – Personal Protective Equipment

PPO – Traditional Health Plan/Preferred Provider Option

PS – PeopleSoft

SAS – Security Administrative Services (health insurance)

SP – Stevens Point Campus

SRA – Salary Reduction Agreement

SSIC – Student Services and Information Center

SSLT – Student Services Leadership Team

STD – Short-Term Disability Insurance

TAP – Team Action Plan

TPA – Third Party Administrator

TSA – Tax Sheltered Annuity

TSACG – 403 (b) Third Party Administrator

WDC – Wisconsin Deferred Compensation

WEA – Wisconsin Educational Association

WED – Workforce and Economic Development

WIDS – Worldwide Instructional Design System

WILM – Wisconsin Indianhead, Lakeshore, Mid-State Technical College – our IT consortium

WLDI – Wisconsin Leadership Development Institute

WR – Wisconsin Rapids Campus

WRS – Wisconsin Retirement System

WTCS – Wisconsin Technical College System

# **HANDBOOK RECEIPT AND ACKNOWLEDGEMENT**

Electronically Acknowledged at time of Hire

I have received a copy of Mid-State Technical College's Employee Handbook.

I understand that the information in the College's Handbook represents guidelines only and that the College reserves the right to modify this Handbook or to amend or to terminate any policies, procedures, or employee benefit programs whether or not described in this Handbook at any time, or to require and/or to increase contributions toward those benefit programs. I understand that I am responsible for reading the Handbook, familiarizing myself with its contents, and adhering to all policies and procedures of the College, whether set forth in this Handbook or elsewhere.

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

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