Western Iowa Tech Community College

Employee Handbook

October 2026

College Mission (Board Policy 102)

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

- To accomplish the mission, Western Iowa Tech Community College will:
- Provide post-secondary occupational education leading to diplomas, certificates, and the Associate of Applied Science degree.
- Provide post-secondary general and transfer education leading to the Associate of Arts or Associate of Science degree.
- Provide basic education for the improvement of academic skills and/or leading to a General Educational Development (GED) diploma.
- Provide economic development programs and assistance.
- Provide lifelong community and continuing education.
- Develop partnerships with educational institutions, businesses, governmental agencies and communities.
- Develop programs for participation in the global economy.
- Provide student development services to improve the academic success of our diverse student population.
- Provide opportunities for our students to participate in leadership development and in community social and recreational activities.
- Maintain a learning and working environment that is safe, clean and comfortable.
- Provide student and employee support services to operate the College.

Our Values

Transformation
Better Lives. Transforming lives through quality education and commitment to community.

Engagement
Better Learning. Engaging Individual learning enhanced by technology and real-world experiences.

Community
Better Together. Joining our collective strengths to drive innovation and progress.

Harmony
Everyone Better. Embracing a diverse and inclusive environment which welcomes, respects, and values all.

Guiding Principles

- **Student Learning**. We value the personal, intellectual and occupational growth of our students.
- **Quality**. We are committed to quality instruction and services to maximize student success and employer satisfaction.
- **Access**. We provide access to the College by addressing student needs related to time, location and cost.
- **Diversity**. We respect individual differences and strive to meet the needs in our diverse communities.
- **Lifelong Learning**. We promote lifelong learning for personal and professional development.
- **Academic Freedom**. We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.
- **Shared Governance**. We believe in shared governance and encourage our employees and students to contribute to the development of the College.
- **Efficiency and Effectiveness.** We are committed to continuous improvement and fiscal responsibility within our educational programs and College services.
- **Dedication**. We value a workplace which promotes mutual respect and cooperation between the College and the employees.
- **Professional Integrity.** We are committed to high standards of ethics and integrity in our relationships, our professional activities, and the performance of our duties.

Nondiscrimination (Board Policy 206.1)

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex (including pregnancy), national origin, religion, age, disability, sexual orientation, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.
If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 2887; equity@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov. Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The College's Title IX Coordinator is the same as the Dean of Human Resources, with the contact information set forth above.

Preface

The Western Iowa Tech Community College Employee Handbook is intended to give employees an overview and update of personnel practices, benefits and services. For a more official and complete description of employment policies, you may review the Board of Directors' Policy Manual and/or the current master agreement, if one exists. Copies are available with the Board Secretary, in the Human Resources Office, and on the College's website at www.witcc.edu.

Western Iowa Tech is a dynamic organization actively involved in a constantly changing world. It will be necessary to occasionally change, add, or delete certain practices and procedures. When this happens, you will be notified of updates which will be available on the College's website.

You are expected to become familiar with, and abide by, the College's policies and regulations. If you have concerns or questions regarding the information in this Handbook or about your own employment circumstances, you should contact your immediate supervisor to discuss the matter first. You should also feel free to contact the Human Resources Office at any time if that is more appropriate, convenient, or comfortable for you. You have the right to prompt and correct responses to your questions, and every reasonable effort will be made to provide you with the necessary information. Your employment at Western Iowa Tech should be safe, fulfilling, and productive.

Notice

This Employee Handbook is intended to give employees a short description of various working conditions, benefits, and related matters connected with employment at Western Iowa Tech Community College and supersedes any previous Employee Handbook issued by the College. In the event of a conflict between a description in this Handbook and a master or individual contract or Board Policy or any other lawfully adopted agreement, regulation or provision, etc., the latter will prevail in all cases. Personnel policies are approved by the Board of Directors and administered by the College administration, and may be withdrawn, revised, or amended at any time.

The Employee Handbook is maintained and continuously updated on the College's website at https://My.Witcc.edu. Employees have access to the Handbook via the website and are responsible for reading the Handbook and becoming familiar with its contents, policies, benefits and employee responsibilities.

Dear Faculty and Staff:

Welcome to the Western Iowa Tech team! We are pleased that you have chosen to share your talents with us. At WIT, our mission is to elevate our diverse learners and strengthen our communities through inclusive and innovative education.

As a College employee, your role is important to helping students complete their programs of study and achieve their goals. Whether you contribute through a support, technical, professional, instructional, or administrative role, you are a valued member of our College team. Employees who are committed to our mission and dedicated to serving our students are our greatest asset.

Western Iowa Tech is an exciting place to work. We offer programs and services that reach people throughout our five-county service area and beyond. Our strong career and technical programs continue to serve as the foundation of the College. This strength is complemented by our Arts and Sciences transfer programs, Community and Continuing Education and Lifelong Learning programs, public radio station KWIT-KOJI Siouxland Public Media, Athletics program, and initiatives that serve business and industry through customized training.

We are all ambassadors for the College and for the communities we serve. The pride you take in your work is reflected in the way others view WIT. Whether you are speaking with a friend, neighbor, student, parent, guardian, or community member, let them know that we are ready to serve them by providing accessible, high-quality services. Together, we can show others that at Western Iowa Tech, This is Your Place!

I am glad you are part of the College's team. I wish you, and your family all the best.

Dr. Terry Lindsay
President

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College History

The Governance

Western Iowa Tech was established as Merged Area XII in August 1966. Merged Area XII includes approximately 3,900 square miles of Cherokee, Monona, Plymouth, Woodbury, Ida, and Crawford counties in Iowa and borders both Nebraska and South Dakota.

Dr. Robert H. Kiser was selected as the chief executive officer of this fledgling endeavor, and he immediately proceeded to guide the College through its period of initial growth and development. His foresight, leadership, and dedication to serving people is reflected in every facet of the College's history and ongoing operation.

He continued to serve as President until his retirement in 1991.

Dr. Robert E. Dunker became the second president of Western Iowa Tech Community College on October 1, 1991. He was a graduate of the College's first Mechanical Drafting and Design Technology class, and he retired in 2011. Dr. Terry Murrell was selected by the Board of Directors as the third president to lead Western Iowa Tech Community College on August 1, 2011.

The Board of Directors is composed of nine members, one elected from each of the nine director districts in Merged Area XII by the electors of the respective districts. The term of a Board member is normally four years, and there is no limit to the number of terms an individual may serve. The Board meets monthly and may conduct special meetings as necessary. Board meetings are open, public meetings, which citizens, employees, and any other interested parties are invited to attend. Some proceedings may be closed to the public if required/allowed by law.

The Organizational Structure

The President is the chief executive officer of the College and reports directly to the Board. The Executive Council consists of the President and the senior administrative staff members of the College. A copy of the latest WITCC Organizational Chart is available from the President's Office.

The Facilities and Programs

The first headquarters were at 222 South Floyd Boulevard in Sioux City, Iowa. Three instructional programs, involving 83 students, operated at that site and at various other attendance centers in Sioux City.

When the 1968 fall term began, the number of full-time Career Education programs had grown to 17. Also, all of the adult basic, high school completion, high school equivalency certificate, and occupationally oriented adult education programs were under the direction of Western Iowa Tech Community College. The College currently serves approximately 6,000 individuals through nearly 75 full- and part-time career and technical and arts and sciences transfer accredited programs, and the College offers continuing adult education and Lifelong Learning courses to over 30,000 participants annually.

Acquisition of a 143-acre tract of land at 4647 Stone Avenue in Sioux City was completed in 1968. Construction of the first permanent building, the Applied Technology Building (formerly Trades and Industries Building D) began in 1969 and was completed in 1971. Contracts for the Dr. Robert H. Kiser Building (formerly Technical & Paraprofessional Building A) were let in August of 1972, and construction was completed in mid-1974.

The Gaylord Smith Building (formerly C) and the Corporate College Building (formerly the Student Affairs Building B) were completed in 1980. In January 1979, Western Iowa Tech was licensed to operate a public radio station. KWIT 90.3 FM signed on the air in January 1978, just prior to completion of the KWIT Building (formerly F) which houses the studios and offices. In 2002, KWIT extended its signal to KOJI-FM 90.7 in the Iowa Great Lakes region.

In 1984, Western Iowa Tech acquired the building and property formerly occupied by Sioux Valley Machinery located just off Gordon Drive, a short distance from the main campus. The premises were remodeled to become the Transportation Center in 1985 and are now known as the Industrial Technology Center. The construction of Physical Plant Building (formerly E) was completed in the spring of 1989.

Construction began on a facility linking Buildings A and D in the spring of 1993 and was completed in the summer of 1994. The entire complex was dedicated as the Dr. Robert H. Kiser Building. On campus housing for students, the Sun Ridge Court Apartments, were built in 1982. The Bur Oak Suites, a student residence hall, opened in 2008. Through community partnerships, the College constructed the Denison campus in 1993 and the Cherokee Campus and Conference Center in 1996.

The Advanced Sciences Building which links the Kiser Building to the Corporate College Building was completed in 2005. The College collaborated with the City of Sioux City and Woodbury County to construct The Security Institute which opened in 2008 and houses city/county communication and emergency operations along with WITCC classrooms. The College acquired the Beltway Center in 2009 to house truck driver training and motorcycle training. The College opened The Dr. Robert E. Dunker Student Center in 2012 to provide fitness facilities for learners. In 2012, a student residence hall Prairie Place was added to the Sioux City Campus, and a WITCC Le Mars Center was opened.

In December of 1973, the State Board of Public Instruction (now State Board of Education) granted community college status, and we became known as Western Iowa Tech Community College. Our commonly accepted identification, for purposes of brevity, is Western Iowa Tech . . . or even less formally, WITCC or WIT, whether spelled out or spoken. By any reference, the College has become known as an institution of distinction in its field!

To further enhance this status, in 1987 application was made to designate Western Iowa Tech as a comprehensive community college and to permit the delivery of arts and sciences courses leading to the associate of arts degree. Approval was received in the summer of 1987, and the program commenced that fall. It should be mentioned that very limited arts and sciences offerings had been available at the Sioux City campus prior to 1987, and an associate of arts degree program had been conducted by Western Iowa Tech Community College in the Denison, Iowa, area for several years. In addition, there have been several other programs, sites, and facilities operated by Western Iowa Tech throughout the six-county area over the years. Current operations include

Denison, Cherokee, Mapleton, and Le Mars. Other offerings of credit and noncredit education are also provided at various locations throughout the six-county area.

Accreditation

Western Iowa Tech Community College is accredited by The Higher Learning Commission. The College's curriculum is approved by the State of Iowa Board of Education.

CAMPUS FACILITIES

Campus Facilities

Western Iowa Tech Community College's main campus consists of a suburban 147-acre site on the eastern edge of Sioux City. Satellite centers operate in Denison, Mapleton, Cherokee, and Le Mars. Facilities located on or near the main campus include:

DR. ROBERT H. KISER BUILDING is the largest single structure in Western Iowa Tech's complex covering an area equal to 5 1/2 acres. It includes the former Technical and Paraprofessional Building (A), which was completed in 1974. Comprising 246,000 square feet, a portion of which is on two levels, it includes the Administrative Offices, Enrollment Services Offices, the Business Office, Learning Achievement Center, Job Training Partners Offices, Information Technologies, and a large share of the various instructional programs.

ADVANCED SCIENCES BUILDING
In June 1994, the Bookstore and the Overlook Cafeteria relocated to the new Advanced Sciences Building which links Buildings A and D. The building houses Arts and Sciences classrooms and offices.

CORPORATE COLLEGE BUILDING activities include the Community and Continuing Education Division, Economic Development, Iowa Small Business Development Center, and other related activities. It also houses the Rocklin Conference Center.

GAYLORD SMITH BUILDING provides facilities for the Motorcycle/Power Sports, Art, Electrician, and Photography programs.

APPLIED TECHNOLOGY BUILDING, the first campus building, known as the Trades and Industries Building was constructed in 1971 and houses several career and technical instructional programs as well as the Cargill Auditorium.

PHYSICAL PLANT BUILDING houses the Physical Plant operations and an enclosed storage area for large equipment.

KWIT-KOJI BUILDING houses the offices, studios, and equipment for public radio station Siouxland Public Media KWIT-FM 90.3 and KOJI-FM 90.7. Siouxland Public Media KWIT-KOJI is a 100 kw fine arts and public affairs station, licensed to Western Iowa Tech and operating on a 24-hour daily schedule. The transmitter and tower are located approximately 5 miles east of the WITCC Sioux City campus. The signal also extends to the Iowa Great Lakes region.

STUDENT HOUSING at the Sun Ridge Court Apartments is located on an eight-acre site at 4701 Stone Avenue, within walking distance of the campus entrance. Apartment style living is provided for nearly 200 students, with ten buildings of six apartments each. One-bedroom units for two residents and two-bedroom units for four residents are available.

The Bur Oak Suites and Prairie Place are also located on the Sioux City campus and provide dormitory-style student housing for nearly 400 students.

INDUSTRIAL TECHNOLOGY CENTER is located a short distance east of the WITCC Sioux City campus with access off Gordon Drive or Stone Avenue. It houses the Automotive Technology, Construction and Welding programs.

THE SECURITY INSTITUTE houses the City of Sioux City and Woodbury County communication and 911 emergency operations center as well as instructional programs related to these operations.

THE BELTWAY CENTER houses the truck driver training and motorcycle training programs.

Maps of the Sioux City WITCC Campus are available in the Enrollment Services Office and in the Human Resources Office and online on MyWIT.

IN THE COURSE OF YOUR DAY

You Are Western Iowa Tech!

As an employee of Western Iowa Tech Community College, you represent the College both on and off your job site. Your conduct influences the public's opinion of the College. You are asked to serve as a proud and positive ambassador for the College and the services we provide. Community relations is everyone's job, and we thank you for doing your part!

Courtesy and cooperation are essential to the successful operation of our College. Every employee is expected to be courteous and helpful to students, visitors, and colleagues and to make everyone feel welcome.

Work Hours and Absences (Board Policies 401.01 and 402.6)

The Sioux City campus buildings will be open at 6:30 a.m. Monday through Saturday and closed at 7:00 p.m. Monday through Thursday, at 5:00 p.m. on Friday, and at 12:00 noon on Saturday. Other hours within a building may be scheduled for special purposes.

For full-time hourly, nonexempt employees, the regular schedule is eight hours a day and 40 hours a week. Most employees are scheduled for "daytime" hours, Monday through Friday. Alternate schedules and assignment to an afternoon or evening shift may be required for some positions.

Part-time hourly employees will have daily and weekly schedules which meet the requirements of their respective positions.

Full-time salaried, exempt employees will generally work a minimum of a 40-hour week, with actual hours and daily/weekly schedules determined by the requirements of their positions.

For employees who work more than five (5) hours per day, a duty-free unpaid meal period of 30-60 minutes will be scheduled by their supervisor each day at approximately the middle of their shift.

For support employees who work four (4) or more hours per day, one 15-minute paid break period will be scheduled by their supervisor each day. For support employees who work eight (8) or more hours per day, two 15-minute paid break periods will be scheduled by their supervisor each day during each half of their shift.

The work schedule for full-time instructional employees will be 37½ hours a week including a 30-minute duty free unpaid meal period per day scheduled at approximately the middle of their workday. A schedule of hours, including office hours, will be proposed by each instructor, and submitted to the instructor's supervisor at the beginning of each semester for approval or revision. Under special circumstances and by mutual agreement with the supervisor, online teaching away from campus may be counted as employee hours.

Other arrangements may exist in accordance with specifically approved employment agreements or contracts.

All employees are expected to be at their work site at the time arranged with their supervisor. Work hours may vary according to shift or assignment. If it is not possible to be at your work site at the expected time, you must call your supervisor to inform him/her of the predicted length of your absence.

Unless prior arrangements have been made, such as for a planned absence, a telephone call is necessary each day you are unable to report at the expected time. You have the responsibility to keep the College notified of your circumstances. Failure to do so could jeopardize your employment.

Prior to taking a leave of absence for purposes of vacation, personal leave, military leave, jury duty, or any other planned absence, an online leave request, or a Request and Authorization for Leave form must be submitted to, and approved by, your immediate supervisor. An online leave request may be submitted for vacation and personal leave. The leave form must be submitted and approved as soon as possible upon your return from any absence for which prior notification was not possible, such as personal or family illness, etc.

Prior to attending a meeting outside of Merged Area XII, a Meeting/Travel Request form must be submitted to, and approved by, your immediate supervisor. Meeting/Travel Requests are available online on MyWIT or from the Business Office.

Handling Information (Confidentiality)

As a public institution, a vast majority of the information we work with is open and available to interested parties. However, some items, such as student records and personnel files, are confidential. The maintenance, dissemination and protection of confidential records is required by federal and state laws such as the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Information Portability and Accountability (HIPAA) laws. Other information, although public, may be sensitive to proper dissemination. If you work with such information, you are expected to keep this confidential and not share the information with unauthorized persons. If you have a question, ask your supervisor.

If you are contacted by a law enforcement official requesting student or employee records, please direct that person to the Board Secretary in the Administration Office. All College responses to legal requests are provided by the Board Secretary.

Safety

Safety and the prevention of accidents is the responsibility of every employee. You should protect yourself and other employees from job hazards, strive to prevent fires and accidents, and always promote safety. You should report any potentially unsafe condition or accident to your supervisor immediately. You can also report a building, grounds, or security concern online on MyWIT. Your input is invaluable!

Care and Use of Equipment

It is important that you use College equipment and supplies as carefully and economically as you would your own. We are all stewards of the public tax dollars that support our operation. Budget restraints often severely limit the money available for new or replacement items.

Each department/division is also responsible for maintaining an up-to-date inventory of its fixed assets, including location. Property tags will be assigned by the Business Office when items are acquired. Care must be taken not to relocate an item without proper notification to the Business Office.

Personal Use of College Equipment

As a tax assisted community college, we must always remember that we are accountable to the taxpayers of our merged area. College materials, supplies, and equipment are provided to operate the College to further the educational mission. The following are College guidelines relating to the restrictions on the personal use of College equipment.

Telephone and College Phones**:** Personal use of College telephones is discouraged; however, if it is necessary to use a College telephone, calls should be limited and short in nature. Personal long-distance calls and personal use of College cell phones are discouraged and may be charged back to the employee. If the call cannot be delayed until you arrive home, it will need to be on your personal cell phone or on your calling card and made during your break and/or meal period. Exceptions can be made in the case of emergencies. Personal use of the 800 number/WATS line is prohibited.

Fax Machine**:** Personal use of the College fax machine is discouraged; however, if it is necessary to use the College fax machine, the personal faxes cost is $0.50 per page and must be paid at the cashier's office.

Copy Machine**:** Personal use of the College copy machine is discouraged; however, if it is necessary to use the College copier, personal black and white copies cost $0.10 per page and personal color copies cost $0.25 per page and must be paid at the cashier's office. Also please remember that copy machines located throughout the College are intended for a small number of College copies and any quantities of 50 or more are to be directed to the College print shop.

Computer/Printer Usage**:** Personal use of College computers and printers is discouraged. Personal business activity (i.e., maintaining personal or personal business activity) is prohibited. Costs for personal items from a printer are the same as for the copy machines and must be paid at the cashier's office.

Equipment: Personal use of College equipment such as tools, folding tables, ladders or instructional program equipment is prohibited.

Internet Access**:** Personal use of the Internet is discouraged.

E-mail**:** Personal use of the e-mail system is discouraged and may be charged back to the employee. Although you may not be able to stop some of the incoming personal e-mail messages, you should not forward personal e-mails.

Energy Conservation

Western Iowa Tech takes pride in being a leader in energy conservation. Great strides are possible in decreasing our energy usage through the cooperation of all employees. Your support in this effort is appreciated and will be a financial benefit to the College.

Smoke-Free and Tobacco-Free Environment (Board Policy 805.4)

Smoking and the use of tobacco products are prohibited in all College facilities and on all College property, including buildings, grounds, and parking lots and in any private or College vehicle located on College property and grounds. Smoking and the use of tobacco products are prohibited in vehicles which are owned, leased, or provided by the College. This restriction applies at all times and to all WITCC employees, students, customers, clients, vendors, and visitors.

The use of electronic e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco or other matter that can be smoked or inhaled, or the inhaling of smoke or vapor from an electronic smoking device.

Persons failing to abide by this policy shall be required to extinguish and/or dispose of their expended tobacco product or leave the restricted College premises immediately and shall be subject to sanctions and penalties as outlined in the Iowa Smoke-Free Air Act.

Personnel Files (Board Policy 400.38)

The official personnel file for each employee will be maintained by the Human Resources Office. All official employment documentation such as contracts, evaluations, and application materials will be kept in this file.

You may have access to your file in the presence of the Dean of Human Resources or designee, or other authorized person (except for confidential letters of reference) and may insert information relating to your employment at any time.

Data commonly referred to as "directory information," such as home address and telephone number, will ordinarily be available to the public, unless you specifically request that it not be released. You should notify the Human Resources Office or the Board Secretary if that is your desire.

Other information in confidential personnel records shall not be available to the public unless ordered by a court or other duly empowered authority. Others with access to your file are the President, your area Vice President, the Human Resources Office and your supervisor(s).

Changes In Personal Data

For WITCC to maintain accurate records, you should notify the Human Resources Office promptly of any changes in name, address, and telephone number. If you complete additional college coursework or training, or if you receive a new or renewed license or certificate pertaining to your occupation, you should forward the transcript/document to the Human Resources Office.

Payroll Information (Board Policy 400.13)

The payroll periods are set by the Human Resources Office and are reviewed periodically to allow time for calculating and preparing payroll. Employee pay will be direct deposited in the account(s) of the financial institution(s) selected by each individual employee on the last working day of each month. Wage "advances" are not authorized. Employees will receive an earnings statement online on MyWIT showing gross earnings, tax and other deductions and net pay.

You should contact the Human Resources Office about IPERS, TIAA, FICA (Social Security), insurance deductions, changes to tax withholding allowances, and tax-sheltered annuities.

Salaried employees, those exempt from the Federal Wage and Hour Laws (Fair Labor Standards Act), will be paid on each payday in accordance with the proportion of annualized salary which is due them to that point in time. The College operates on a fiscal year of July 1 to June 30. The gross monthly salary for an employee working a full fiscal year will generally be one-twelfth of their authorized annual salary, aside from any deductions which might be necessary

for leave without pay, etc. Salaried employees starting during a fiscal year will have their pay adjusted to fit the remainder of that fiscal year.

Hourly employees, those not exempt from the Federal Wage and Hour Laws, are paid based on actual hours worked in the pay period. Overtime pay is calculated based on time worked in excess of 40 hours in a week. Sick, personal, and other leave time may not constitute time worked. Hourly employees are paid once each month on the last working day of each month. Supervisors of employees who are required to keep a timesheet or timecard are responsible for turning the timesheet or timecard in to the Human Resources Office.

The minimum overtime or deduct time that will affect an hourly employee's pay is eight minutes, which is treated as 1/4th of an hour. If an hourly employee is called in to work or scheduled to work on a scheduled holiday, he/she will be paid one and one-half times their regular rate for hours worked plus his/her regular pay for that holiday. If an employee is called in to work, pay will be for all time worked, but not less than a minimum of two hours. If an employee is sent home after reporting to work or if notified before the starting time not to report, his/her regular rate of pay will be paid for that day. If the College is officially closed, employees required to work will be paid one and one-half times their regular rate for hours worked plus his/her regular pay for that day.

If an instructional employee is required to work beyond 37½ hours per week, the employee will be compensated at the employee's per diem hourly rate.

Instructional employees will be required to attend without additional compensation reasonable faculty and other meetings outside the regular workday, such as department and division meetings, advising/recruitment sessions, and Advisory Committee meetings. Reasonable shall be interpreted to be no more than 12 meetings per year. Without additional compensation, instructional employees will be required to complete and submit student grades by timelines established by the College.

Direct Deposit

Direct deposit is a condition of employment at WITCC, and you should make those arrangements with the Human Resources Office. Employees will have their pay direct deposited at the financial institution(s) of their choice. Employees will receive an earnings statement online on MyWIT showing gross earnings, tax and other deductions, and net pay. Employees must complete a Direct Deposit Payroll Authorization Form and return the form to the Human Resources Office. The Direct Deposit Payroll Authorization Form is available in the Human Resources office and online on MyWIT.

Payroll Deductions (Board Policy 400.15)

Payroll deductions will automatically be made to pay an employee's portion of such items as group insurance premiums, FICA (Social Security), and IPERS or TIAA. With an employee's authorization, other payroll deductions may be made for items such as deposits/payments for the cafeteria plan benefits, contributions to the WITCC Foundation, contributions to United Way, and others. The Payroll Deductions authorization form is available in the Human Resources office and online on MyWIT. Contact the Human Resources Office for more information.

Garnishment of Wages

It will be necessary to make deductions from an employee's pay if WITCC is served with a court order or other lawful order instructing the College to do so, such as for garnishment, wage attachment, delinquent child support, etc.

You are urged to handle your personal affairs in such a manner as to avoid garnishments or other court ordered deductions. If such a situation arises, you will be notified by the Human Resources Office, and the College will comply with the order of the court or other appropriate authority.

If You Leave Our Employment

In the event you choose to terminate your employment with the College, you are asked to submit a letter of resignation to your supervisor, with a copy to the Dean of Human Resources, stating your last date of employment and reason for leaving.

Employees not under contract may submit a resignation to their supervisor at any time, but it is requested that at least two weeks' notice be provided, and 30 days is preferred. The Board reserves the right to waive the notice and release the employee prior to that time.

You will receive a Check Out form which will guide you in checking out with the necessary departments at the College, such as the Business Office, Information Technology, Campus Safety, and the Library. You will be required to return all College keys and any other property assigned to you.

There are those unfortunate but infrequent times when it may be necessary for the College to terminate someone's employment. There are many reasons why a situation like that might arise. Whatever the reason to terminate employment, the circumstances, procedures, and rights of the employee will be discussed with the employee by the supervisor and/or the Dean of Human Resource.

PERSONNEL POLICIES AND PROCEDURES

Personnel Policies And Procedures

Orientation

Your first day on the job should include time with the Human Resources Office. You will complete employment papers and be provided a brief overview of employment conditions, wages, benefits, organizational structure, etc. They remain ready to answer your questions at any time.

If there are several other employees starting employment on the same day, at least part of the orientation process may be handled in a group session.

Your supervisor will arrange with one or more of your co-workers to show you around the campus and to get you accustomed to your new job.

The most important thing to remember as you start your new position is to ask questions if you don't know or don't understand!

Employment Status (Board Policies 401.12 and 402.2)

Employees are classified into the following employment status categories. Status will be determined when first hired and may change during employment due to position changes, different hours, etc. Board approval is required for all categories of employment.

1. **FULL-TIME** - An employee generally scheduled to work 40 but not less than 32 hours per week for an indefinite period of time but not less than six months.
2. **PART-TIME** - An employee scheduled to work at least 16 hours per week and less than 32 hours per week for an indefinite period of time but not expected to be less than six months.
3. **LIMITED PART-TIME** - An employee scheduled to work less than 16 hours per week for an indefinite period of time but not expected to be less than six months.
4. **TEMPORARY** - An employee scheduled to work for a definite period of time not expected to exceed six months.

Employees desiring to transfer to another work assignment or change their employment status should submit a written request to the Dean of Human Resources. Announcements of position vacancies will be made at least seven (7) calendar days before the position is filled. Vacancies will be filled based upon the candidate's qualifications and the ability to perform the work. The decision to make a voluntary or involuntary transfer will be made by the College President based upon the needs of the College.

When the number of employees must be reduced due to a change in program, staff realignment, a change in the size or nature of the student population, and/or budgetary considerations or for other good reasons as determined by the Board, such reduction of employees shall be accomplished through normal staff attrition unless the best interests of the College dictate otherwise. When reductions beyond normal staff attrition are to be made, employees shall be given notices of termination according to Board Policy No. 400.28 All Personnel Reduction in Force, and instructional employees will be notified by April 30 according to Section 279 of the Code of Iowa.

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Personnel Classifications And Contracts

Administrative Staff

Employees who have College-wide responsibilities for planning, organizing, budgeting, and establishing of administrative guidelines or will be responsible for directing operational decision-making to their assigned area or function and developing specific procedures for carrying out those decisions within approved policy and/or administrative guidelines will be considered administrative staff. These employees will also usually have authority to act within policy guidelines relative to the evaluation, promotion, hiring, dismissal, scheduling, wages, hours, and working conditions of one or more employees under their direction.

Other employees in this category will be working in capacities which provide professional services, and which require a high level of specialized education, training, and/or experience, and who work with a minimum of supervision.

Employees classified in these positions will generally be exempt from the Federal Fair Labor Standards Act (Wage and Hour Laws) and will not receive overtime pay or other related considerations.

Support Staff

Employees who work under the supervision of an administrative employee will be considered support staff. Examples include receptionist, registration clerk, custodian, or secretary. Skills, qualifications, and responsibilities are generally distinct to a specific task or assignment.

Employees in most of these positions are not exempt from the Federal Fair Labor Standards Act (Wage and Hour Laws) and may receive overtime pay and other related considerations in accordance with those laws.

Instructional Staff

Employees who work in positions defined by the Collective Bargaining Master Agreement as included in the public employee organization known as the Western Iowa Tech Community College (EA) Education Association, and others working in positions requiring credentials established by the State of Iowa to serve as an instructor in a credit program, will be considered instructional staff.

Some persons in administrative positions and some part-time or temporary employees may also have instructional duties, but their category of employment will be in the Administrative classification.

Curriculum Development and Curricular Materials

As part of their regular duties, employees are required to participate in the following course or curriculum development activities: preparation of course descriptions, course outlines, course objectives, syllabi, program review and assessment, and course competencies. There is no additional compensation for participation in these course or curriculum development activities, and the product of such additional work shall be the property of the College for all purposes. The College will not compel an instructor to share his/her test, quizzes, assignments, and/or lecture notes with any full-time, part-time, or adjunct instructor employed by the College or any full-time, part-time, or adjunct instructor not employed by the College except as deemed necessary by the College for CORE curriculum, common assessment, NACEP, accreditation,

consortium arrangements or other work as determined by the College.

If employees create curricular material on their own time and using their own resources, such curricular material shall be the employees' property for all purposes and the employees will not be compelled by the College to provide their work to any full-time, part-time, or adjunct instructors. Employees may not use College equipment or resources to develop materials for other businesses or educational institutions.

If employees create any curricular material during hours when they are scheduled to be performing duties for the College or if employees use College-owned property, equipment, systems, or resources to create any curricular material, the material created is the property of the College and may be used by the College as it deems appropriate.

Credentials And Issuance Of Contracts (Board Policies 401.3 and 403.2)

Employees working in positions which require credentials established by the State of Iowa must hold the appropriate credentials with either regular or temporary approval as determined by the Iowa Department of Education. Persons holding credentials with temporary approval must show satisfactory progress in completing the requirements for regular approval. A copy of the current credentials is to be filed with the Human Resources Office. The Code of Iowa states that compensation for services rendered may not be paid without such credentials (Code 294.1).

Individuals employed in positions requiring credentials will be issued a continuing contract. Persons working in positions not requiring credentials, but who have continuing contracts through an earlier employment arrangement, may continue to be subject to the continuing contracts law (Code 279).

Employee Associations

Employees covered by a Collective Bargaining Master Agreement, a contract negotiated between the College and the Western Iowa Tech Community College Education Association (EA), should refer to that Agreement, in addition to Board Policy, regarding the rules and regulations for their employment. Should there be any inconsistency between the Collective Bargaining Master Agreement and this handbook, the Collective Bargaining Master Agreement shall prevail or govern.

Employees not covered by a Collective Bargaining Master Agreement should refer to the Board Policy manual for information not given in this Handbook.

Equal Employment Opportunity/and Educational Equity Compliance (Board Policy 400.2)

Policy Statement

Western Iowa Tech does not discriminate among students or applicants for admission and makes no distinction among job applicants or employees according to Nondiscrimination Board Policy 206.1. The College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, as well as other applicable federal, state, and local laws.

The person charged with monitoring and coordinating Equal Employment Opportunity matters is Jackie Plendl, the Equal Employment Opportunity (EEO) Officer. Her office is in the Kiser Building, and her telephone number is 712-274-6400, or Extension 1406 on campus.

Individuals who believe they have been discriminated against may file a complaint through the College's Complaint or Grievance Procedures outlined on the following pages. Complaint or Grievance Forms and Procedures may be obtained from the WITCC Human Resources Department, Dr. Robert H. Kiser Building, Room A242, (712) 274-6400, Extension 1406.

Disability Accommodations For Employees

Any employee of Western Iowa Tech Community College who has a disability for which an accommodation is needed should follow these procedures:
The employee will contact the Dean of Human Resources to schedule a meeting to review the employee's accommodation application. The employee will supply medical documentation of the disability along with any supporting materials to the Dean of Human Resources who will evaluate the documentation to determine if a disability exists. If so, the implications and impact as it pertains to the job/position and the accommodation needs of the employee will be considered.

Harassment (Board Policy 400.10)

Harassment of employees and students will not be tolerated, including by Board members, administrators, employees, parents, vendors, and others doing business with the College. This includes incidents within college facilities, college premises, and on other property if the employee or student is at any college sponsored or related activity or function, such as field trips where students are involved in a college– supervised activity or where the employee is engaged in college business, or where the conduct affects the order, management, environment, or operations of the College.

Harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on an actual or perceived protected characteristic included in Non–Discrimination Board Policy (206.1), and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational program, activity, or benefit.
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance and/or is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive working or educational environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

The College also protects against some forms of sexual harassment under its Sexual Harassment and Abuse Policy and procedures, which is applicable to complaints of Title IX sexual harassment.

Employees and students who believe they have suffered harassment shall report such matters to the Title IX Coordinator. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the President or Board.

Upon receiving a complaint, the Title IX Coordinator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the conciliator to investigate claims of harassment promptly and reasonably and to pass the findings on to the President who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

Sexual Harassment and Abuse (Title IX) (Board Policy 506.7)

Western Iowa Tech Community College endeavors to maintain an environment conducive to work and study for all persons. The College prohibits sex discrimination in its programs and activities, including sexual harassment, sexual assault and abuse, dating violence, domestic violence, and stalking. Prohibited conduct also includes retaliation against others for opposing sexual harassment or exercising rights under this Policy to make complaints or participate in an adjudication process.

For information on reporting options, resources and contact information, and the resolution procedures which apply to a report or complaint of sexual harassment or abuse under this Policy, see the College's Equal Opportunity, Harassment, and Discrimination Procedures.
https://www.witcc.edu/title-ix/title-ix-sexual-harassment-procedures/

Information will be provided to all students about counseling services and campus security. Educational programs related to sexual abuse prevention and of the rights and duties of students and employees will be provided on a periodic basis.

It is intended to ensure that this policy and its procedures related to sexual harassment are interpreted and applied consistently with Title I
X, the Jeanne Clery Act, Iowa Code § 260C.14(18), and other applicable law.

Scope

The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating the College's prohibition on sexual harassment and the context in which the alleged harassment occurs.

The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize its Title IX administrative procedures to respond and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint of sexual harassment does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct, consistent with applicable law and policy, and based on the nature of the alleged conduct. The parties will be notified of this decision.

A. Prohibited Conduct

Sexual harassment means unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions:

1. A College employee, agent, or other contracted individual under the College's control or authority explicitly or implicitly conditions an aid, benefit, or service of the College on submission to unwelcome sexual conduct (e.g., sexual favors for a better grade or promotion; implicitly or explicitly threatening negative consequences if the student or employee rejects sexual advances).
2. Unwelcome conduct that when determined by a reasonable person, creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive, and objectively offensive that it effectively denies a person equal access to participation in the College's educational program or activity. Examples can include persistent and unwelcome efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; sexual exploitation; unwanted sexual attention; repeated and unwelcome sexually oriented teasing, joking or flirting; or verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic.
3. Sexual assault or abuse, defined as one of the following offenses in which one has or attempts to have sexual contact or sexual penetration with another individual without their consent:
    a. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of the complainant or by the respondent's sex organ without consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
    b. Fondling: intentional touching of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the complainant by the respondent or the respondent by the complainant, without the consent of the complainant, for the purpose of sexual degradation, sexual gratification or sexual humiliation.
    c. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
    d. Statutory rape: sexual intercourse with a person who is under the statutory age of consent.
4. Dating violence, which is violence committed by a person who is or has

been in a social relationship of a romantic, or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

5. Domestic violence, which is violence committed by a:
   - Current or former spouse or intimate partner of the complainant.
   - Person with whom the complainant shares a child in common.
   - Person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner.
   - Person similarly situated to a spouse of the complainant under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred;
   - Any other person against an adult or youth complainant who is protected from that person's act under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred.
6. Stalking, which is engaging in a course of conduct, on the basis of sex, toward another person under circumstances that would cause a reasonable person to fear for the safety of themselves or others or to suffer substantial emotional distress.

The determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

B. Resources, Reporting/Making a Complaint, Investigation, and Grievance Procedures

For information on reporting options, resources and contact information, and the resolution procedures which apply to a report of complaint of sexual harassment or abuse under this Policy, see the College's Equal Opportunity, Harassment and Discrimination Procedures.

Title IX Coordinator

The College's Title IX Coordinator(s) coordinates the College's response to reports of sexual harassment under this Policy. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will collaborate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policies. The name, title, and contact information for the College's Title IX Coordinators are prominently posted and published on the College's website consistent with applicable law.

A party may also contact the Assistant Secretary for Civil Rights of the United States Department of Education for matters under Title IX

Complaint or Grievance Procedures (Board Policy 400.11)

These Procedures describe the methods by which a complaint or grievance may be filed, consistent with Board Policy 400.11.

Who can file a complaint

These Procedures may be used by any of the following persons:
- Employees and/or applicants for employment.
- Students and/or prospective students; or
- Anyone who feels the College has discriminated against them or denied them an opportunity for reasons included in Non-Discrimination Board Policy (206.1). In keeping with the law, veteran status of applicants will be considered.

The nature of the complaint or grievance may be for reasons of:
- Discrimination in matters of College employment or admission to College programs or services.
- Harassment prohibited under Board Policy 400.10 Discrimination and Harassment.
- Employment, working conditions and other related matters.

These Procedures will not apply where another more specific policy or procedure governs the alleged policy violation, rule violation, or right/entitlement. For instance, the College has separate procedures for reports or complaints of sexual harassment as governed by Title IX of the Education Amendments Act of 1972. Those procedures are available at https://www.witcc.edu/title-ix/.

Under these Procedures, complaints will receive fair, prompt, and impartial consideration, and retaliation is prohibited.

Against whom may complaints be brought?

A complaint may be brought against any student or employee. If your complaint concerns behavior by a vendor or contractor or some other individual who may not be a member of the College community, but who may have an affiliation or a recognized connection to the College, you may bring your concerns to the attention of the responsible Equity Coordinator and they will assist you, wherever practicable.

If the President is the Respondent, the Equity Coordinator reserves the right to refer the complaint to the College Attorney. The findings and recommendation shall be submitted to the Vice President or their designee.

If the Equity Coordinator is the Respondent, the matter shall be referred to the College President or their designee.

Informal Process

The administration and Board of Directors of WITCC feel it is most desirable to have issues resolved at the lowest possible level. Individuals are encouraged to make an informal report to their immediate supervisor, instructor, advisor,

department chair, or the person most directly involved as soon as possible following the event giving rise to the complaint.

Employees of the College are expected to provide an atmosphere which is receptive to the free exchange of ideas and expressions of concern.

Formal Complaint Process

When resolution is not reached or is not practical through the informal process, a complainant may submit a formal complaint to one of the following individuals:

Dean of Human Resources/Employee Equity Coordinator
Human Resources Room A242
712-317-3304
Jackie.plendl@witcc.edu or equity@witcc.edu

Dean of Opportunity and Engagement/Student Equity Coordinator.
Administrative Office Room A505
712-317-3369
Revathi.vongsiprasom@witcc.edu or equity@witcc.edu

Complaints may be verbal or in writing, but a written complaint is encouraged. A written complaint should include the date and location of the occurrence, party or parties involved, names of witnesses, the facts and/or rationale of the complaint, and the corrective action sought. Also, complaints should be made as promptly as possible and preferably within 90 days following the incident because the passage of time may limit available evidence or the College' s ability to take remedial action.

Complaint or Grievance Forms, when needed, may be obtained from one the Equity Coordinators or from the Human Resources Office.

Use of the College's internal process in no way prevents or interferes with the complainant's right to seek redress in other appropriate forums. The complainant may also file a complaint and seek remedy through other agencies such as the Sioux City Human Rights Commission, the Iowa Civil Rights Commission, the Federal Equal Employment Opportunity Commission, or other appropriate agencies.

Investigation

The Equity Coordinator will conduct an appropriate investigation into the complaint. This may include interviewing the complainant, an accused party, and any witnesses, as well as reviewing relevant documents and/or evidence.

Confidentiality over the process, and the parties, will be respected to the extent possible, while allowing for a full investigation.

If at any time during the process, the Complainant elects to withdraw a complaint, this decision must be communicated in writing to the responsible Equity Coordinator indicating the reason for withdrawal. The College may nevertheless pursue its review of the allegations.

Each Party's Rights and Responsibilities during the investigation process

The College's formal review procedures are not designed to replicate an external judicial process. Consequently:

- Complainants and Respondents are expected to meet with the Equity Coordinator(s) as needed and as requested.
- Complainants and Respondents are expected to communicate truthfully with the Equity Coordinator(s).
- Complainants and Respondents are expected to provide any relevant evidence to the complaint and the facts raised to the Equity Coordinator(s) whenever feasible.
- Complainants and Respondents have the right to receive notice of all actions, recommendations, determinations and findings made by the Equity Coordinator(s).

Determination

Following the investigation, the Equity Coordinator will make a determination regarding the grievance based on the evidence and will communicate the decision to the involved parties. There may be legal, policy, or other considerations which limit the amount of information shared with the respective parties. For instance, student privacy laws and the confidentiality of personnel information may limit the amount of information which can be shared. At that time, each party will have an opportunity to provide any additional information that may not have been previously reviewed by the Equity Coordinator.

The Equity Coordinator will then issue a decision and any resulting actions and will communicate the decision to the complainant and the accused, as appropriate. The Equity Coordinator will work with the involved parties to implement any resolutions or remedial measures deemed necessary.

The complainant may appeal the decision of the Equity Coordinator for any of the following reasons: (1) A conflict or bias of the Equity Coordinator which affected the decision; (2) New, previously unavailable evidence which could affect the outcome; or (3) A procedural irregularity which could have affected the outcome. The appeal should be submitted in writing to the College President within five (5) business days of receiving the decision. The President will review the findings of the investigation provided by the Equity Coordinator and may choose to conduct further interviews with the complainant, the accused and any witnesses, but is not obligated to do so or gather further information. The President may choose to uphold or change the original decision and will communicate the decision to the involved parties. The President's decision becomes final.

If the final decision of the Equity Coordinator or President is that an accused party has violated College policy, rules, and/or rights of the complainant, discipline (up to and including expulsion or termination) may be warranted. Students, faculty, and staff will be afforded any applicable policy, procedural, or legal rights and processes for such discipline.

Consensual Relationships

The educational mission of the College is promoted by professionalism, which is fostered by an atmosphere of mutual trust and respect. These are diminished when persons in positions of authority abuse or appear to abuse their authority, as in the case of amorous relationships between employees and students.

WITCC will view it as unethical if faculty members, athletic team coaches, administrators or other persons in positions of authority engage in amorous relationships with students enrolled in their classes, student athletes, or staff who are subject to their supervision or authority. The same is true even when the relationship appears to be consensual (i.e., both parties have consented) because the voluntary consent of the student or staff member is in doubt given the power imbalance in the relationship. When aware of such a situation, WITCC will attempt to reassign students and employees to classes or work areas that remove them from the power situation.

Alcohol and Drug Use (Board Policy 400.31)

Alcohol

The consumption of alcohol on College property is prohibited. Furthermore, an employee who consumes alcoholic beverages on his or her own time must not allow that consumption to affect his or her performance on the job, in any way. Employees shall be expected to report for their work and/or return to their work in a condition which is unimpaired by the influences of alcoholic beverages, whether their work is on or off College premises. Failure to do so may subject the employee to disciplinary measures.

The College encourages employees who suffer from an alcohol dependency problem to seek help and will attempt to work cooperatively with anyone who commits to taking positive and satisfactory steps to bring the problem under control.

Drug-Free Workplace

It is the policy of the Board that within the powers of the College, reasonable measures shall be taken to establish and maintain a controlled substance-free workplace as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act/Amendment of 1988 (PL101-226).

1. Employees are expected to report for their assignments on time and in condition to perform the responsibilities of their positions, unimpaired by the unlawful use of a controlled substance. The College shall endeavor to provide a drug-free, healthful, safe and secure work environment.

2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises, or while conducting College business off College premises, is absolutely prohibited. Violations of this policy may result in disciplinary action up to and including termination and may have legal consequences.

3. The College shall establish an awareness program to inform employees about the dangers of substance abuse, the College's policy of maintaining a substance-free workplace, any available counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for violations occurring in the workplace.

4. Employees must, as a condition of employment, abide by the terms of

this policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. The report must be made within five (5) days following the conviction.

5.Within 30 days of receiving a report of conviction as described in paragraph number four (4) above, the College shall:

a. Take appropriate personnel action against such employee, up to and including termination, or
b. Require the employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Drug-Free College Community Program and Procedures

PROGRAM

Each employee and student will be provided with a copy of the Drug Free College Community Program and Procedures, along with information as approved by the College which describes health and safety risks of substance use and abuse and available drug and alcohol counseling, treatment, or rehabilitation programs.

The College shall direct distribution of this information to all students and employees. Distribution to students shall be arranged through the Dean of Students. Distribution to employees shall be through the Human Resources Office, and the Drug-Free College Community Program and Procedures will be available in the Human Resources office and online on MyWIT. Newly hired employees shall receive the information as a part of the employee orientation process.

PROCEDURES

Careful consideration will be given to the concerns of involved parties in order to determine sanctions which best serve to assist the affected individual and at the same time serve to promote a healthy, safe, and secure collegiate environment.

Students

The Dean of Students, in consultation with involved staff, will determine sanction(s) for policy violation regarding students in accordance with established policies and procedures.

Employees

The Dean of Human Resources, in consultation with the immediate supervisor of the affected employee, will determine sanction(s) regarding staff members. In some instances, implementation of the sanction(s) may require the approval of other administrators in the organizational structure, up to and including the President, and may ultimately require Board approval.

SANCTIONS

A. LEGAL - Applicable to all persons.

Federal, state, local, and WITCC penalties and fines may apply to persons involved with the possession, manufacture, distribution, or

dispensation of a controlled substance (279.9, USCS, Iowa Code, and Municipal Code Sioux City.)

B. COLLEGE - Applicable to students.

When a student has violated the Drug-Free College Community Program and Procedures, one or more of the following sanctions may apply:

1. Referral to an information distribution center.
2. Referral to a College counselor for assessment/assistance.
3. Verbal recommendation that the student seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.
4. Mandatory participation in a community education course on substance abuse at an accredited treatment agency.
5. Required chemical dependency assessment within 10 days of imposition of sanctions at an accredited substance abuse agency and adherence to subsequent recommendations.
6. Suspension from College pending completion of an assessment at an accredited substance abuse treatment agency and adherence to all subsequent recommendations.
7. Dismissal, with a verbal recommendation that the student seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.

In addition to or in lieu of any of the Penalties for "Acts of Misconduct" under the General Conduct section of the Student Handbook, when alcohol or drug abuse appears to be a factor, sanctions listed herein may be applied.

C. COLLEGE - Applicable to employees.

When an employee has violated the Drug-Free College Community Program and Procedures, the following may apply in addition to, or in lieu of, other existing employee sanctions:

1. Verbal recommendation that the employee seek an assessment from an accredited substance abuse treatment agency and follow all subsequent recommendations.
2. Referral to an accredited substance abuse treatment agency for an assessment and mandatory adherence to all subsequent recommendations.
3. Probationary status pending completion of an assessment and subsequent recommendation at an accredited substance abuse treatment agency.
4. Suspension from duties, pending completion of an assessment and subsequent recommendation at an accredited substance abuse treatment agency.
5. Termination of employment, with a verbal recommendation that the employee seek an assessment at an accredited substance abuse treatment agency and follow all subsequent recommendations.

MISCELLANEOUS

A. When employees or students suspect another individual is having alcohol or other drug-related difficulties, they are encouraged to intervene by sharing their concerns with the individual, or they may contact a College counselor for confidential assistance on how to best help this person.

B. When a student witnesses possession of alcohol or other controlled substances by another student or employee on WITCC property, it is strongly suggested that s/he report the incident to a College counselor.

C. When an employee witnesses possession of alcohol or controlled substances by a student on WITCC property, the following must be applied:
   1. The Campus Safety Office must be notified immediately.
   2. Student(s) believed to be in possession of controlled substances must be reported to the local law enforcement agency.
   3. All persons of minority age believed to be in possession of alcohol must be reported to the local law enforcement agency.
   4. Following due process procedures, the Dean of Students, or designee, in consultation with the witnessing employee and/or a College counselor, may apply one or more of the sanctions listed herein.

Performance Appraisal (Board Policies 401.8 and 402.5)

Employees covered by collective bargaining will be evaluated in accordance with the provisions of a Master Agreement.

All other non-instructional employees will be evaluated in writing by objective criteria at least once each fiscal year.

Instructional employees in the first three years of employment, or the fourth year with the employee's agreement, will be evaluated in writing by objective criteria at least once each fiscal year. After that time, instructional employees will be evaluated in writing by objective criteria at least every three (3) years. Evaluations by students and classroom observation documents will not be entered into an instructor's personnel file.

Evaluations will be made by your immediate supervisor. The employee performance evaluation form will be determined by the College.

A conference between you and your immediate supervisor may be held within the following four weeks to review the evaluation. If the conference and evaluation include recommendations for improving performance or for personal/professional development, specific action plans should be developed and agreed to and be made a part of the evaluation.

Performance review should be a continuous process, and other formal or informal evaluations may be conducted as the need exists. This includes the evaluation(s) which may be required for probationary employees as described in the following section.

Employees will have the right to file his/her response to an evaluation and have it placed in his/her personnel file. Such response will be filed within ten (10) working days of the evaluation meeting.

Probation (Board Policy 403.6)

Persons newly hired into positions which require credentials established by the State of Iowa Department of Education will be in a probationary status for the first three years of employment or as specified by the Code of Iowa. Probationary status means that there may be additional formal evaluations required. It can also affect the procedures and due process involved with the

continuing contract laws and termination or nonrenewal of a contract.

Non-credentialed employees are to be evaluated within six months of employment, and less than satisfactory performance may lead to an employee being placed on probation or being terminated.

There may also be other situations which lead to an employee being placed on probation, based on a recommendation of the supervisor. Determination of probation and its length (generally not less than 30 calendar days nor more than six months) shall be made by the Dean of Human Resources in consultation with the appropriate administrative staff. Notification of probation shall be in writing, and a copy signed by the employee and the supervisor will be placed in the employee's personnel file.

Specific recommendations to reach acceptable levels of performance will be in writing. A time schedule will be included to monitor progress, and periodic reviews will be held with the employee during the probationary period.

Within ten (10) working days after the conclusion of the probationary period, the supervisor will consult with the Dean of Human Resources and prepare a written evaluation which will be discussed with the employee. A recommendation will be made to either restore the employee to regular status, to extend the probation, or to terminate employment.

Satisfactory completion of a probationary period, for whatever reason, does not entitle the employee to any rights, privileges, or benefits other than what may be required by law.

Employee Discipline (Board Policies 400.4, 401.6, and 402.4)

In the event of employee misconduct, the following procedures will be followed unless there are statutory or Collective Bargaining Master Agreement procedures which prevail. Depending upon the nature of the misconduct, the procedures may be progressive or may be activated at any of the four stages.

1. **Oral Reprimand** - Given to the employee by the immediate supervisor. This should be documented in writing by the supervisor and filed in the departmental office.
2. **Written Reprimand** - Formal notice to the employee by stating that if corrective action is not taken on a particular problem or deficiency within a certain time period, a recommendation for suspension from work may be made. A copy of this written reprimand signed by the employee and the supervisor will be forwarded to the Human Resources Office to be placed in the employee's personnel file.
3. **Suspension** - Upon recommendation of the immediate supervisor, and with the approval of the President, the employee may be suspended from work, with or without pay, in accordance with Board Policy.
4. **Discharge** - Before discharge, a meeting to review the situation will be held with the supervisor, the employee, and the Dean of Human Resources. If the decision is to terminate, the recommendation will be made to the President, who may approve, disapprove, or refer to the Board for approval, depending upon the prevailing law, Board Policy, or Collective Bargaining Master Agreement. Employees shall have the right to appeal a suspension or discharge to the Board of Directors.

Tutoring

Personnel employed by the College should not provide tutorial service for pay to a student enrolled in their own class(es) or to a client participating in some other program of the College. Facilities, equipment, or materials belonging to the College should not be used for private tutoring for which payment is received.

Employment And Assignment Of Relatives (Board Policy 400.37)

Relatives of a College employee may be considered for employment if they are qualified for the position. It is not a practice which is encouraged.

One family member may not supervise another if such a situation arises; however, an exception may be made at the discretion of the President with the approval of the Board of Directors.

COMPENSATION AND BENEFITS

Compensation And Benefits

Compensation (Board Policies 400.12, 401.2, and 402.7)

Western Iowa Tech's policy is to strive toward maintaining compensation plans designed to:

- Contribute to attainment of organizational objectives and to the economic, social, and psychological satisfaction of all personnel.
- Attract and retain personnel capable of performing effectively in the positions to which they are assigned.
- Provide compensation competitive with other public institutions of comparable size which operate under similar conditions of programming, instruction and funding and compatible with private firms which employ persons in related occupational areas.
- Relate salaries and wages to the value of the work to the College.
- Comply with governmental standards, bargaining agreements, and legal requirements in a nondiscriminatory manner.
- Provide opportunities for all personnel to fully understand all details of their pay and benefits.
- Provide balance among the compensable factors.
- Obtain personnel and public acceptance.

Collective Bargaining

For members of a collective bargaining unit, base wages will be dealt with through the collective bargaining procedure and a negotiated Master Agreement.

Meet and Confer

Full-time and part-time employees not covered by a Collective Bargaining Master Agreement will participate in an annual process of Meet and Confer to review, discuss, and settle upon wages, benefits, and working conditions.

The President will appoint a convener who will schedule an organizational meeting for the employee group. The group will then select the person(s) who will represent them in the Meet and Confer discussions with the President and with representatives of the Board of Directors. The group will formulate their agenda of wages, benefits, and working condition matters, hold whatever meetings are necessary with the President and Board team, and arrive at the recommendations to be presented to the Board for their approval. Approved changes are generally made effective with the beginning of the fiscal year on July 1.

Position Classification and Pay Plan

Full-time and part-time employees not covered by the negotiated Education Association Master Agreement are included in the Western Iowa Tech Position Classification and Pay Plan. This plan assigns each authorized position to a classification description, which in turn has a recommended minimum and maximum salary range. It also describes how the Plan is to be administered.

Your relationship to the Plan will be explained to you by the Human Resources Office. A copy of the Plan is available in the Human Resources Office for your review at any time.

Instructional employees not covered by the Western Iowa Tech Position Classification and Pay Plan are included in the Western Iowa Tech Education

Association Classifications list. A copy of this list is available in the Human Resources Office for your review at any time.

Benefit Eligibility

Employees receive benefits according to their employment status.

FULL-TIME PERSONNEL

Employees scheduled to work 40 but not less than 32 hours per week for an indefinite period of time, but not less than six months, have full entitlement to currently authorized insurance, leave and holiday benefits.

PART-TIME PERSONNEL

Employees scheduled to work at least 16 hours per week and less than 32 hours per week for an indefinite period of time but not expected to be less than six months shall receive pro-rated leave and holiday benefits.

LIMITED PART-TIME PERSONNEL

Employees scheduled to work less than 16 hours per week for an indefinite period of time but not expected to be less than six months shall receive whatever benefits may be required by law.

TEMPORARY PERSONNEL

Employees scheduled to work for a definite period of time not expected to exceed six months shall receive whatever benefits may be required by law.

Those persons covered by a negotiated Collective Bargaining Master Agreement will receive benefits as outlined in that agreement.

Insurance (Board Policy 400.16)

Full-time employees are entitled to insurance coverages currently authorized by the Board of Directors.

Insurance coverages will be effective on the first of the month following thirty days of employment or eligibility, provided enrollment forms are completed in a timely manner.

If you elect not to enroll yourself or your dependents in the insurance at the time of initial eligibility, you may apply for insurance benefits at other times, but the insurance company may require proof of insurability. In this case, the insurance company will determine the date of coverage and may deny or restrict coverage.

Employees with single insurance coverage may apply for coverage and employees with family insurance coverage may add dependents within 30 days following a change of status, such as marriage or birth/adoption of a child, without the need for proving insurability of the new family member(s).

All insurance coverages are subject to the terms and conditions of the insurance company and require proper and timely application.

Eligible employees covered by a negotiated Collective Bargaining Master Agreement will have insurance coverages as provided for in that Agreement.

Health and Hospitalization Coverage

The College contributes to the single (employee) and dependent coverage if you elect the coverage. Your share of the single and dependent coverage premium will be paid by payroll deduction. Insurance premiums are always paid in advance. (Example - a premium for June coverage would be withheld from your May paycheck.)

The Human Resources Office will provide you with information online on MyWIT describing the coverages of the insurance plans, and you will receive member identification card(s) after your application has been processed by the insurance company. If you should need services in the meantime, your membership number is your social security number.

Coverage will end on the last day of the month in which employment is terminated or reduced to a level which does not qualify for insurance, unless you elect to continue coverage at your expense.

Dental Insurance

The College provides full single (employee only) coverage. Coverage for dependents is available at your expense. Dental insurance effective dates, enrollment requirements, and insurance premium payments are similar to those of the health and hospitalization plan.

Vision Insurance

Vision insurance coverage for you and/or your dependents may be available at your expense. Information may be obtained from the Human Resources Office.

Group Term Life Insurance

The College provides eligible employees with life insurance coverage. You will receive information describing the specific conditions and benefits applicable to your coverage.

Accidental death and dismemberment benefits are included with the coverage.

Long-Term Disability Insurance

The College provides long-term disability insurance in the case of disability caused by illness or off-the-job injury. This insurance may replace a percentage of pre-disability wages after a 90-calendar day waiting period. You will receive information describing the specific conditions and benefits applicable to your coverage.

Supplemental Life Insurance

Additional life insurance coverage for you and/or your dependents may be available at your expense. Information may be obtained from the Human Resources Office.

Workers' Compensation Insurance

In the event you become injured while on the job, you must notify your supervisor immediately and the Board Secretary as soon as possible, if not immediately.

A Report of Personal Injury/Medical Emergency form should be obtained, completed and returned to the Board Secretary in the Administration Office as soon as possible following an injury sustained while you are on the job. The form is available from the Board Secretary and online on MyWIT. If the injury must be treated in a doctor's office, you should go to the designated occupational medicine physician or your family physician for immediate medical attention and authorized medical treatment.

If, because of this injury, you are absent from work and/or are receiving worker's compensation payments, the following procedures will be in effect:

- For each day you are absent, you will have the option to continue receiving your daily rate of pay, and the time will be charged against your accrued sick leave.
- If you elect to use your accrued sick leave to supplement your worker's

compensation payments and you have sufficient accrued sick leave to cover the total period of absence, the total amount of worker's compensation payments will be endorsed over to the College.

- If you elect not to have your worker's compensation payment supplemented by accrued sick leave or if you do not have sufficient accrued sick leave to cover the absence period, the only compensation you will receive for the time not covered by sick leave will be the payments you receive from worker's compensation.

Liability Insurance

Employees are included in the College's general liability insurance coverage for activities related directly to performing their assigned duties on behalf of the College. For specific information as to risk limits and coverages, contact the Chief Financial Officer or the Board Secretary.

Cafeteria Benefits Plan

If you are a full-time employee working 32 hours or more per week, you may enroll in the WITCC Cafeteria Benefits Plan. This Plan allows you to choose from the following benefits:

A. Premium Conversion - Your share of health, dental and vision insurance premiums, if any, may be paid with untaxed wages.
B. Unreimbursed Medical Expenses - Anticipated medical expenses that will not be paid by insurance may be planned for ahead of time. Untaxed wages which are set aside through salary reduction may then be used to reimburse you when the expense is incurred. The maximum contribution is currently $2,500 per year.
C. Dependent Care Assistance - Expense, which is incurred to care for your dependents, so that you can go to work, may be reimbursed to you by untaxed wages which are set aside through salary reduction. The maximum contribution is currently $5,000 per year.

The Human Resources Office will provide complete details and explanation of this Plan and your options.

Retirement (Board Policy 400.32)

The following plans and options are in effect to help you prepare for income continuation upon retirement.

Social Security (FICA)

All employees are covered by the federal social security plan, so both you and the College are required to make contributions. The contribution rate, as well as the maximum level of earnings to which the contribution is applied, is subject to change through federal legislation. All employees are subject to Social Security (FICA) contributions as required by law.

Other Retirement Plans

In addition to Social Security, eligible employees of the College are also required to participate in a retirement plan with IPERS or TIAA. You are an eligible employee if you are employed by the College in other than a temporary position or working in a covered position as specified by IPERS. The position of adjunct instructor is defined by the Code of Iowa as "temporary"; therefore, persons in that position are not eligible.

- **Iowa Public Employees Retirement System (IPERS)** authorized and administered by the State of Iowa. This is known as a Defined Benefit

Pension Benefit Plan.

- **Teachers Insurance and Annuity Association (TIAA)** authorized under a plan document administered by the Iowa Association of Community College Trustees (IACCT). This is known as a Defined Contribution Pension Benefit Plan.

A complete description of both plans will be provided to you by the Human Resources Office. You must choose one or the other, and your choice will be irrevocable. In other words, you cannot change it later on. Contribution rates and the maximum level of earnings to which contributions are applied may change based upon legislation and/or administrative action as permitted by law.

Tax-Sheltered Annuities (Board Policy 400.6)

Public employees may be eligible to enter into a salary reduction agreement for the private, individual purchase of annuities which may provide some tax-sheltered advantages. Such annuities must meet the provisions of Internal Revenue Code Section 403b, Chapter 260C of the Code of Iowa, and Board Policy 400.6.

The College does not contribute to the purchase of annuities, does not advise employees concerning amounts to be sheltered, and does not assume any responsibility for an employee's program. Participation is entirely voluntary and strictly up to the employee as to whether to enter into such an agreement. The employee is responsible for planning for the appropriate payroll deductions.

Forms to authorize a salary reduction for the purpose of purchasing an annuity including the Authorization for Modification of Employment Contract/Agreement form are available from the Human Resources Office and online on MyWIT.

Voluntary Early Retirement Plan (Board Policy 400.5)

The Board of Directors may authorize a Voluntary Early Retirement Plan which may pay you an incentive to retire early. For full details and to find out if you qualify, contact the Dean of Human Resources.

Absence Plans

Full-time and part-time employees working 16 hours or more per week on a continuing basis are eligible for authorized paid absences. Timely and proper application for vacation and leave benefits is required.

A "day" for an employee not covered by a negotiated Collective Bargaining Master Agreement is defined as 8 hours for full-time employees and is pro-rated for part-time employees based upon an employee's normal scheduled work week.

For instructional employees, should the supervisor deem a substitute necessary, the instructional employee will not be required to assign a substitute.

Holidays (Board Policy 401.15 and 402.11)

For eligible non-instructional employees not covered by a negotiated Collective Bargaining Master Agreement, the following are those days observed as paid holidays by the College. If you have questions, check with your supervisor or the Human Resources Office.

1. New Year's Day and an accompanying day ..... 2 days
2. Spring Break ..... 1 day
3. Memorial Day ..... 1 day
4. Independence Day ..... 1 day

5. Labor Day ..... 1 day
6. Thanksgiving and the Friday following..... 2 days
7. Winter Break ..... 2 days

For eligible instructional employees, the following are those days observed as paid holidays by the College. If you have questions, check with your supervisor or the Human Resources Office.

1. New Year's Day..... 1 day
2. Spring Break ..... 1 day
3. Labor Day ..... 1 day
4. October Holiday ..... 1 day
5. Thanksgiving ..... 1 day
6. Winter Break ..... 1 day

Employees covered by a negotiated Collective Bargaining Master Agreement will be entitled to the paid holidays authorized in that Agreement and which occur during the term of their individual contract assignment.

The actual days celebrated for the holidays will be determined by the official College Calendar approved by the Board of Directors prior to each fiscal year. Holidays count as time worked when computing overtime.

Vacation (Board Policies 401.14 and 402.8)

When it is mutually convenient for both you and your work unit, you are encouraged to use the vacation you have earned. Payment in lieu of vacation will not be authorized, except that persons may receive payment for earned but unused vacation upon termination of employment.

You earn vacation in one employment year, which is to be used within the following 15 months of employment. Each year begins with your anniversary date of hire. In other words, if your anniversary date is May 14, vacation which you earned during the period of 5/14/16 through 5/13/17 must be used no later than 8/14/18, or it will be forfeited. Exceptions are not encouraged but may be permitted by your Vice President if you were denied the opportunity to use your vacation due to compelling demands of the College.

Full-time employees not covered by a negotiated Collective Bargaining Master Agreement will accrue vacation at the following rates listed below. Part-time employees not covered by a negotiated Collective Bargaining Master Agreement will accrue a pro-rated portion of the full-time rate of vacation based upon an employee's normal scheduled work week.

Your record of vacation time will be kept in hours. Vacation may be used as it is earned. The smallest increment of vacation which may be used is 30 minutes. You may not borrow ahead on unearned vacation. One continuous vacation period may not exceed four weeks in length unless approved through the normal approval process. Newly hired employees shall earn a pro-rated share of vacation leave based on the time to be worked in the fiscal year.

While reasonable efforts will be made to grant vacation requests at your discretion, all requests are subject to approval of your supervisor. Depending upon the nature of your assignment and the special demands which may exist within your work unit, you may be required to avoid scheduling vacation days at certain times on the College Calendar.

Persons in contracted teaching or other related instructional positions do not earn or receive paid vacation. However, every day that is not a "contracted"

day could certainly meet the definition of a "vacation day."

Administrative employees earn vacation at the rate of 15 days the first full employment year, 16 days the second year, 18 days the third year, and 20 days in the fourth and succeeding years of employment. Persons in the positions of Vice President and above will earn 20 days beginning with the first year of employment.

Support employees earn vacation at the rate of 10 days the first full employment year which increases by one day each year through the fifth year of employment and by two days each year from the sixth through the eighth year of employment to the maximum of 20 days. Vacation does count as hours worked when computing overtime.

ANNUAL VACATION ACCRUAL RATE

1. The first year of employment ..... 10 days
2. The second year of employment ..... 11 days
3. The third year of employment ..... 12 days
4. The fourth year of employment ..... 13 days
5. The fifth year of employment ..... 14 days
6. The sixth year of employment..... 16 days
7. The seventh year of employment ..... 18 days
8. The eighth and future years of employment..... 20 days

Once you have started an approved vacation, all such days shall remain as vacation days. In other words, if you become ill while on vacation, you may not subsequently request to have that time changed to sick leave. However, you may return to work early from vacation and cancel the balance of an approved request.

Holidays occurring during an approved vacation shall not be counted as vacation days.

Vacation requests should be made in advance online on MyWIT or by completing and submitting to your supervisor the Request and Authorization for Leave form. The form is available in the Human Resources office and online on MyWIT. The balance of accumulated and used vacation hours is available for you to view in Employee Self-Service on MyWIT. A record of your accumulated vacation is maintained by the Human Resources Office and may be inspected at any time.

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Personal Illness or Injury (Sick Leave) (Board Policy 400.21)

All full-time and part-time non-bargaining unit employees will earn leave with pay for personal illness, injury, disability, and doctor/dentist appointments in the following annual amounts:

1. The first year of employment ..... 11 days
2. The second year of employment ..... 12 days
3. The third year of employment ..... 13 days
4. The fourth year of employment ..... 14 days
5. The fifth year of employment ..... 15 days
6. The sixth and future years of employment..... 16 days

All full-time and part-time instructional employees will earn leave with pay for personal illness, injury, disability, and doctor/dentist appointments in the following annual amounts:

1. The first year of employment ..... 10 days
2. The second year of employment ..... 11 days
3. The third year of employment ..... 12 days
4. The fourth year of employment ..... 13 days
5. The fifth year of employment ..... 14 days
6. The sixth and future years of employment ..... 15 days

Sick leave accrual is based on an employment year. You earn a proportionate number of hours for the year in which you are hired based on your anniversary date.

The preceding amounts apply to consecutive years of employment with the College. Unused entitlement will accrue, but the maximum which may be carried over to the next year is 110 days, or as provided for in the current Master Agreement. Sick leave may be used as it is earned, except that you must have worked at least one day before any paid sick leave will be allowed.

Part-time non-bargaining unit employees will receive a pro-rata share of the full-time entitlement of sick leave based upon an employee's normal scheduled work week. Your record of sick leave time will be kept in hours. The smallest increment of sick leave which may be used is one-half hour. Sick leave does not count as hours worked when computing overtime.

Sick leave absences are to be reported online on MyWIT or by completing and submitting to your supervisor the Request and Authorization for Leave form. If you are unable to report for work due to illness or disability, you are responsible for contacting your supervisor or ensuring that someone else makes the contact for you by or before the time at which you would otherwise be expected on the job. You should continue to make regular contact if your absence is for more than one day.

Medical confirmation may be requested any time and may be required if an absence is for more than three consecutive days, or whenever a medical practitioner orders/ recommends that you remain off work, regardless of how many days are involved. You must also be certified as able to return to your duties upon recovery. Any limitations or restrictions from normal responsibilities must be specifically identified, defining for what period of time the limitations or restrictions will exist. Your supervisor and the Dean of Human Resources will evaluate the situation to determine what can or may need to be done to accommodate your return to work.

The balance of accumulated and used sick leave hours is available on Employee Self-Service on MyWIT. A record of your accumulated sick leave is maintained by the Human Resources Office and may be inspected at any time. Employees may not receive payment for earned but unused sick leave upon termination of employment

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Family Sick Leave

Non-bargaining unit employees may use up to 5 days of sick leave in each fiscal year to care for the sickness, injury, doctor/dentist appointments or hospitalization of immediate family members. Family Sick Leave days will not carry over to the next fiscal year or accumulate to any number greater than that authorized for one fiscal year. Immediate family includes:

1. Spouse
2. Son or daughter including "step relationship" and "foster"
3. Father or mother including "step relationship"
4. Father or mother-in-law including "step relationship"
5. Other legal guardian relationships

Family sick leave absences are to be reported by completing and submitting to your supervisor a Request and Authorization for Leave form.

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Sick Leave Donation

1. Employees may contribute up to ten (10) sick leave days per year to other employees who are eligible as provided in paragraph 3. The total of all sick leave donations shall not exceed fifty (50) days per fiscal year.
2. There will be no carryover of donated sick leave days from fiscal year to fiscal year. Donated sick leave days will not be returned to the donor.
3. Donated sick leave days will be available only to those employees who: (1) have accumulated less than sixty days of sick leave as of July 1 of the contract year in which a sick leave donation is requested, (2) have used all of their paid leave days, (3) have not yet met the elimination period for long-term disability insurance, and (4) suffer from a serious health condition as defined in the Family and Medical Leave Act (FMLA), 29 Code of Federal Relations §825.114. Donated sick leave days will not be available to an employee on a day-to-day basis, that is, donated sick leave days will not be available for brief absences such as one, two or three days.
4. Requests for the use of donated sick leave days will be submitted to the College President and the Association/Union President or the Meet and Confer Committee Chair on a Request and Authorization for Leave form. The decision of whether to provide donated sick leave benefits to an employee and the number of donated sick leave days to allocate to the employee shall be made by mutual agreement of the College President and the Union President or Committee Chair. Up to ten (10) donated sick leave days per year will be allocated to each eligible employee.

Sick leave donation requests are completed and submitted on a Request and Authorization for Leave form to the Human Resources office.

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Bereavement Leave (Board Policy 400.23)

Full-time and part-time employees may apply for leave with pay to attend the funeral/memorial service for family members. In the event of a family member's death, authorization for funeral leave will be:

Five (5) days or less at the employee's discretion for the employee's:
Spouse
Son or daughter including step relationship

Father or mother including step relationship

Three (3) days or less at the employee's discretion for the employee's:
Son-in-law or daughter-in-law including step relationship
Grandchild

Two (2) days or less at the employee's discretion for the employee's:
Father-in-law or mother-in-law including step relationship
Brother or sister including step relationship

One (1) day for the employee's:
Brother-in-law or sister-in-law including step relationship
Grandparent or grandparent-in-law
Foster child

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Collective Bargaining Master Agreement exists, the terms of that Agreement will prevail.

Personal Leave (Board Policies 401.17 and 402.10)

Full-time and part-time non-instructional employees, three-semester instructors, and others on three-semester work assignments earn three days of personal leave each fiscal year. Two-semester instructors and other persons on two-semester work assignments earn two days of personal leave each fiscal year. Newly hired employees shall earn a prorated share of personal leave based on the time to be worked in the fiscal year. A "day" for non-bargaining unit employees is defined as 8 hours for full-time employees and pro-rated for part-time employees based upon the employee's normal scheduled work week.

Non-instructional employees shall designate their personal leave entitlement to be used over the period between the Winter Break holidays and the New Year's holidays. Non-instructional employees who follow the instructional calendar and/or who would not otherwise be scheduled to work between those holidays may use their personal leave entitlement on a discretionary basis.

Non-instructional employees hired between July 1 and October 31 of a fiscal year, or earlier, shall be entitled to all three days in that fiscal year. Non-instructional employees hired on or after November 1 shall be entitled to two days. Non-instructional employees not having credit for the full three days will be required to use an unpaid day to cover the balance necessary between the Winter and New Year holidays.

Except for personal leave which is designated, as described above, application to use personal leave should be made a minimum of five (5) working days in advance, in which case a reason is not required. Requests with less than five (5) days' notice must show the reason for the leave and may be approved depending upon the circumstances.

Discretionary personal leave may be applied for in half-day or full-day increments and may be used on successive days. A record of your accumulated personal leave is maintained by the Human Resources office and may be inspected at any time.

Personal leave days do not carry over to the next fiscal year or accumulate to any number greater than that authorized for one fiscal year.

For instructional employees, absences are to be reported online on MyWIT or by

completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement will prevail.

Military Leave (Board Policy 400.27)

Military leave of absence may be granted in accordance with Board Policy 400.27.

Employees may not receive payment for military leave upon termination of employment.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement will prevail.

Jury Duty (Board Policy 400.26)

If you are called to jury duty, you will be excused from work and will receive full wages based on your regularly scheduled workday. Payment you receive for jury service, other than mileage and meal expenses, is to be paid to the College. If you are dismissed from jury responsibilities with more than two hours left in your regular workday, you must return to work.

If you work on a second/third shift, or on some schedule other than usual daytime hours, you will be excused from your duties if required, in part or in whole, depending on the circumstances. Only that portion of jury duty pay equivalent to the time missed from work will be due the College.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement will prevail.

Emergency Leave (Board Policies 401.16 and 402.9)

Employees may be granted up to five (5) days of leave with pay for emergency situations in the event another type of absence time is not available. Approval of such leave is at the President's discretion.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement will prevail.

Family and Medical Leave (FMLA) (Board Policy 400.35)

It is Western Iowa Tech's intent to fully comply with the terms of the Family and Medical Leave Act of 1993. Under the Act, eligible employees may take up to twelve (12) workweeks of unpaid, job-protected leave in a twelve-month period for specific family and medical reasons. In certain circumstances, the leave may be taken on an intermittent basis (intermittent is defined as taking leave in blocks of time or reducing your normal daily or weekly work schedule). "Twelve-month period" shall be that period of consecutive calendar months, or portions thereof, which begins with commencement of the first day of leave under FMLA.

Information and procedures are available from Human Resources. Any employee requesting leave must contact Human Resources when the need for leave becomes known. Human Resources will assist the employee in completing

all necessary paperwork and in understanding the provisions of the leave.

An eligible employee:

1. Has worked for Western Iowa Tech for a total of twelve (12) months; and,
2. Has worked at least one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

An eligible employee is entitled to take leave for any of the following reasons:

- The birth of son or daughter and in order to care for such son or daughter; or,
- Placement of son or daughter with the employee for adoption or foster care; or,
- To care for a spouse, son, daughter, or parent who has a serious health condition ("in-laws" and siblings are not considered immediate family under the provisions of the Act); or,
- Because of a serious health condition which renders the employee incapable of performing the duties of his or her position for more than three (3) consecutive calendar days or on an intermittent basis.

The employee shall provide as much prior notice as possible, preferably a minimum of thirty (30) days.

Western Iowa Tech has the right to require medical proof of the need for leave, to request periodic proof of the need to continue the leave, and to request a "fitness for duty" statement at the conclusion of the leave for medical reasons. A second opinion may be requested by the College at the College's expense.

The employee shall use all applicable paid leave before unpaid leave. FMLA leave will run concurrently with other leaves including sick leave, vacation, personal leave, holidays, unpaid leave, long-term disability and workers' compensation.

Group insurance benefits will be continued during an approved FMLA absence provided the employee continues to remit his or her share of the premium, if applicable. Previously accrued benefits will not be forfeited; however, additional benefits or seniority will not accrue during the absence.

At the conclusion of the leave, the employee will be allowed to return to the same or an equivalent position.

Failure to follow the guidelines above may result in the denial of the leave.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement shall prevail.

Unexcused Absence

If you are unable to report for work, you are responsible for contacting your supervisor or ensuring that someone else makes the contact for you by or before the time at which you would otherwise be expected on the job.

Failure to report to work or to contact your supervisor for three consecutive workdays may be considered a voluntary resignation.

Unpaid Leave (Board Policy 400.25)

A leave of absence without pay may be granted for any reason, if approved by

your immediate supervisor or division chair, dean, vice president, the president, and/or the Board of Directors. Usually, all applicable paid leave will be used before unpaid leave is granted.

Such leave may be for up to one year in length. The terms and conditions of return to employment, continuation of benefits, etc., must be agreed upon by all parties prior to approval.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement shall prevail.

Unpaid Political Leave (Board Policy 400.47)

Employees interested in seeking an elective position may be entitled to an unpaid leave of absence while campaigning for a contested public office. Contact the Dean of Human Resources for details.

Absences are to be reported by completing and submitting to your supervisor the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement shall prevail.

Volunteer Leave

Western Iowa Tech recognizes the importance and value of giving back to the community. The Volunteer Initiative allows employees paid leave time each fiscal year to volunteer their time and talents to non-profit and charitable organizations. Regular full time and part time employees who have at least six months of continuous employment are eligible to participate. Full time employees will be allowed eight (8) hours per fiscal year and part time employees will be allowed a prorated amount equal to 1/5 of their weekly scheduled hours. A Request and Authorization for Leave form must be completed in advance and approved by the employee's immediate supervisor. A list of approved agencies can be found on the Volunteer Initiative card on the MyWit portal. If an employee requests to volunteer at an agency that is not currently on the approved list, a Volunteer Agency Opportunity Form must be submitted and approved prior to scheduling any volunteer time. Internal volunteer opportunities when available will be posted on the MyWit portal.

Other Leave

A Request and Authorization for Leave form may be completed and submitted to your supervisor for an absence from work other than those described above. Your immediate supervisor or division chair, dean, vice president, the president, and/or the Board of Directors may approve the absence for situations when another type of absence time is not available and when official documentation confirming the absence is provided.

Absences are to be reported on the Request and Authorization for Leave form.

When a negotiated Master Agreement exists, the terms of that agreement shall prevail.

FOR YOUR INFORMATION

For Your Information

Activities and Recreation

You are invited to participate in the activities which take place on the WITCC campuses throughout the year. Many of the campus activities are a part of the Student Activities Program, but employees are welcome to join in many of the events, either as participants, spectators, or helpers. These activities will be promoted and announced through the newsletter, fliers, and bulletin board postings.

You may also have the opportunity to participate in team recreation, such as volleyball, softball, basketball, bowling, etc.

The Staff Senate coordinates an annual event which is always full of good times, good food, good fellowship, and . . . maybe even door prizes!

Application and Resume Information

If you provide false, inaccurate, or incomplete information in your application form or resume, or you have failed to disclose information requested in the application form, you will be subject to disciplinary action, including termination of employment. This policy shall apply to all employees regardless of the date on which the individual was employed and shall apply to all violations regardless of the date on which the College discovers the violation of this policy.

Audiovisual/Media Services

Audiovisual and media equipment, including various recording, videotape and production services, is available for use in College-sponsored activities. Further information is available from the Help Desk in the Information Technologies Office.

Bomb Threat (Board Policy No. 711.3)

As soon as a bomb threat is reported to the administration, the College facility should be cleared immediately. A thorough search will be made by the appropriate College or law enforcement officials. Employees and students shall remain outside the facility until it is determined that danger no longer exists.

Bookstore

The WITCC Bookstore is located in the Dr. Robert H. Kiser Building and is open Monday through Friday. In addition to providing student books and supplies, the bookstore also offers many gift items, clothing, office supplies, and other items. You are welcome to patronize the bookstore whenever the opportunity presents itself.

Child Abuse & Child Abuse Reporting (Board Policies 400.43 & 400.42)

Although the vast majority of our customers are majority age adults, we still have a responsibility to protect children from situations of child abuse and to report such situations which may come to our attention within 48 hours to College Administration and the Iowa Department of Human Services. Physical or sexual abuse of children (persons under the age of 18 years) by employees or others in the College community will not be tolerated. The College will respond promptly to any allegations of child abuse. Investigations will be handled as confidentially as possible, and employees are expected to assist in any investigation and to respect the confidentiality. Employees found in violation will be subject to disciplinary action up to and including discharge.

If your position is one which involves routine contact with children, you may be classified by the laws of Iowa as a "mandatory reporter." If so, you will be required to complete certain training involving the identification and reporting of child abuse and to renew the training on a periodic basis. Your supervisor will explain this to you, if appropriate.

Children on Campus

Western Iowa Tech Community College is an institution of higher education.

Minor children are not allowed to: attend classes with their parents, be in College work areas with their parents or be on campus unattended. These are safety and insurance issues for the College.

Children may accompany their parents or guardians who are on WITCC campuses to register for classes, to pick up and drop off class materials, and/or to seek College information and services.

If any student has a concern in this area, please contact the Dean of Students in the Administrative offices. If any employee has a concern in this area, please contact the Dean of Human Resources.

Commercial Activities On Campus (Board Policy 806.3)

College facilities, staff, and students are not to be used in any manner for the promotion or sale of services or products by individuals, commercial agencies, or organizations doing business for profit.

This includes the distribution or offering of discount coupons and other commercial promotional materials. Everyone's cooperation is requested in not bringing or allowing such items on campus.

Exceptions may be approved at the discretion of the President.

Complimentary Textbooks

Textbooks sent to the College or to individual faculty members are intended to encourage the use of that book in the classroom or for reference. Textbooks are not sent as an item for later resale for personal gain.

A textbook received as "a complimentary copy" should be reviewed for possible classroom use, and then used by the instructor if it becomes the text for a given class.

Complimentary textbooks not chosen for classroom use, or those which are no longer in use, should be retained in the departmental library for reference or loaned to a needy student when appropriate. A loaned textbook should be returned to the instructor at the completion of its usage and not sold or given away.

Computer Conduct (Board Policy 400.48)

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related education endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action, include but are not limited to:

1. Unauthorized copying of anything that is licensed or protected by copyright. This includes but is not limited to any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
2. Computer hacking (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful hacking attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
3. Knowingly introducing a computer virus to a computer or network (i.e. a program either harmless or damaging which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.
5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or

attempting to do so. Downloading and/or installing software or attempting to do so.

6. Introducing or using profanity/obscenities on the network including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.
7. Using the network to conduct personal business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.
8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.
9. Inappropriate or misuse of e-mail. This involves sending unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College's e-mail system that is of a non-business nature.
10. Installing unauthorized personal hardware or software to any computer or network.
11. Removal of any device management software or systems on college owned equipment.

Conflict Of Interest (Board Policy 400.36)

Use of your position with the College for financial gain will be considered a conflict of interest and may subject you to disciplinary action up to and including discharge. Examples include, but are not limited to personal use of College information to which you have access; soliciting students or employees for financial gain; acting as an agent or dealer for the sale of materials, services, equipment, etc., to the College; or outside employment which involves use of the College's time, materials, facilities, equipment, supplies, logo, etc.

It is each employee's responsibility to be aware of and caution against situations which may constitute a conflict of interest. Contact the Dean of Human Resources if you have any questions or concerns.

Counseling Services (Board Policy 604.1)

The College's professional counseling staff has primary responsibility for providing help, counsel, and support to our students. However, they may also work with employees whenever possible, either directly or through referral to other resources, as requested and in confidence.

A Counselor may be contacted through the Admissions Office. You are also encouraged to talk with your supervisor or the Dean of Human Resources if ever, or whenever, you have some situation that is troubling you. We are interested in you and your welfare!

Courtesy Committee

This Committee of the Staff Senate is responsible for promoting friendship and

goodwill throughout the College. Its operating funds come from a free-will employee contribution drive and are used to provide employees or their families with tokens of cheer, condolence, sympathy, and congratulations as appropriate situations arise.

Credit Inquiries (Board Policy 400.41)

The Human Resources Office will routinely provide the following information to companies or individuals with whom you have applied for credit: title or position, income, and length of employment. Confidential information may be released if the College has your written authorization to do so.

Customer Service Standards

The Customer Service Standards adopted by the College are:

1. All customers, both internal and external, will be responded to by face-to-face contact, e-mail or telephone within 2 business days.
    a. Update telephone voice message and computer "away" message each time you will be out of the office for one day or more.
    b. Set telephone to "roll over" to a back-up person or indicate on the voice mail how a caller can speak to a live person.
    c. If, after two business days, you do not have the information a customer requested, contact them to offer an update and give them a specific time to get back to them.
2. All interactions will be handled with as few hand-offs as possible.
    a. If you do not know the answer to an inquiry, find out as much information as possible to either respond to the inquiry or refer to the necessary person/department. Give your name and extension number to the customer.
    b. When a referral to another person/department is necessary, give your name and extension to the customer.
    c. Use a conference calling technique, rather than transferring a call, in order to share the circumstances with the person you are handing-off to.
3. All customers, both internally and externally, will be greeted and interacted with in a friendly, helpful manner.
    a. Smile, make eye contact and acknowledge the customer. Ask how you can help.
    b. Use a cordial tone of voice and appropriate body language. (Avoid heavy sighs, eye-rolling, etc., demonstrate understanding by nodding, verbal acknowledgement, etc.).
    c. When receiving a customer complaint, express regret for their experience and thank them for bringing it to our attention.
    d. Show the customer you want to listen. (Avoid looking around, yawning, interrupting, working at your computer, answer the telephone, etc.)
    e. All employees should wear WITCC name tags, at all times.
    f. Face-to-face external customers will be our top priority.

Some departments may adopt Customer Service Standards for their specific department in addition to these College Customer Service Standards.

Dress Code And Uniforms

Our dress code varies from job to job, from department to department, and sometimes even from day to day. We ask that you report to work dressed neatly and appropriately for your position. Your supervisor will advise you as to the expectations for your department and job.

If you are in a position requiring a uniform, such as maintenance, custodial, or safety, uniforms may be provided by the College. Your supervisor will advise you if that is the case.

Dress, grooming and personal cleanliness standards contribute to the morale of all staff and affect the business image that the College presents to students and visitors. During business hours, you should present a neat, business-like appearance in your clothing, hairstyle, and grooming and you should practice exemplary hygiene.

Educational Advancement

Upon completion of the number of appropriate college semester hours, eligible employees shall receive amounts added to their annual wage as approved by the WITCC Board except as required and agreed to in hiring arrangements. Employees will provide an official transcript of their college credits to the Dean of Human Resources.

Employee Recognition (Board Policy 400.39)

The Board recognizes and appreciates the service of its employees. Employees who retire or resign may be honored by the Board, administration, and staff in an appropriate manner.

There is also a program of recognizing employees with awards for milestone anniversaries such as 5, 10, 15, 20, 25, 30, 35 and 40 years of service. The recipients receive their recognition at an award presentation as announced.

Staff Senate

The Employee Senate generally meets September through May in the week following the regular WITCC Board meeting. The time and location of the meetings are announced in advance.

The Senate is comprised of all non-faculty employees. The objectives and the aims of the Senate are:

- To form a representative body of employees to develop consensus on institutional matters so as to speak with authority on decisions reached.
- To provide opportunities for leadership and to stimulate professional enthusiasm and high ethical conduct.
- To provide an organization to serve as a communication vehicle for all employees.
- To provide a means so that employees may study College problems and recommend solutions.
- To provide an opportunity for social interaction among employees.

You are encouraged to attend and participate in the Employee Senate whenever your work schedule permits.

Enrollment In WITCC Courses (Board Policy 400.29)

Full-time and part-time employees who enroll in WITCC credit and noncredit courses may receive tuition waiver by completing and submitting to their supervisor and the Human Resources Office a Request to Enroll in WITCC Courses with Tuition Waiver form. Spouses and dependent children of full-time and part-time employees who enroll in WITCC credit courses may qualify for tuition reimbursement by completing a Spouse and Dependent Child Tuition Reimbursement form. These forms are available in the Human Resources office and online on MyWIT. Contact your supervisor or Human Resources for information.

Even if a course does not qualify for tuition waiver under this policy, there are a great variety of seminars, workshops, and adult education courses on many topics, and the cost is generally nominal. In addition, adult basic education and high school completion programs are offered by the College.

Ethics (Board Policy 400.49)

The College encourages ethical behavior and decision-making among its employees and students. To carry through on this pledge requires that you and every other employee of the College be committed to this philosophy and be provided with the support and the tools necessary to achieve this end.

Diversity, academic freedom, dedication, and professional integrity are four of the College's Guiding Principles which support WITCC's mission.

- We respect individual differences and strive to meet the needs in our diverse communities.
- We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.
- We value a workplace which promotes mutual respect and cooperation between the College and the employees.
- We are committed to high standards of ethics and integrity in our relationships, our professional activities, and the performance of our duties.

The College recognizes and appreciates the diversity of the political, religious, and other personal opinions and beliefs which students, employees and campus visitors bring to WITCC.

The College thanks you for being respectful of others' opinions and beliefs while discussing these and other personal matters at times and places which do not distract others from their work.

Expense And Travel Allowance/Reimbursement (Board Policy 400.3)

The College may grant employees time off to attend professional development activities, i.e., workshops and seminars, which are directly related to the employee's duties. Approval requests for such time off should be submitted to the employee's supervisor at least fifteen (15) days in advance of the date of the activity. Reimbursement for expenses shall be at the discretion of the administration on an individual basis.

A Meeting/Travel Request form should be completed and properly approved prior to business travel out of the Merged Area XII or out of the College service area. Expenses incurred as a result of approved trips, while serving the needs of your position, may be reimbursed as follows:

I. **Travel**

A. Travel via private vehicle shall be reimbursed at the mileage rate established by the Board. College vehicles should be used whenever feasible. Scheduling of College vehicles is coordinated by the Physical Plant Office. Use of a rental car must be pre-approved, except for emergencies.

Employees who request to drive WITCC Fleet vehicles are required to have an acceptable Motor Vehicle Report (MVR) on file in the Human Resources (HR) department and complete an online Defensive Driving course through the College's online training platform. Employees should contact HR to complete a form authorizing the College to conduct a motor vehicle record search and set up the appropriate training before reserving a College vehicle.

B. If travel is other than by automobile, reimbursement will be based on actual receipted expenditures. A first-class fare may be authorized only if coach class is unavailable. Pre-payment of common carrier fares may be authorized in accordance with Board Policy 704.5.

C. You may be reimbursed for authorized travel from the site at which you normally begin your day of service to points outside the area in which said site is located, and return. Mileage from your residence to the site at which you normally begin your day of service, and return, is not reimbursable.

D. Mileage calculations shall be based on actual miles or road map distances for the most direct highway route. Every effort should be made to share transportation when possible.

II. **Lodging**

Actual costs of lodging (employee only) necessary because of approved trips or business travel out of the College service area may be paid by the College. Pre-payment of lodging may be authorized in accordance with Board Policy 704.5. Every effort should be made to utilize any applicable discounts or special pricing plans, such as requesting the state/government lodging rate.

A. If a meeting time is such that it requires leaving your residence before 6:00 a.m., lodging for the preceding night may be authorized.

B. If the meeting's conclusion will prevent returning to your residence by 11:00 p.m., lodging for that night may be authorized.

III. **Meals**

The College may reimburse you for food expenses as follows:

A. Regular meal expenses incurred because of approved trips or business travel out of the College service area while serving the needs of your position.

B. Regular meals which result from the extending of normal courtesies to guests of the College.

C. The following are intended as guidelines for meal expenses. Higher meal expense reimbursements may be approved when it is clear these amounts are not in line with usual and customary costs in a

respective locality.

1. The cost of meals is to be reported as the actual expense.
2. Breakfasts are reimbursable if travel time necessitates leaving your residence before 6:00 a.m.
3. Dinners are reimbursable if travel time prevents returning to your residence by 7:00 p.m.

IV. **Other Incurred Expenses**

Reimbursement of required miscellaneous expenses may also be authorized. This includes registration fees, business telephone calls, parking fees, bus fares, and taxi fares. Reimbursement will not be made for fines or penalties such as traffic/parking infractions or driving violations.

V. **Reimbursement Claims Procedures**

To receive reimbursement for travel expenses, the following procedural steps must be followed:

A. Complete a Meeting/Travel Request form and have it properly approved prior to the trip. If expenses are incurred as a result of routine activities in and around Merged Area XII, completion of this form is not required.
B. Within thirty (30) days of return, complete an Expense Report form, and attach all receipts. If expenses are for routine activities, complete and submit the Expense Report on some regular basis, such as monthly. These forms are available in the Business Office and online on MyWIT.
C. Have the Expense Report form approved by your supervisor and forward it to the Business Office. Approved expenses will be paid in accordance with Board Policy 704.5.

Fire Alarms/Drills

In the event of fire, a specific alarm will sound. The same is true for drills which are required periodically. All occupants of our buildings must respond to these alarms as directed by the evacuation instructions which are posted throughout the buildings.

Familiarize yourself with those instructions, particularly those in your work area. Ask your supervisor if you are unsure about any of the directions. Be prepared to act in a prompt and orderly manner.

For a fire or fire drill, the alarm will sound continuously for 3 minutes. You are to leave the building through a designated exit and not return until all-clear is sounded.

Food Service - The Overlook Café

The Overlook Café in the Kiser Building operates on nearly all workdays, with the exception of some break periods which are announced ahead of time. The Café is open Monday through Friday and serves breakfast, lunch, and dinner. Catering services are available for special College events. Contact the Food Service Manager for information.

Vending machines for soda, candy, and snacks are also available in various locations and buildings as well as the Bookstore.

Foundation

The Western Iowa Tech Community College Foundation is a nonprofit philanthropic organization dedicated to charitable and educational programs and purposes. Together with administration and the Board of Directors, the WITCC Foundation works as a team to support the efforts of WITCC in providing outstanding educational opportunities for students, alumni, faculty, and staff.

Working toward our mission to elevate our diverse learners and strengthen our communities through inclusive and innovative education, the Foundation builds relationships with local corporations and businesses, community leaders and individuals, and WITCC faculty and staff to secure gifts, grants, and bequests to fulfill our mission and make a difference in the lives of our students and this community.

Gifts To College Employees (Board Policy 400.30)

There may be an occasion when you are offered, or receive, a gift from someone who wishes to express thanks or appreciation. If the reason for the gift has anything to do with your position at the College, chances are that it may be a violation of Chapter 68B of the Code of Iowa if you accept the gift. The definition of a gift may include meals and "free samples."

There are exceptions to the law, so if you have any questions, contact the Board Secretary or Dean of Human Resources.

You are asked to refrain from giving gifts to persons who exercise direct or indirect supervisory responsibility over you. Also, the collection of money for gifts for other employees is discouraged during work hours.

Hazardous Materials

The College uses hazardous materials in the course of operation of this business. A hazardous material is a substance having properties capable of producing adverse effects on health or safety of a human being.

The Western Iowa Tech Hazard Communication Program complies with OSHA CFR 29.1910.1200 and Iowa's Right To Know Law. Its purpose is to safeguard the health of our employees by providing information on the health and physical hazards of chemical materials used in our operations. A listing of such chemicals is maintained, with Material Safety Data Sheets (MSDS), in each building and/or department. If you have questions, contact your supervisor or the Campus Safety Office.

All employees who are responsible for handling hazardous materials receive training which covers information on the Hazard Communication Laws.

You are responsible for complying with training received, reporting unsafe conditions which may exist or occur, and consulting with your supervisor when confronted with an unfamiliar or unknown situation or substance.

Library

You are invited to use the many resources and services provided by the College Library, which is located in the Kiser Building. The collection includes a diversified reference section and many other books, periodicals, newspapers, film, and audio selections for professional as well as casual use.

KWIT-KOJI FM Siouxland Public Media Public Radio

Siouxland Public Media KWIT 90.3 FM offers the best in educational, entertainment, news, and public affairs programming, broadcasting 24 hours each day. Radio station KWIT-KOJI FM is licensed to and operated by Western Iowa Tech Community College, with studios located in the KWIT Building on the Sioux City campus. KWIT's signal extends to KOJI-FM 90.7 and serves the Iowa Great Lakes region.

Mail Services

Incoming and outgoing mail is processed in the Kiser Building. Mail deliveries/ pickups are made in various departments of the campus on an established schedule.

Mail services are intended for College business. On a limited basis, postage stamps may be purchased from the Bookstore.

Medical Emergencies

Medical emergencies should be handled by dialing Extension 1316 or Extension 0, the College operator. If there is no response, emergencies should be handled by dialing 911. The College does not provide, nor assume responsibility for medical services, nor does it expect employees or students to administer medical assistance. Persons witnessing medical emergencies should dial these telephone numbers and report the incident location and apparent problem, if known, and then remain with the victim until help arrives. The College operator should contact campus security.

In the event of a personal injury or medical emergency involving a WITCC student, employee, or visitor, a Report of Personal Injury/Medical Emergency form should be completed by the person injured or the witness. The completed form should be submitted to the Board Secretary as soon as possible, if not immediately. The form is available in the Campus Safety office and online on MyWIT.

News and Announcements

Campus news, events and announcements are posted online on MyWIT. If you have an item you would like to have considered for posting, contact Marketing and Publications and/or Internal Communications.

Notary Public

If you require the services of a notary public, we are fortunate to have several staff members who will provide the service free of charge. Contact the Board Secretary or the Human Resources Office for their names and locations.

Other Employment (Board Policy 400.44)

We believe the primary responsibility of each employee is to the duties of his or her position with the College and expect every employee to give those responsibilities precedence over any other employment. However, there is no prohibition against having other employment in addition to your job with the College as long as the other job does not create a conflict of interest or a decline

in your College work performance.

Should a conflict of interest or a performance decline occur, it may become necessary to request that the outside employment cease as a condition of continued employment with the College.

Parking

Parking spaces at Western Iowa Tech are, for the most part, available on a "first-come, first-served" basis. However, there are certain restrictions and campus safety personnel do enforce the regulations.

All motor vehicles parked on campus should be registered with the Safety Office. The Cashier will issue a parking permit which should be permanently displayed in a designated manner on your vehicle(s).

Reserved parking areas are provided for the disabled and for visitors. Disabled permits must be visible at all times.

A complete copy of the Traffic and Parking Regulations is available from the Campus Safety Office.

Please lock your vehicle! The College assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

Political Activity (Board Policy 400.40)

Employees may not engage in political activities on or in College properties or properties which are under the jurisdiction of the College. This includes but is not limited to posting of political circulars or petitions; distributing political circulars or petitions; collection or soliciting for campaign funds; or soliciting for campaign workers. Distributing, writing, and addressing of political materials to or by students are specifically prohibited. Violations may be grounds for disciplinary action up to and including discharge.

Quality

The College is pledged to providing its customers, both internal and external, with optimum quality in all of its services, functions, activities, products, and all other end results.

To carry through on this pledge requires that you and every other employee of the College be committed to this philosophy and be provided with the support and the tools necessary to achieve this end.

Secure Your Area Alarms/Drills

In the event of a threatening situation on campus, a specific alarm will sound. The same is true for drills which are required periodically. All occupants of our buildings must respond to these alarms as directed by the shelter instructions which are posted throughout the buildings.

Familiarize yourself with those instructions, particularly those in your work area. Ask your supervisor if you are unsure about any of the directions. Be prepared to act in a prompt and orderly manner.

For a Secure Your Area or a Secure Your Area drill, the alarm will sound. You

are to remain in your sheltered area until instructed to leave.

Campus Safety

Safety officers are on the Sioux City campus for the safety and welfare of students, staff, and visitors. The officer on duty may be reached by calling extension 6414 or the College operator (dial 0) when on campus or 274-6414 when off campus.

Medical or other emergencies should be handled by dialing Extension 1316 or Extension 0, the College operator. If there is no response, emergencies should be handled by dialing 911.

For your own protection and security of the College, use the designated entrances to enter and leave the College.

The College is not responsible for lost or stolen personal property or money. It is your responsibility to place your personal property in a secure area.

Firearms and weapons of any kind are not allowed on WITCC campuses. The use of firearms and weapons may be required as part of the Police Science or other instructional programs at WITCC. Use of these firearms and weapons will be under the control of trained and/or licensed instructors.

For reasons relating to the security of the College, its students, patrons, and its employees, the College may use surveillance cameras or other security devices in various work areas within the College.

Special Services Provided By Educational Programs/Facilities

You may find advantage in using certain services and products which are provided as an authorized and appropriate activity of various educational programs or facilities. Examples include auto technologies and auto body repair.

You must be willing to accept that WITCC students will be providing the services even though they are supervised by staff members. Contact the appropriate instructional Division Chair or supervisor for information about the rules, procedures and costs, and the availability of services or products at any given time.

Staff Development (Board Policy 400.9)

WITCC encourages the development of its staff and provides various opportunities based on the availability of funds. This includes regular College in-service sessions, technical updates, workshops, seminars, conferences, college courses, and independent study.

Although the available funding is limited, every reasonable request to pursue some form of staff development will be given serious consideration.

Telephone Services

The College is fortunate to have modern telephone technology available for conducting our business. Instructions on the features, services, and operation of the telephone system will be provided by the Help Desk in the Information Technologies Office.

The telephone system is intended for conducting the business of the College.

You are expected to avoid using business telephones for personal matters.

Tornado Alarms/Drills

In the event of a tornado or threatening weather conditions, a specific alarm will sound. The same is true for drills which are required periodically. All occupants of our buildings must respond to these alarms as directed by the shelter instructions which are posted throughout the buildings.

Familiarize yourself with those instructions, particularly those in your work area. Ask your supervisor if you are unsure about any of the directions. Be prepared to act in a prompt and orderly manner.

For a tornado or tornado drill, the alarm will pulsate for 4 minutes. You are to proceed to the nearest designated shelter area and remain there until instructed to leave.

Weather Conditions-Class Or Work Suspension (Board Policy 506.5)

Classes will not ordinarily be suspended, or other operations of the College curtailed unless the weather is very severe. However, traveling on snow-clogged or extremely icy roadways is of prime concern and will be the controlling factor on each decision. The President, or designee will make the decision after consulting with other appropriate persons, the weather bureau, and the highway patrol.

Depending upon circumstances, the decision may be to suspend classes, either before the day begins or at any time during the day, to dismiss classes but continue other College operations, or to close the College, in which case employees and students will be excused from work/classes as announced. Some employees may be required to stay or report during a closure for duties such as snow removal, in which case they will be notified by their supervisor.

Employees and students will be advised as soon as possible of any decision due to severe weather conditions. Announcements will be broadcast over Siouxland Public Media KWIT–FM 90.3 and KOJI-FM 90.7 radio, other area radio and television stations, and/or will be made through the campus communications system.

Students and employees should avoid contacting radio and television stations directly. If no announcements concerning WITCC have been made, it should be assumed that the College will continue classes and other operations as usual.

If you are unable to report to your work area due to poor weather and/or travel conditions, you should follow the usual absence reporting process. The responsibility for being in attendance when the College is in session rests with you.

Wellness Program

The Dr. Robert E. Dunker Student Center facilities are available to students and employees.

The College sponsors a wellness and health screening clinic, which is announced ahead of time. Various other wellness-related activities may be sponsored

throughout the year.

For more information, contact Student Activities or the Human Resources Office.