

EMPLOYEE HANDBOOK



NORTHWEST TECH
NORTHWEST KANSAS TECHNICAL COLLEGE

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Section I: Governance

Organization

Mission Statement

The mission of Northwest Tech, as an institution of higher learning, is to prepare individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.

Mission Purposes

Northwest Tech will fulfill its purpose by:

- Offering associate of applied science degrees, technical certificates and short-term educational opportunities upon completion of technical programs designed to meet student and employment needs.
- Providing educational opportunities that enhance technical experience, problem-solving, communication, and human relations skills.
- Providing relevant learning experiences supported by qualified and experienced faculty and staff, progressive technology, and physical facilities designed to enhance the learning environment.
- Ensuring technical programs, curriculum, and teaching methodologies are continually updated through interaction with business and industry, advisory councils, specialized accreditation, certification agencies, and through the assessment process.
- Promoting diverse opportunities for leadership and personal growth through student organizations.
- Maintaining a program of guidance to enhance the student's decision-making abilities in both career and personal goals.
- The college will develop articulation agreements with other colleges and universities to provide seamless transfer of credits.

Vision

The vision of Northwest Kansas Technical College as a forward thinking, premier leader in career and technical education is to maximize learning through progressive technology and facilities, collaborations, and professional experiences that foster lifelong learning in a diverse global society.

Values

Northwest Tech affirms the following values and beliefs as we pursue our vision and achieve our mission.

Commitment to Learning

We believe that students can achieve their personal and professional potential through higher education. We assume responsibility for providing varied general education,

technical, and training experiences that will cultivate lifelong learning. We are committed to a program of faculty development that factors growth and academic freedom to assure high-quality and relevant instruction and training.

Commitment to Quality

We believe that high-quality educational and technical programs, excellent student services, and well-qualified faculty and staff contribute to the successful achievement of our students educational and career goals.

Commitment to Integrity

We recognize the importance and value of our institution demonstrating honesty and fairness in all of our programs and services. We will strive to develop integrity and strong work-ethics in our students by modeling ethical and professional behavior through the institution. We are committed to forging strong relations with our local community, regional businesses, and industries.

Commitment to Service

We are committed to “student-centered” service by providing support to meet their individual differences and needs. We will strive to serve local and regional businesses and industry by providing well-educated students to meet employment needs. We are committed to involve students, faculty, staff and administration in community service.

Commitment to Diversity

We recognize the value of different student learning styles and the benefit of utilizing a variety of teaching methodologies to enhance learning. We are committed to provide for student diversity through the general education curriculum, technical programs, and the use of a variety of teaching methods. We have an appreciation and encouragement of diverse student, faculty, and staff populations.

Strategic Plan Pillars

The overall objective of Northwest Tech is a commitment to carrying out the mission and purposes of the college through initiatives within the following Strategic Plan Pillars.

- Pillar 1: Enrollment Growth and Sustainability
- Pillar 2: Quality and Accessible Academics
- Pillar 3: Improving Student Success
- Pillar 4: Engage with the Community
- Pillar 5: Maintain Fiscal Health
- Pillar 6: Improve Facilities & Network
- Pillar 7: Developing Employees
- Pillar 8: Strengthen External Partnerships

Accreditation

Northwest Kansas Technical College is accredited by the Higher Learning Commission. The Higher Learning Commission is a regional accreditation agency. While it is not directly affiliated with the federal government, it is recognized by the U.S. Department of Education as a body

qualified to accredit degree-granting colleges and universities in the North Central region of the United States.

Notice of Non-Discrimination

Northwest Kansas Technical College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age, marital status, disability, veteran status or Limited English Proficiency (LEP). Northwest Tech respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination, including sexual harassment and sexual violence.

Code of Ethical Practices

Northwest Tech continues to be committed to maintaining the highest level of business ethics and conducting business in an honest and forthright manner. The individual values and actions applied each day within your area of responsibilities determine how people view the college. Performance with integrity is expected at Northwest Tech.

The Code of Ethical Practice applies to all employees, administrators, and members of the Area Board of Control. Responsibilities of everyone subject to the Code of Ethical Practice are:

- Conduct all college business honestly and with the highest integrity.
- Comply with all laws and government regulations applicable to your position within the college.
- Learn and follow the college policies and procedures applicable to your position within the college.
- Remind others of their responsibilities when they appear to be in danger of violating the law, the Code, or other college policies.
- Promptly report all violations of the law, the Code, and college policies, and truthfully cooperate in investigations of violations.
- Do not retaliate against anyone for reporting or cooperating in investigations.
- Avoid illegal, unethical, and other situations that might reflect unfavorably on you or the college.
- Lead by example, using your own conduct as a model for others.

The college encourages you to speak up if you have questions or concerns about the Code or other college policies. You should seek advice from your supervisor or others within the institution if you are unsure about the right course of action.

You may report violations orally or in writing, and in most cases, you will not be required to identify yourself. In some cases it may be necessary for you to identify yourself for the college to resolve your concern. Violation reports should be made to the president of the college unless the violation involves the President, and then the report should be made to the Board Clerk to be relayed to the Chairperson of the Area Board of Control.

No employee, administrator, member of the Area Board of Control, or other person subject to the Code will be permitted to retaliate or take adverse action against anyone for reporting a violation of the law, the Code, or other college policy. All reported violations of the Code will be investigated as promptly as reasonably possible.

The college cannot guarantee complete confidentiality, however we will investigate all reported violations as confidentially as permitted by circumstances. If you report a violation or are involved in the investigation, you must not discuss the situation with anyone other than those authorized to conduct the investigation.

College employees, regardless of their position in the college, who violate the spirit or letter of the Code or other college policies are subject to discipline up to and including termination of employment. Certain violations may also result in criminal penalties and civil judgments.

Statement of Freedom of Inquiry and Expression

Northwest Tech serves its constituents by providing programs of learning that enable students to pursue their educational and professional goals. Free inquiry and expression are crucial to pursuit of these objectives. Fulfillment of these functions requires the preservation of intellectual freedoms of teaching, expression, and debate. The right to search for truth, to support a position the searcher believes is the truth, and to disagree with others whose intellect reaches a different conclusion is the fiber of America's greatness. Only civil and criminal law or publicly unacceptable means of communication shall limit discussion and expression of all views within the college.

Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means, which do not disrupt the regular and essential operation of the college. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or organizations speak only for themselves.

Area Board of Control

Board Organization

Northwest Kansas Technical College, Goodland, Kansas, was incorporated on April 13, 1964, in Sherman County, State of Kansas. Its organizational structure, as outlined by the by-laws of Northwest Tech, provides that each unified school district that signs a participating agreement with said Northwest Tech shall have a representative on the Area Advisory Board.

The Area Advisory Board shall then annually elect an Area Board of Control consisting of nine members comprised of the officers and committee chairpersons elected at such annual meeting as follows:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Building & Grounds Committee, Chairperson
- Curriculum Committee, Chairperson
- Faculty/Staff Committee, Chairperson
- Public Relations Committee, Chairperson
- Student Welfare Committee, Chairperson

The chairpersons of the five committees and the four officers shall serve as a permanent committee on finance.

The by-laws set forth the powers and duties of the Area Board of Control. It requires that the Board meet monthly at a time and date designated by said Area Board of Control. This is typically the fourth Saturday of each month at 3:00 p.m. Mountain Time in the conference room of the main administration building on the campus of Northwest Tech. It provides also that the chairperson may call special meetings with a one-week written notice to all Area Board of Control members.

Participating district agreements may be submitted to unified school districts on a regular basis. Such district is required to pay \$150 per school year to Northwest Tech in order to be a participating district with the college and have a representative on the Area Advisory Board.

Area Advisory Board

Members of the Area Advisory Board and the Area Board of Control are to receive no compensation for serving on said board or committees of Northwest Tech. However, mileage (actual map miles) shall be paid such members at the Northwest Tech approved rate, per mile, for attending official board meetings for the college.

Board Advisory Committees

Area advisory board members are selected to represent the interest of the public in the management and operation of Northwest Tech. In order to carry out this task, it is essential that area advisory board members keep in touch with public opinion and at the same time present the college's needs to the public. The establishment of advisory committees of local citizens contributes to this two-way flow of information. The Area Advisory Board of Northwest Tech shall be divided into five subcommittees as follows:

- Building and Grounds
- Curriculum
- Faculty/Staff
- Public Relations
- Student Welfare

When deemed advisable, the Area Board of Control itself may appoint an advisory committee to assist with research projects, long-range studies, and the development of policies or educational goals.

To this end, the following guidelines shall apply:

1. The composition of an advisory committee shall take into consideration such factors as are representative of the community background of members relating to the specific task delegated to the committee.
2. The Area Board of Control shall make appointment of members to the advisory committee.

3. The advisory committee shall be appointed to consider a specific task and shall be charged with presenting a written or oral report on the area of its concern by a specified date. Upon submission of its report, the committee shall be discharged.
4. The sole function of each advisory committee shall be to make studies and present recommendations. No committee shall be charged with the implementation, if any, of its report. Any action stemming from any report shall rest with the Area Board of Control and the College President.
5. Such committees shall serve in advisory capacity only and without compensation.
6. One to three members of the Area Board of Control may serve on any advisory committee.
7. Ex-officio members will include the President of Northwest Tech and at least one member of the administrative staff.

Open Public Meetings

Northwest Tech board meetings are open to the public, with the exception of executive session, which are closed to discuss items allowable under the Kansas Open Meetings Act.

Members of the community who wish to address the board for public comment must contact board clerk via email at least 7 calendar days in advance of the meeting to be placed on the agenda. This allows for the release of the agenda to the board in a timely manner. Public comment is limited to 5 minutes.

Board Vacancies

Upon the resignation or death of an Area Advisory Board member or a member of the Area Board of Control of Northwest Tech, it shall be the responsibility of the unified school district to select another representative to fill such vacancy.

Delegation of Authority

In the event a vacancy occurs in the office of the President, the Area Board of Control shall promptly fill such vacancy. Such vacancy may be filled by appointment of an acting President or by appointment of a President of the college.

Handling of Complaints by Board Members

Individuals or groups sometimes confront a single board member with issues which should be handled by the President of the college. In those cases of apparent exception, board members should withhold comment, commitment, or opinion until the Board has had the benefit of hearing and discussing the issue where all aspects of the problem may be aired. A board member cannot individually obligate the entire Board. The Board serves in its official capacity only at regularly or specially called meetings.

In carrying out the policy for handling complaints, the Board will, therefore, observe the following procedure:

1. Neither the Board as a whole nor any member will entertain or consider communications or complaints from parents, students, employees or patrons until such communication or complaint has first been referred to the President of the college.

2. Only in those cases where the Board has determined the President cannot make satisfactory adjudication, shall the complaint be referred to the Board.
3. After hearing evidence submitted by the President, the Board will, if it is deemed advisable, grant a hearing to the parties interested. Such hearing will be initiated during the regular monthly session of the Board.
4. All parties will be given advance notice of the hearing (the time, the meeting place, and all other pertinent information relative to the hearing) in order to afford due process to the affected parties.

Conflict of Interest

All Area Board of Control and Administrative personnel of Northwest Kansas Technical College shall disclose all real or apparent conflict of interest that they discover or that have been brought to their attention in connection with this organization's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the college at the same time he or she is involved in a competing personal interest (financial, business or personal).

An individual member who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- (1) Participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
- (2) Using his or her personal influence to affect deliberations,
- (3) Making motions,
- (4) Voting,
- (5) Executing agreements, or
- (6) Taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The College president shall ensure that all board members or Administrative personnel and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

Selection of College President

The Area Board of Control of Northwest Tech shall appoint a President of the college for a term of no more than three (3) years. The President shall receive such compensation as fixed by said Board at the time of selection. The President may be reappointed at the regular meeting of the Area Board of Control in February each year. The President shall be in complete charge and control of Northwest Tech, subject to the order, rules, and regulations as set forth by said Area Board of Control.

Emergency Authority

The President shall perform such duties as the Area Board of Control may require, and in the absence of specific rules or advice of the Board, shall assume any authority or perform any duty, which any particular situation, unforeseen and suddenly arising, may demand—subject to later consideration of and action by the Area Board of Control.

The President shall be responsible for the implementation of board policies. As an occasion arises between regular monthly Area Board of Control meetings, which do not have an express board policy relating thereto, the President shall exercise personal discretion in resolving that problem, then report the problem and the solution to the Area Board of Control at its next meeting.

If the President of the college is not available for consultation in regard to any college problem of the magnitude to require a conference, then the Vice President for Operations should be contacted for such purpose.

If the President and the Vice President for Operations are not available for consultation, then the Vice President for Information Technology shall be contacted for the consultation. Such person shall have the authority to make emergency decisions in the best interest of the college, the college personnel, and the student body.

Contract Authorization

The President is the only employee authorized to sign contracts or legally binding documents on behalf of the Area Board of Control. Employees other than the President, or his/her authorized designee, are not permitted to sign contracts or legally binding documents of any type. Employees are encouraged to schedule time to review documents with the President to allow for internal and legal review, if needed.

Planning

Strategic Planning

The President shall be responsible for the long-range strategic planning of facilities, equipment, and curriculum for Northwest Tech. A cross-sectional committee of employees will be convened each quarter to review, develop, and plan for strategic planning for the College. A college strategic plan is under constant development, monitoring, and consideration for the purpose of maintaining a strong and vibrant college.

Continuing Education

The College will offer courses throughout the academic year that are of interest to the community, alumni, and the general public.

Instructional Program Planning

Northwest Tech, through the efforts of the Area Board of Control, administration, and instructional staff are responsible for sustaining efforts for planning curriculum, programs, and techniques for improving instruction in all offerings at said college.

It is understood and planned that increasing enrollment through relevant programs will be an ongoing effort of the college.

The current programs offered at Northwest Tech to individuals desiring skills and knowledge will be given continual evaluation to assure that said programs meet the social and economic conditions as well as the trends of the business world.

As the needs of industry change, enrollment and job availability for graduating students from various programs will also change. Constant planning will be conducted to determine what updating of equipment, facilities, instructional experiences, and techniques are needed in the ever-expanding work world. Instructors, administrators, and Board members shall maintain a constant evaluation through attendance at professional meetings, workshops, in-service training, and by keeping themselves informed by reading current technical education literature and magazines, viewing films, etc. The college will continually monitor its strategic plan.

Programs will be evaluated not only for the purpose of extension of such present programs being offered at Northwest Tech, but also for the need for new and expanding programs. Such evaluation shall be carried out through program advisory committees, follow-up of graduates, study of employment trends, and the assessment of the various programs at Northwest Tech.

Section II: Fiscal Management

Purchasing

Ethical Standards in Contracting Policy

Northwest Tech expects contractual partners to have high ethical standards and operate legally and professionally. The college takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on the institution's behalf. No contractual partner may engage in activities detrimental to the college, including HLC criterion. This includes school districts, other colleges, state agencies, federal agencies, vendors or other contractual partners. Northwest Tech documents outsourcing of all services in written agreements, including agreements with parent or affiliated organizations. No individual has authority to enter into contracts, leases, agreements, or in any other way obligate Northwest Tech for procurement or contractual indebtedness unless specifically authorized to do so by the Area Board of Control. The power to enter into contracts, leases and/or agreements on behalf of the college is vested in the board. No contract, lease, or agreement shall be made which names the college as a party, unless authorized by the board and signed by the president or designee. All contracts, leases, and agreements that name the college as a party shall be reviewed by the President or his/her designee prior to the contract, lease, or agreement being finalized. As such, no individual has the authority to enter into purchase contracts, leases, or agreements without this authorization and review. Any such purchases or commitments are considered unauthorized and become a personal obligation to the vendor by the individual making the purchase or entering into the agreement.

Purchasing Policy

Every expenditure of Northwest Kansas Technical College should be executed in a manner that ensures the greatest ultimate value per dollar spent.

Where an item has been approved for purchase either individually or by inclusion in the college budget, the President or the President's designee is authorized to process such purchases in accordance with policies and procedures approved by the Board and College administration.

The Board retains the right to deviate from its procurement policies, as the Board shall determine from time to time, for the acquisition of products, goods and services or a combination thereof.

Under Kansas law, all contracts relating to the purchase of goods or services must be governed by and interpreted in accordance with the laws of Kansas, and the College may not agree to submit to the jurisdiction of any other court other than a court in the state of Kansas.

The Board reserves the power to omit or modify any of the otherwise mandatory contract provisions determined or annunciations from time to time by the Department of Administration of the state of Kansas to the extent permitted by and in accordance with procedures required by Kansas law.

Purchasing Exemptions Policy

All items and services will normally be purchased in a manner that maximizes open and free competition in accordance with College purchasing policy, subject to the exceptions contained herein. Purchases exceeding \$35,000 that fall within one of the exceptions below (except for sole source purchases) shall be approved by the President or his/her designee and reported to the Area Board of Control.

1. Sole source purchases that are available only from one supplier including:
 - a. utility services including electricity, gas, or water; and
 - b. government-issued permits, licenses, or certificates.
2. Single source purchases that are only reasonably available from one supplier due to substantial reasons including:
 - a. items for which competition is precluded because of the existence of patents or copyrights;
 - b. items or services required to meet specific educational objectives; and
 - c. items or services that ensure compatibility with existing equipment.
3. Products or services that are offered for purchase under K.S.A. 75-3317 to 75-3322, and any amendments thereto.
4. Articles or products that are produced, manufactured or provided by inmates under the prison-made goods act of Kansas.
5. Materials, goods or wares required for reconstructing, remodeling, repairing or equipping buildings when such purchase are necessitated by the occurrence of a loss against which the Board has purchased property or casualty insurance.
6. Motor fuels required to provide or furnish transportation.
7. Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the President. Such procedures may include the delegation of emergency purchasing procedures to appropriate College personnel.
8. Items that are acquired for resale.
9. Items that are used that become available and are subject to immediate sale.
10. Items that are acquired when the College is serving as a facilitating agent or trustee.
11. Items where negotiation would render a more favorable pricing and product condition for the College.
12. The College may contract for goods and services provided by state of Kansas agencies, or by federal agencies, political subdivisions of Kansas, agencies of other states or subdivisions thereof, or private nonprofit educational institutions.
13. The acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure.

Fiscal Controls

Accounts, Depositories, and Investments

Bankwest of Goodland, Farmers and Merchants of Colby, Peoples State Bank, and First National Bank are the official depositories for Northwest Tech monies.

The President of Northwest Kansas Technical College is given authorization by the Area Board of Control to invest any and all excess funds in all accounts of the college in Certificates of Deposit in amounts deemed feasible by said President during any college year in order to earn interest on such excess funds. All idle funds shall be invested in approved financial institution duly insured, with government securities at a 100% level. The Area Board's standing finance committee will provide direction and oversight on investments.

Such funds shall be invested only in Sherman County unless another bank or financial institution in a participating district county should offer interest above and beyond the going public fund rate, at which time the Area Board of Control shall make a final decision relative to the investment of funds outside of Sherman County.

A special \$3,000 petty cash checking account is authorized for use in paying monthly expenditures that may be incurred during the month between Board meetings. This account is authorized in addition to the \$200 petty cash drawer also authorized by the Board. The President and Vice President for Operations are authorized to sign checks from this special petty cash checking account.

Each department will have a student departmental club fund in order to pay for various club activities. These funds will be maintained through the Northwest Tech Business Office.

Board Designated Insurance Agent

An insurance agent is named "Agent of Record" for Northwest Tech for a period of three (3) years with the understanding that all insurance will be reviewed and bids obtained from insurance agents within the community at the end of a three-year period.

Budget

Budget Planning

The President shall be responsible for the preparation and submission of the annual budget to the Area Board of Control.

Budget Planning and Requests

All employees with operational oversight of programs or offices must submit a three-year budget request plan in the spring of each year to the Vice President of Operations. Requests for equipment shall be prioritized by most urgent need for the current year and the subsequent two years. The budget request process informs administration of the need for equipment in an effort to secure funds through Perkins, grants, or other means. Employees will be notified of approved purchases on an as needed basis and as funds are available. Prior approval from the Vice President of Operations is required before ordering equipment. Every effort should be made to

align budget planning efforts, both at the program and institutional level, with the pillars of the strategic plan.

Grants

Grant Funding Policy

It is the interest of the Area Board of Control and Administration, that the college engage in securing funding through local, state, federal, and private funding opportunities and accomplish such through institutional grant writing. Grantees often provide well-defined institutional obligations that the college is required to uphold, and therefore, administration must be aware of all necessary requirements beginning at the exploratory stages through completion of all grants.

Grant Writing Procedure

The college grant writing office is the designated clearinghouse for all grants researched, written, and received. When pursuing a grant the following procedures must be followed:

- Individuals or departments pursuing a grant are required to communicate, in writing, to the Grant Writer and college President for pre-approval of the intent to pursue the grant. Requests should include the scope of the project, amount of funding being sought, and deliverable outcomes the college will be responsible for. This is done to ensure the grant aligns with the strategic direction of the college.
- If needed, the Grant Writer will provide support in consultation with the individual or program pursuing the grant. It is understood that faculty and staff are the content experts for their respective areas and therefore should be relied upon to work collaboratively alongside the Grant Writer to conduct grant research and assist as needed. Faculty and staff may be asked to help write or review written aspects of the grant application to ensure language is reflective of the processes, equipment, or requirements of the grant being pursued.
- Any contracts or agreements issued before, during, or after grant award must be signed by the college President or designee per college contract policy.
- When a grant award notification has been received, all notifications must be forwarded to the Grant Writer and college President. It is highly recommended to notify the Business Office as well, to ensure receipt of funds and future expenditures are classified appropriately.
- All spending of grant funds must be coordinated between the Grant Writer, Business Office, and related employee to ensure it is spent appropriately and documented for any follow-up reporting required for the grant.
- It is the responsibility of the Grant Writer to complete or coordinate follow-up reporting with faculty and/or staff members associated with the grant. It is expected that faculty and staff associated with the grant will provide documentation and communicate with the Grant Writer in a timely manner. All reporting is expected to be completed in a timely manner and in accordance with grant reporting requirements.

Section III: Hiring

Hiring Policy

Northwest Tech is committed to attracting and retaining highly qualified employees in accordance with the principles and standards set forth through equal opportunity employment. Below are the procedures for filling vacancies.

A. Vacancies/New Positions

When a vacancy occurs or a new additional position is proposed, the position supervisor, Vice President for Operations, and the President will develop and review the essential duties and qualifications required for the position. Presidential approval is required to fill the vacant/new position. Notice of vacancies, unless filled internally, shall be announced by Human Resources through advertising options such as, but not limited to, newspaper, college website, third party sites, and other methods deemed appropriate.

B. Screening Process for Part-Time and Full-Time Employees

The screening of applicants will be conducted by a hiring committee established by the President. When selecting individuals for the committee, consideration should be given to ensuring appropriate representation from relevant employee groups. Applications and resumes will be forwarded to the committee by the Office of Human Resources. Each member of the committee will review the applications and provide interview recommendations to the Office of Human Resources. Based on committee feedback, the President will select the candidates to interview. The selection committee will interview the candidates and make a hiring recommendation to the President.

C. Reference & Background Checks

Reference checks must be conducted prior to extending an offer of employment. Administration will conduct a background check on every employee at the time of hire. If concerns about an employee's background check occurs, and the employee did not disclose the concern prior to being hired, the College reserves the right to terminate employment.

D. Employment Selection

Once an offer has been accepted by the applicant, it will be followed by ratification by the Area Board of Control at the next board meeting.

E. Extenuating Circumstance for Hiring

Due to extenuating circumstances and timelines, there may be times where the hiring process must bypass the traditional procedures in order to fill a position in a more expedient manner. Examples would be instructional position vacancies that rise during the semester. Every effort should be made to remain within the standard process and any exceptions will require the authorization of the President.

F. Temporary/Seasonal Positions

Temporary and seasonal positions are required to be filled expeditiously. In these cases, the immediate supervisor and Vice President for Operations will perform the screening and interview process and make the recommendation to the President for approval.

G. Adjunct (Part-Time) Faculty

Northwest Tech will make every effort to attract and retain qualified adjunct faculty for instructional positions that become available. Adjunct faculty need to meet Higher Learning Commission credentials for instructional opportunities, as evaluated through the Academic Office. The hiring of adjunct faculty will be supervised by the Dean of Academic Advancement and the Division Chair within the department where the instructional vacancy resides.

H. Personnel Action Notice

Starting Salary/Wage for new employees should be set based on consistency for similar positions across the institution, with flexibility given based upon candidate experience and work history.

I. Hiring Documentation

All paperwork related to the job search, including application materials, background check, and reference check documentation will be retained together in the Office of Human Resources for a period of one year from the date of hire.

J. New Employee Packet and Checklist

All forms in the new employee packet must be completed by the employee and returned to the Office of Human Resources. This includes such forms as the W-4 form and the I-9 form.

Nepotism Policy

It will be considered a conflict of interest for an employee or Board Member to participate in or influence the recruiting, hiring, evaluation, promotion or disciplinary proceeding of an immediate family member, or for any employee to be hired who would have an immediate family member providing direct supervision of that employee.

No person who is an immediate family member of a Board Member shall be hired as an employee of the College.

If two employees become immediate family members during their employment at the college and such relationship violates the provisions of this policy, the college will review the situation on a case-by-case basis and make appropriate reassignments as needed. If the college is unable to accommodate reassignment, the college may require for one employee to end employment at the college.

For purposes of this Policy, immediate family shall mean the spouse, child, father, mother, father-in-law, mother-in-law, grandparent, grandchild, sister, brother, sister-in-law, brother-in-law, son-in-law or daughter-in-law or any other relative that resides in the same household.

Section IV: Employee Benefits & Compensation

Flexible Benefits Program for Employees

The Area Board of Control has established this Flexible Benefit Plan for full-time eligible employees in conformity with the rules and regulations set forth by the Internal Revenue Code with regard to a Cafeteria Section 125 Salary Reduction Plan. To be eligible, an employee must be at least 18 years of age.

Any employee meeting the above requirements shall be eligible for purchase of flexible benefits immediately upon employment at the Northwest Tech.

Various insurance benefits are provided through a salary reduction authorization for eligible employees. Said employees shall provide in writing (Election Form) what insurance coverage is desired, authorizing salary reduction therefore each month. Said election form indicating the desired insurance benefits to be purchased must be submitted thirty (30) days prior to the first day of the new college or plan year (due by September 15th).

A participant shall not be allowed to revoke his/her election of coverage after it has been commenced for the plan year, except when such change is necessitated because of a change in family status.

An adjustment or change during the plan year shall be permissible if the change occurs for all participants in the plan (change in group benefits, new rates, etc). See Vice President of Operations for detailed information.

Per Area Board of Control approval, employer paid benefits for single health insurance and \$10,000 group term life are provided to employees unless excluded in the Section 125 Plan Document. Exclusions are: working less than 20 hours per week and seasonal employees.

Payment per month, toward single health insurance premium through the Northwest Tech individual group health plan only, as outlined on election form is provided. Employer paid benefits shall be used in conjunction with the salary reduction total health premium selected under the Cafeteria 125 plan as set forth on the election form provided, reducing the amount of such salary reduction accordingly.

This is a "take it or leave it" option. Only those employees choosing a salary reduction health plan through the Northwest Tech group plan are eligible for the employer paid monthly benefit.

As part of the benefits package, employees have the opportunity to participate in a college sponsored tax-sheltered annuity plan, with deductions as requested by the employee being made from the employees' monthly salary.

Tuition Waiver Policy

Northwest Tech offers college employees and their immediate family members the opportunity to take courses through a tuition waiver.

The following criteria must be followed in order to be eligible for tuition waiver:

- Recipient must be immediate family member of a Northwest Tech employee, which includes: spouse and dependent children (as defined by federal financial aid regulations).
- The tuition waiver applies only to courses offered by Northwest Tech that qualify for state reimbursement.
- The student must pay all other expenses applicable to the course.
- If an employee or immediate family member fails or withdraws after the drop period from a course, they may be responsible to repay the tuition waiver for the course.
- The tuition waiver is the “first on” aid applied to the students account. This means that all other forms of aid and grants get applied to the account following the waiver.
- If an employee or immediate family member is required or chooses to repeat a course the tuition waiver will not apply.

Employee Leave Allowances

The following leave allowances will be granted to employees based upon classification and employment status.

A. Sick/Emergency Leave

Full-time eligible employees shall be granted one (1) paid day for each month of assignment per fiscal year for sick/emergency leave. For full-time staff this equates to twelve (12) days. For full-time faculty this equates to ten (10) days. Sick/emergency leave may be accumulated to a maximum of 60 days unused leave. There will be no compensation for unused leave beyond the 60 days. The entire accumulative sick/emergency leave may be utilized for such employee’s illness. Employees may apply for additional time, beyond those allotted or accumulated, to the Catastrophic Leave Bank in the event of a medical complication. Separating employees shall not be reimbursed for sick leave not taken.

B. Personal Leave

Full-time eligible employees shall receive two (2) days personal leave per fiscal year. Use of these days must be scheduled with the supervisor according to procedures established through the Office of Human Resources. Personal days do not accumulate and must be taken in the fiscal year in which they are granted. Separating employees shall not be reimbursed for personal days not taken.

C. Catastrophic Leave Bank

Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health, as certified by a licensed practitioner, of the employee or the employee’s immediate family which forces the employee to exhaust all sick and/or annual leave earned by the employee and to lose compensation.

Use of Catastrophic Leave Bank

- The catastrophic illness or injury must require the services of a licensed practitioner who is practicing within the scope of their license under the law.
- Employees who use leave from the pool are not required to pay back to the pool.
- Once leave has been donated to the pool bank, it cannot be restored to the employee.
- Employees may not designate a particular employee to receive their donated leave.
- The leave bank will be administered by an ad hoc committee appointed by the college president and this committee will determine the amount of leave granted. Leave cannot normally exceed one-third of the balance in the pool or 90 days, whichever is less. Applications beyond the above limits will be considered by the ad hoc committee and the president for extenuating circumstances only after the above limits are exhausted.
- All requests for leave pool time must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to regular work.
- If leave time being requested is for a qualified family member, the physician's statement must include the relationship, where the family member resides, a description of the illness or injury, and a statement concerning to what extent the family member is totally dependent on the employee on a continuing basis.
- A physician release form must be provided to the committee upon return to work. Any unused balance of pool leave granted to the employee will be returned to the pool and the estate of the deceased employee is not entitled to payment for unused pool leave.

Donation to Catastrophic Leave Bank

- Employees carrying a balance of sick leave days as of July 1 each year may contribute not less than one (1) or more than five (5), of such days to the leave bank. Under no circumstances may the number of days contributed exceed the employee's July 1 balance.
- In the event an employee has contributed to the leave bank and has exhausted all his or her accrued leave, such employee may request that leave be granted from the leave bank for a catastrophic injury or illness. Upon approval, the college shall credit such employee with such leave from the bank.

Eligibility for Use of Catastrophic Leave Bank

- Exhausted all accrued sick leave.

D. Maternity/Paternity/Adoption Leave

Full-time eligible employees will be allowed five (5) paid days for the birth or adoption of a child. If both parents work at the college, they will each be eligible to receive the leave benefit. When taken, this leave must be applied in a sequence prior to sick, personal, and vacation leave. Separating employees shall not be reimbursed for maternity/paternity days not taken.

E. Funeral/Bereavement Leave

Full-time eligible employees will be allowed five (5) paid days of funeral/bereavement leave for immediate family members (mother, father, child, spouse, grandparents, and siblings). Sick leave will be used for all other classifications not listed above. There will be no accumulation and no pay for unused funeral/bereavement leave. Separating employees shall not be reimbursed for funeral/bereavement days not taken.

F. Vacation Leave for Non-Faculty Employees

Classified employees (30 plus hours/week) who are employed in a 12-month position shall receive paid vacation. Vacation will not exceed 10 days per fiscal year for classified employees with 0-5 years of service. Classified employees of 6-10 years of service will receive 15 days per fiscal year and classified employees of 11+ years will receive 20 days per year of vacation. Salary shall be adjusted if used vacation time exceeds the prorated amount due employee during the fiscal year. Vacation earned must be utilized by June 30 or forfeited with no compensation. Requests for vacation days are to be made ten days prior to the beginning of the requested vacation. Separating employees shall not be reimbursed for vacation leave not taken.

Family and Medical Leave Act (FMLA)

Employees are eligible if they have been employed by the College for at least 12 months and worked at least 1,250 hours in the 12 months preceding the absence. With proper documentation, eligible employees may receive up to 12 weeks of unpaid leave in a 12-month period. The College designates the FMLA calendar year as the 12-month period measured forward from the date of an employee's first FMLA events. FMLA is available for the following types of absences:

- An employee's own serious health condition
- The serious health condition of an employee's immediate family member
- Caring for a newborn or newly-placed adopted child or foster child
- Certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation. Qualifying exigency leave is only available to a family member of a military member in the National Guard or Reserves. Qualifying exigencies include:
 - Issues arising from short notice deployment (seven or less days of notice)
 - Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs
 - Certain childcare and related activities
 - Making or updating financial and legal arrangements
 - Attending counseling
 - Taking up to five days of leave to spend time with a covered military member who is on short-term rest and recuperation leave
 - Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events for a period of 90 days following the termination of active duty status and addressing issues arising from the death of a covered military member

- Any other event that the employee and employer agree is a qualifying exigency.

Eligible employees may qualify for up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. These eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

Retirement Benefit Supplement

Retirement Payment

Employees retiring or leaving in good standing from Northwest Tech at age (60) or thereafter, or who qualify for Kansas Public Retirement, without a reduction in benefits, will be awarded a one-time retirement supplement based on the schedule below:

- 10-14 years of Northwest Tech service: \$500.00
- 15-19 years of Northwest Tech service: \$750.00
- 20-24 years of Northwest Tech service: \$1,000.00
- 30 + years of Northwest Tech service: \$2,000.00

Payment will be paid into a Special Pay 403(b) Employer Paid Retirement Plan administered by American Fidelity Assurance Company. Retiree will have immediate access to money in the plan.

Additional Retirement Benefits

In addition to the abovementioned retirement payment, employees of Northwest Tech who choose to retire may receive additional benefits under the terms and conditions set forth below.

Eligibility: An employee is eligible for retirement benefits if said employee,

- Is currently a full-time employee.
- Has twenty (20) or more years of faculty or certified administrative educational experience with Northwest Tech.
- Has reached at least sixty (60) years of age or qualifies for Kansas Public Employees Retirement without a reduction in benefits.

Benefits: A qualified employee will receive the following benefits:

Ten percent of the employee's last annual contracted salary per full year until age sixty-five (65) or eligible for Medicare insurance. Last annual salary does not include any adjunct pay, supplemental pay or any other income other than contract base amount.

Example: $\$40,000 \times 10\% = \$4,000 / 12 \text{ Months} = \333.33 (Amount to be paid per month until the age of 65 or eligible for Medicare insurance.)

Payment: Employees retiring under this policy will be paid the amount due on a monthly basis. Payments will begin within thirty (30) days after the end of the employee's final date of employment.

Application: An employee desiring to receive the benefits of this policy shall notify the President of Northwest Tech in writing on or before April 15.

Termination of Benefits: Early retirement benefits shall automatically terminate at the time an employee reaches the age of 65 or is eligible for Medicare insurance. If death should occur to the recipient prior to the date of Medicare eligibility, the Area Board of Control will honor the said compensation to the beneficiary as designated under the Kansas Public Employees Retirement System to the end of the fiscal year in which the employee died.

The Area Board of Control shall have the sole discretion to alter the form, procedures, or substance of the early retirement program in any manner at any time. In such case, the discontinuance or alteration shall not be applied retroactively to affect any retired employee receiving benefits from the program.

Retirement Deductions

Employees in a KPERS qualified position, in accordance with Kansas Law as that law pertains to schools, shall have deducted from earned salary the percentage established by KPERS.

The Vice President for Operations is designated as the agent to handle all matters for the Kansas Public Employees Retirement System for employees of Northwest Tech. The Fiscal Control I position serves as an additional signer for KPERS.

Adjunct Faculty Contracts and Payments

College administration will assign adjunct instructional opportunities in advance of the course beginning, with the exception being last-minute changes due to faculty departure. Right of assignment for courses is the sole right and responsibility of administration. The instructor will be paid based on the number of students enrolled on the seventh (7th) day of class. Every effort will be made to issue a contract for payment within the first fourteen (14) days of the start of classes.

<p>PAY SCHEDULE FOR ADJUNCT INSTRUCTION:</p> <p><u>1 Credit-Hour Class</u> 1 Student: \$ 70.00 2 Students: \$140.00 3 Students: \$210.00 4 Students: \$280.00 5 Students: \$350.00 6 Students: \$420.00 7-14 Students: \$490.00 <u>Course Overload Pay</u> 15-19 Students: \$790.00 20+ Students: \$990.00</p> <p><u>2 Credit Hour Class</u> 1 Student: \$140.00 2 Students: \$280.00</p>	<p><u>4 Credit-Hour Class</u> 1 Student: 280.00 2 Students: 560.00 3 Students: 840.00 4 Students: 1120.00 5 Students: 1,400.00 6 Students: 1,680.00 7-14 Students: 1,960.00 <u>Course Overload Pay</u> 15-19 Students: 2,260.00 20+ Students: 2,460.00</p> <p><u>5 Credit Hour Class</u> 1 Student: 350.00 2 Students: 700.00 3 Students: 1,050.00 4 Students: 1,400.00</p>
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3 Students:	\$420.00	5 Students:	1,750.00
4 Students:	\$560.00	6 Students:	\$2,100.00
5 Students:	\$700.00	7-14 Students:	\$2,450.00
6 Students:	\$840.00	<u>Course Overload Pay</u>	
7-14 Students:	\$980.00	15-19 Students:	\$2,750.00
<u>Course Overload Pay</u>		20+ Students:	\$2,950.00
15-19 Students:	\$1,280.00		
20+ Students:	\$1,480.00		
<u>3 Credit Hour Class</u>		<u>6 Credit Hour Class</u>	
1 Student:	\$210.00	1 Student:	\$420.00
2 Students:	\$420.00	2 Students:	\$840.00
3 Students:	\$630.00	3 Students:	\$1,260.00
4 Students:	\$840.00	4 Students:	\$1,680.00
5 Students:	\$1,050.00	5 Students:	\$2,100.00
6 Students:	\$1,260.00	6 Students:	\$2,520.00
7-14 Students:	\$1,470.00	7-14 Students:	\$2,940.00
<u>Course Overload Pay</u>		<u>Course Overload Pay</u>	
15-19 Students:	\$1,770.00	15-19 Students:	\$3,240.00
20+ Students:	\$1,970.00	20+ Students:	\$3,440.00
<u>NOTE:</u>			
The course overload pay represents the total amount paid for that class.			
15-19 students: \$300.00			
20+ students: \$500.00			

Employee Degree Completion Compensation

Upon successful completion of the pre-approved associate’s degree requirements and the employee providing an official transcript, a \$500 increase in salary will become effective the next July 1 following the criteria being met.

Upon successful completion of the pre-approved bachelor’s degree and employee providing an official transcript, a \$1,000 salary increase will become effective the next July 1 following the criteria being met.

Upon successful completion of the pre-approved master’s degree and employee providing an official transcript, a \$1,000 salary increase will become effective the next July 1 following the criteria being met.

Section V: General Personnel

Employee Personnel File

The official personnel records of all employees of Northwest Tech will be kept by the college Office of Human Resources. It is the responsibility of the Office of Human Resources to assure the security and privacy of these records.

Upon appropriate request to the Office of Human Resources, an employee shall have access to his/her work-related personnel records dated, except for confidential records to which access is restricted.

An employee may file a written response to any item(s) included in such records within one (1) year of the date that such items were included, and this response must be included with the document to which such response is made.

An employee may request in writing to the Office of Human Resources that material be removed from his/her files. If the request is honored, the material in question and the request will be removed from the records. If the request is not honored, the employee shall be so notified, and the request and notation of the notification to the employee will be placed in the files.

An employee may not request removal of material for which a request for removal has already been made and denied.

Substance Abuse Policy

The United States Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989. These regulations require that the College distribute the following information annually to all students, administrators, faculty and staff in writing concerning the possession, use, or distribution of alcohol and illicit drugs. College policies on substance abuse and on alcoholic beverages are set out below. The College policies set forth below apply to all College students and employees and to all events or activities which are sponsored by the College.

A. General Standards of Conduct

Northwest Tech is committed to creating and maintaining a campus environment that is free of alcohol and substance abuse. The abuse of alcohol and legal drugs and the use of illicit drugs is antithetical to pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Accordingly, the College takes very seriously its obligation to address the issue of all forms of substance abuse.

We believe that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the College provides on-campus counseling support as well as information about related services that are available in the local community.

At the same time, Northwest Tech expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others. Implied in these expectations is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. In order to make informed choices about alcohol and other drug use, students should educate themselves about the social, physiological, and psychological consequences of drug use or excessive drinking as well as the policies set forth below.

B. Statement of Policy on Substance Abuse

Northwest Tech policy and practices regarding the possession, use and distribution of substances is based upon applicable state and federal laws. The use, possession or distribution of a substance that is designated as a controlled substance according to these laws is prohibited on the campus, other facilities, functions, or sponsored programs.

Although College policies and practices emphasize a concern for the welfare of individuals, the College also recognizes the importance of maintaining the safety and well-being of the community as a whole. The College therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on premises owned or controlled by Northwest Tech.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the College will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
3. Using regularly established procedures, the College will take disciplinary action, up to and including discharge, against any employee or student found to be unlawfully using, possessing, or distributing drugs on College premises.

Employees and students should also be aware that, in addition to College sanctions, they may be subject to criminal prosecution under federal and state laws that specify fines or imprisonment or loss of federal financial student aid for conviction of drug-related offenses. Where appropriate or necessary, the College will cooperate fully with law enforcement agencies if an employee or student's use, possession, or distribution of a substance violates the national, state and/or local laws.

C. Statement of Policy on Alcoholic Beverages

The College policy regarding the possession, consumption, sale and service of alcoholic beverages at Northwest Tech is based on state and federal laws.

- **Possession and Consumption:**

It is the policy of Northwest Tech that persons under the legal age for consumption are prohibited from possessing any alcoholic beverage at Northwest Tech or at any event sponsored by the College or by a College organization, whether the event is at the College or not. Student and Employee consumption of alcoholic beverages is not allowed on College property (i.e. dormitories, lobbies, classrooms, shops, labs, etc.), regardless of the employee or students age.

- **Alcohol at College Functions**

It is the policy of Northwest Tech that alcohol is permitted, with permission from the Area Board of Control, at specially designated college social activities. Employees attending and/or responsible for working the event are reminded that they are representatives of the college and should demonstrate sound judgment with regard to the consumption of alcohol at the event.

D. Statement of Policy on College Interventions

Any member of the College community who feels that a student or employee is in possession, use, or distribution of alcohol or controlled substances in violation of policy is encouraged to report the situation to one of the following officials:

- Dean of Student Advancement for student concerns
- Vice President for Operations/Human Resources for employee concerns

Considerations for Good Samaritans and Self-Referral:

The College recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by the College may serve as a deterrent to students who want to seek assistance for themselves or to “Good Samaritans” who want to get help for another member of the College community. In all such matters, the health and safety of the student or employee at risk remains the College’s top priority.

Accordingly, should a student or employee him/herself, or another individual on behalf of the individual, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and alcohol, the College’s response in regard to that overconsumption will be first and foremost focused on medical treatment, counseling and/or educational interventions. However, the College reserves the right to address any associated acts that compromise the well-being of the community and its members such as harassment, violence, damage, harm to self/others, or distribution of illegal substances on a case by case basis as deemed appropriate/necessary.

E. Conduct Intervention

The College’s disciplinary response to incidents involving the use, possession, or distribution of alcohol and other drugs within the College community is formulated on a case-by-case basis.

1. The College considers the abuse or inappropriate use of alcohol and other drugs to be hazardous to an individual’s health and safety and an impediment to his/her academic and personal success. The College response in matters involving alcohol and illegal drugs strives to balance the interests of individual students who may be engaged in the use, possession, or distribution of alcohol or other drugs with that of the larger community that may adversely be affected by such behavior. While the use/abuse of alcohol and other substances can present personal, social and academic consequences to the individual, the behavior frequently associated with the use of alcohol and other drugs can be disruptive and - compromise the interests of others within the College community as well. Accordingly, the College views the use/abuse of alcohol and other drugs as a matter of both personal and community wellness and believes that any such behavior warrants decisive intervention.

2. When allegations of the distribution, use, and/or possession of alcohol and other drugs in violation of College policies or federal, state, or local laws are presented to College officials (i.e. administrators, faculty, and staff members) who are not health and/or mental health professionals, the College may act on that information, including using it in educational, administrative or disciplinary responses in accordance with the nature and severity of the circumstances including the preferences of the individual making the report, the well-being of the individual whose behavior is of concern, and the interests of the College community. If the information is credible, the College will endeavor to identify and confront employees or students who are illegally possessing, using, abusing, and/or distributing drugs or alcohol. In doing so, the College will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation. While every effort will be made to preserve the privacy of all persons involved, anonymity cannot be promised when the information is disclosed to a non-confidential source and/or when the well-being of an individual student or of the College community is at serious risk.
3. The College draws clear distinctions between the possession, use/abuse and the distribution of alcohol or illegal drugs and will take decisive and potentially more severe action, in matters involving the distribution of substances. The College will consider various factors when determining its response to cases involving the distribution of illegal drugs including the type of substance being distributed and the nature and magnitude of the distribution. Removal of a student from the dorms and/or suspension or dismissal from the College are likely outcomes where it is determined that a student is engaged in the distribution of illegal drugs. Likewise, if an employee is found to be engaged in the distribution of illegal drugs, the college will administer disciplinary action up to termination of employment.
4. In matters involving the distribution of alcohol to underage persons, the College will take into consideration the impact of the distribution upon the individuals to whom the alcohol is provided and upon the College community. Those who provide alcohol to underage persons may be subject to disciplinary sanctions of a more severe nature than those imposed for possession or consumption up to removal from College or termination of employment.
5. In cases involving the possession or consumption of alcohol by an underage student or the possession or consumption of illegal drugs, depending upon the nature of the circumstances, the College may elect to implement educational, administrative, medical, counseling, disciplinary action, or a combination of interventions. Disciplinary sanctions can include dismissal (i.e., expulsion) from the College, suspension from classes and other activities or privileges, termination of employment, or other penalties permitted by College policy. Employees and students may also be required to undergo an assessment and/or complete an appropriate course of education, counseling or rehabilitation.
6. In addition to this policy, student who live in College housing also are subject to housing policies regarding the possession, consumption, and being in the presence of alcohol and/or illegal substances.
7. Disciplinary sanctions become part of a student or employees permanent record.

8. In the case of student violations, the College may (in accordance with the Federal Educational Rights and Privacy Act - FERPA) choose to contact parents or legal guardians of students who have violated College policies on substance abuse.
9. Finally, students are urged to be mindful of the fact that they are subject to all federal, state and local laws related to the use, possession, and distribution of alcohol and other drugs – whether on or off the campus – and the College reserves the right to involve local law enforcement agencies as the situation warrants.
10. Employees alleged to be in violation of College policies may be subject to disciplinary action through the applicable Human Resources venue.

Tobacco-Free Campus Policy

Northwest Tech supports a tobacco and smoke-free learning and working environment. Use of tobacco and smoke products is prohibited in any college building or property. Although not encouraged, the use, and disposal of, tobacco and smoke products is permitted in an individual's automobile.

Tobacco and smoke products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or "E" cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

An employee who violates this policy shall be subject to discipline up to and including termination of employment.

Absenteeism

Faculty members are to notify their immediate supervisor by 6:30am MT the day of your unexpected illness or other reason for being absent. Failure to follow this procedure could result in losing pay for that day as outlined in the instructor contract/agreement. The Dean of Academic Advancement must approve cancellation of any class in advance.

Staff members are to notify their immediate supervisor by 6:30am MT the day of your unexpected illness or other reason for being absent.

Repeated absence by any employee, beyond those included in the benefits plan, will be taken under consideration during annual evaluations and can include up to and including termination.

Reduction in Faculty Procedure

In the event it is necessary for the Area Board of Control to reduce faculty within a given program, such reduction of faculty shall be conducted through the procedures listed below. It is the desire of the Board to follow a fair and equitable process in making faculty reductions and at the same time obtaining from present instructional faculty, if possible, the most qualified individuals to teach such technical program.

Procedure for Selecting Faculty Reduction

1. Current instructors must formerly resign.
2. Confirm with each instructor his/her desire to instruct under the proposed change. Instructor must submit application letter expressing intent to pursue the available position. (15 pts)
3. Criteria to be used in selection of instructors:

- a. Past student evaluations (student input) (15 pts)
- b. Past and current work experience in occupation fields (15 pts)
- c. Interview of instructors by a four-member committee consisting of: (55 pts)
 - The Northwest Tech President
 - Dean of Academic Advancement
 - Chairman, Faculty Committee, Area Board of Control
 - Individual to be selected and agreed upon by the present instructors within two weeks from date of announced reduction. If the present instructors cannot agree upon an individual unanimously, then the other three-committee members shall make the selection of the fourth member. This individual shall be selected on the basis of knowledge in the occupation

Points Possible: 100 pts

4. Interview Committee makes written recommendation to the Area Board of Control.
5. Area Board of Control is to make final decision on program change and hiring of instructors.

Minimal Enrollment Programs

Programs of study at Northwest Tech will be expected to remain viable by consistently achieving minimal enrollment of twelve students to one faculty member annually. Programs that do not achieve criteria of twelve students to one faculty member at fall semester certification will be placed on review, following any possible reduction in force.

Review criteria will consist of the following:

- Enrollment – Current and previous year as of fall certification date.
- Job placement – 70% or greater, the last two years.
- Retention - 85% or greater the last two years.

Programs need to achieve at least two of the above criteria, with enrollment being one of the two. Programs reviewed and not meeting criteria will fall under one of the following statuses. Programs may be removed from any of the three statuses at the next fall certification if one criteria and enrollment is met.

- **Watch Status:** First year of deficiency
- **Probationary Status:** Second consecutive year of deficiency
- **Discontinuance Status:** Third consecutive year of deficiency

When a program is placed on a status of watch, probation, or discontinuance an action plan will be forthcoming as follows:

- A meeting will be scheduled with administration, admission staff, program faculty and a designated meeting secretary, all being part of the program action committee.
- An action plan will be developed to address areas of concern.
- Meetings will be scheduled each month.
- Members of the action committee will carry out the plan.
- Routine progress will be reported.

The Area Board of Control has the authority and sole discretion to alter from this process at any time deemed necessary.

Workplace Accommodations

Northwest Tech will make employment decisions based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations. Further, the ADA requires the college to reasonably accommodate individuals with disabilities, if possible.

In this regard, Northwest Tech will:

- Evaluate whether a person with a disability is qualified to perform the essential functions of his or her position with or without accommodation; and
- Determine whether a reasonable accommodation can be made for a qualified individual.

If you believe you need some type of accommodation, please notify the Office of Human Resources as soon as possible so we can work to determine if a reasonable accommodation is necessary or possible.

Northwest Tech Granted Certificates and Degrees for Faculty

Technical Certificate

Northwest Tech faculty members may receive a technical certificate from Northwest Tech if the following criterion is met:

1. Have successfully completed three (3) consecutive years of teaching in their particular discipline.
2. Have successfully and satisfactorily completed the required professional development plans prior to issuing the technical certificate from Northwest Tech.
3. Enroll and receive transcript credit in technical courses in the semester of board approval.

The above criteria will allow an instructor at Northwest Tech to obtain the college's technical certificate. The Area Board of Control shall receive proof of all such criteria having been met, and then grant the technical certificate to each eligible Northwest Tech faculty member.

Associate of Applied Science

Upon an instructor receiving a Northwest Tech technical certificate the instructor will be eligible to receive an Associate of Applied Science degree from Northwest Tech if the following is met:

1. Completion of required college general education degree requirements and elective credit with a "C" grade or better.
2. Possess a high school diploma.
3. File a plan for degree completion and make application for graduation with Northwest Tech administration.

The above criteria will allow an instructor at Northwest Tech to obtain the college's AAS degree. The Area Board of Control shall receive proof of all criteria having been met for an individual to be eligible to be granted the Northwest Tech degree.

Faculty Credential Policy

Northwest Tech will employ qualified faculty members who have the formal education or related work experience for the area in which they will be employed. All faculty will be placed on a professional development plan upon employment.

At the time of hiring, all technical faculty members must hold a minimum of a high school diploma or equivalent, and two years of work experience within, or closely related to, the field of study of their instruction. Technical faculty who do not already possess an associate's degree will be required to earn said degree within the first three (3) years of employment. Upon completion of the associate's degree, technical faculty will be required to earn a bachelor's degree within the following four (4) years through a curriculum relevant the work they undertake at the College.

At the time of hiring, all general education faculty members must hold a minimum of a master's degree or higher with a minimum of eighteen (18) hours within the discipline of instruction. Northwest Tech recognizes the difficulty of finding qualified technical and general education faculty. In cases where this exists, the college reserves the right to hire faculty with reduced or alternative qualifications, provided, there is a professional development plan in place. The professional development plan must be developed to raise the qualifications of the faculty member to the standard appropriate by the College and external accrediting bodies.

Employee Repair Bills

Any work being done by the college for employees must have prior approval from the President. College personnel will not be given more than forty-five days of delay for payment of bills owed the college without special Presidential approval. If the college employee is unable to pay the bill in full, then a payment payroll deduction may be set up through the business office. All balances must be paid in full by June 30th of the billing year. Due to the size of some automotive related projects, employees must get written permission from the President to have a balance exceeding \$1,500. Permission will not be granted unless a payroll deduction plan or full payment accompanies the request.

Contracting of Northwest Tech Employees

It is understood that outside agencies or persons not associated with Northwest Tech will occasionally request the use of facilities, equipment, or personnel. Follow the guidelines below to ensure the integrity of the college is maintained:

- **Facilities:** If outside individuals or entities request the use of college facilities, coordinate requests with the Vice President of Operations as there may be rental fees that are incurred.
- **Equipment:** No college equipment is to be utilized by outside entities without the permission of the President.
- **Personnel:** Our employees are considered experts within their field, which will at times create requests for their expertise.
 - **Personal Time:** Employees are permitted to work for and with external entities on their personal time.
 - **Private Consulting/Contract Work:** If the request has been made of an employee to perform consulting or contract work, they must utilize vacation time to perform the work, if available. They are not permitted to utilize college time in the planning, execution, or delivery of contracted work.
 - **College Consulting/Training/Contract Work:** There are times where external requests are made for training or consulting using personnel and/or college facilities or equipment. In such cases, employees must coordinate with their immediate supervisor and the Vice President of Operations on appropriate

training costs and fees charged to the external entity. Employees engaged in this type of work will be paid through the standard employee payroll process.

Section VI: Employee Expectations

General Expectations

Nonexempt Work Attendance Policy

All nonexempt employees (hourly staff) are required to use the time clock system to record their hours worked. Nonexempt employees are required to clock in and out for payroll and attendance purposes. Each nonexempt employee will be provided a designated code to use for the timeclock system. Employees are required to clock in and out using the designated device. If there is a problem with the time clock, employees should notify their supervisors, and the supervisor will direct Fiscal Control as to the employee's time.

Employees should clock in no sooner than 10 minutes before or after the scheduled work hours and clock out no later than 10 minutes before or after scheduled work hours. Nonexempt employees are required to clock in and out for lunch breaks, anytime the employee leaves the college grounds, and at the start and conclusion of the work day. Employees are prohibited from clocking another employee in or out.

Overtime Authorization

Nonexempt employees are only allowed to work overtime with prior written authorization from their direct supervisor. Overtime includes clocking in early, late, or working through the scheduled lunch period. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary procedures.

Comp Time

Any overtime accrued will be considered comp time. Comp time must be scheduled and approved by the supervisor and taken within 30 days following when the overtime was accrued. Any time spent working while not clocked in (also known as "working off the clock") is strictly prohibited.

Dress Code

Visitors will judge Northwest Tech by the appearance of its employees. All employees should dress and conduct themselves in a professional manner. Dress attire worn by employees while on campus should be of a standard that differentiates employees from the students we serve. This could, but is not limited to, dressing in role appropriate attire during the work week. Role appropriate is defined, for the purpose of this guideline, as wearing clothing reflective of those worn in their line of work.

There are, on occasion, events (such as advisory meetings, admissions events, guest speakers, etc.) that bring community members, parents and other stakeholders to campus and business professional or business casual attire is encouraged.

Lunch Hour and Breaks

All office staff personnel shall be allowed one hour for lunch and break periods of fifteen minutes in mid-morning and mid-afternoon. Lunch hours and break periods must be staggered in order to ensure offices remain staffed at all times.

Consensual Relationship Policy

Within an academic environment, the issue of consensual relationship deserves special attention. A consensual relationship is one in which two people are engaged by mutual consent in an emotionally (romantic) and physically (sexually) intimate relationship. When such a relationship involves people who differ in power within the College community, it is of special concern because of the potential for conflict of interest and/or abuse of power. Decisions, which must be made free from bias or favor, come into question when made by a person who has a romantic/sexual relationship with a person who may benefit from or be harmed by the decisions. The mere appearance of bias or impropriety resulting from a consensual romantic/sexual relationship may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the College's sense of community, mutual trust, and support.

For these reasons, the College has adopted a policy to prohibit consensual relationships and to place all employees "on notice" that the College views consensual relationships as unwise and of a high risk, especially when students are involved.

Consensual Relationship Policy Statement

Northwest Tech prohibits consensual relationships between:

1. a faculty or staff member and any student enrolled at the College;
2. a supervisor and subordinate employee;
3. an administrator and a faculty member in a program under that administrator's immediate direction; and,
4. an administrator and a staff member in a unit under that administrator's immediate direction.

These prohibitions also apply to full-time employees who attend the College as students on a part-time or audit basis. This policy does not preclude students employed by the College in a part-time capacity in connection with their student status from engaging in consensual relationships with other students, so long as the student is not in a paid role that creates the type of potential conflict comparable to that described above in the prohibited relationships or does not otherwise violate College policy on Equal Opportunity and Nondiscrimination. In addition, this policy does not preclude existing spouses or domestic partners from subsequently attending the College, but these students are precluded from taking courses, working for, or otherwise receiving academic credit or benefits from, or under the direction or control, their spouse or domestic partner.

As noted above, relationships with students by faculty and staff are prohibited. However, on occasion, a faculty or staff member will have a consensual romantic relationship with an individual who then becomes an enrolled student at the College, or an individual with a preexisting relationship with a student will become employed by the College. It is the obligation of the faculty or staff member to disclose that relationship to Human Resources Office. Such

cases will be reviewed by administration, but in no case may an accommodation be made for such relationships when the student's academic work, campus employment, admission, enrollment, athletic, or other educational participation or programming is being supervised or subject to review in any way by the faculty or staff member in the relationship.

If two employees wish to pursue a consensual relationship, the supervisor or superior administrator involved in the relationship may seek the assistance of the Human Resources Office to alter the employment relationship and remove the conflict of interest and/or power differential. However, the College is not obligated to accommodate those who seek to become involved in consensual relationships. If no suitable realignment of the supervisory relationship can be agreed upon, then the employee(s) involved in the relationships will be held accountable for violating the College policy prohibiting consensual relationships.

The individual with a supervisory or other decision-making role is presumed to bear the primary responsibility for any negative consequences resulting from his or her relationship. A member of the College community who violates the Consensual Relations Policy will be subject to disciplinary action by the institution up to and including termination of employment.

Ethical Standards

Ethical Standards in College Recruitment Policy

In representing Northwest Tech at recruitment events (i.e., college/career fairs, high school visits, etc.), all employees shall conduct themselves in a professional manner, reflecting the dignity of their profession and the college. As a member of Kansas Association of College Registrars and Admissions Officers (KACRAO) and an institution that accepts the National Association for College Admission Counseling Statement of Principles of Good Practice, all Northwest Tech employees shall conduct themselves professionally and ethically in accordance with aforementioned associations' recruitment practices and standards. The college will adhere to federal financial aid regulations that prohibit any form of commission pay that directly links student enrollment to the compensation of admissions, recruitment, or financial aid personnel or any other employee.

Ethical Standards in Privacy of Personal Information Policy

The Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLB), and the Family Educational Rights and Privacy Act (FERPA) require the college to protect the privacy of certain personal health information, financial records, educational records and personal student information. It is the intent of the college to comply with all applicable provisions of these Acts. Employees shall abide by and follow all college policies, procedures, and programs regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, stored, transmitted or disposed in the course of their job duties, regardless of the medium in which that information is maintained. Individuals who believe their rights under the Act(s) have been violated may file a complaint with the Dean of Academic Advancement.

Ethical Standards in Financial Aid Policy

The purpose of this policy is to establish a code of conduct for employees involved in the administration of student financial aid that prevents conflicts of interest and to establish

standards of conduct for employees who have responsibilities related to student financial aid. The College will not enter into any revenue-sharing arrangement with any lender. The College will not refuse to certify, or delay certification of, any federal loan based on the borrower's selection or a particular lender or guaranty agency. The college financial aid staff is expected to maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities. In doing so, financial aid staff should follow the NASFAA Code of Conduct for institutional financial aid professionals.

Faculty Expectations

Faculty Expectation Statement

It shall be the duty of each faculty member to be knowledgeable of the rules, policies, and regulations of the Area Board of Control as stated in the Employee Handbook, College Catalog, and Department Handbook. Faculty shall conduct orientation sessions with new students on the college and departmental policies and procedures.

Faculty shall be at college thirty minutes before their first class each morning. We ask that you do not leave, except for an emergency, until after classes are complete in the afternoon unless approved by the President or the Dean of Academic Advancement.

All faculty are expected to:

- Conduct themselves with a professional attitude, language, and actions when working with internal and external stakeholders.
- Dress in an appropriate manner and be easily recognized as a member of the faculty by the student body.
- Devote their work time exclusively to college duties during college hours.
- Develop, revise, and implement class syllabus.
- Finish instructional plans and reports prior to, or following, the classroom and shop schedule each day.
- Maintain a highly-structured classroom and lab experience including monitoring of hours missed, discipline issues, and general class management.
- Utilize Board authorized short-term suspensions (not to exceed 3 instructional days) in situations where it is deemed appropriate in order to maintain an acceptable learning environment for students.
- Properly maintain the equipment, supplies, furniture, and other items that are under the ownership of the Area Board of Control for Northwest Tech.
- Conduct annual department inventory.
- Understand that property of Northwest Tech shall not be loaned out for personal use under any circumstances without the authorization of the President.
- Observe all college regulations, seek professional growth, and participate in curriculum study and improvement.
- Are encouraged to join professional, trade organizations, and other affiliated organizations.
- Participate and contribute in local community life. They should develop normal interest outside their professional duties at Northwest Tech.

- Make available to enrolled students, to the best of their ability, instructional training that will best prepare the enrolled student for the world of work in their chosen occupation.
- Assist and grade students on class and lab activities and also will be directly responsible for the oversight of student. The faculty member must continuously inspect all student lab activities, and, prior to any projects released to the customer, perform a final check-off sheet. The development and use of such check-off sheet is the responsibility of the faculty member.
- Maintain timely grading for the sake of students knowing their progress and for the purposes of retention and early intervention.
- Turn records of students' grades and attendance over to the appropriate office personnel in a timely manner as students complete or withdraw from their program.
- Obtain and maintain proper professional development plans to maintain employment with the college.
- Insure program vehicles are cleaned and washed on a weekly basis.
- Insure program facilities are kept clean and in an orderly fashion, including the weekly cleaning of shop and work spaces.
- Complete an annual comprehensive program review.
- Maintain a program assessment plan and work with the Assessment Coordinator to insure program improvement.
- Work with the Bookstore Manager in a timely fashion to insure required textbooks are the correct edition and required tools/supplies are accurate.

Faculty Non-Instructional Work Days

Faculty Work Days are contracted work days held throughout the semester when there is no expectation of student instruction occurring. Faculty Work Days are generally scheduled to be held each semester prior to the start of classes, and following the conclusion of classes at the end of the semester. Occasionally there are contracted Faculty Work Days scheduled throughout the semester as the academic year allows.

During Faculty Work Days, faculty members are required to be present and on campus during, and throughout, the hours they would work during a standard instructional day. It is recommended that faculty focus on program improvements, cleanliness, committee meetings, grading, academic preparation, assessment, or other work-related activities during Faculty Work Days.

Failure to report for work, without permission from the Dean of Academic Advancement, on a Faculty Work Day will be considered dereliction of duty and will result in disciplinary action up to and/or including termination.

Faculty Assessment of Student Performance

Instructors should remember that the technical certificate and degree issued by Northwest Tech requires a careful accounting of student progress in shop and classroom work. Instructors will receive program competency profiles and profile summary for each student so that the instructor may record the student's rating for courses covered during the grading period. Program competency profiles and profile summary are available in the Academic Office. Faculty will be

responsible for assigning each student a midterm and final grade for each course in which the student is enrolled.

Lesson plan books are available upon request. It is imperative that instructors make use of planning resources, planning one week in advance minimum. During the first year of teaching, weekly lesson plans are required to be given to the Dean of Academic Advancement on the Friday before the upcoming week.

Students in all Northwest Tech programs are allowed to miss up to 35 hours per semester of classroom/lab instruction. When a student has exceeded the 35-hour limit during any given semester, the student “hours out” of the program and is no longer allowed to attend the program. It is for this reason that daily recording of student absences is required and critical to student success and ensures administration can support hour limit decisions in the case of an appeal.

The instructor shall keep an accurate record of absences by the number of hours absent each day, as opposed to recording by days. Grade reports shall be issued mid-semester and at the end of the semester. Students can check their ongoing grade in the college Learning Management System (LMS) or through the Empower system. Instructors are encouraged to use the college LMS to track attendance; however, instructors may request a grade book.

Incomplete Grades

The grade of “I” (incomplete) is given only in cases of illness or other extenuating circumstances that make it impossible to complete all work by the close of the semester. The incomplete grade contract will allow two weeks, or a time frame agreed upon by instructor and student, to complete work required. In the event that the student fails to fulfill the terms of the incomplete grade contract within the two-week time frame, the grade of “I” will be changed to an “F”, or the appropriately earned grade, and placed on the student’s permanent record.

Payment Policy for Instructional Supplies & Equipment

When an employee places orders from a company, make sure the order is complete (including any credits due, back-ordered materials if they are billed, etc.) prior to coding the invoice and turning in to the office for payment. All invoices are expected to be submitted to the Business Office in a timely manner.

Instructional supplies may be purchased during the year as follows:

1. The purchase order shall be used for presentation to the firm from which supplies and items for repair orders are desired. Instructors are asked to keep close control on the purchase orders. The purchase orders are received by signing each invoice after all purchases desired have been received. They will then need to be turned into the accounts receivable office as soon as you receive it.
2. Tax will not be charged on any college purchases other than those related to housing. It will be the employee’s responsibility to see that the proper price of all parts, supplies, etc. are recorded on the job or repair order ticket.
3. It is the employee’s responsibility to turn in all invoices (for college supplies, equipment, or repair order material) to the college Fiscal Control II office for processing at the end of each day, with proper notations thereon as to department and whether the invoices is for

supplies or repairs. All supply stock and equipment items must be written on invoice in "common language", not part number.

4. All projects completed for students or the general public must be on a cash basis. If a payment plan is desired, the customer will have to make arrangements with the Business Office. It is important that once the job is complete, the repair order for the finished project be turned in to the college immediately. It is the instructor's responsibility to inspect all finished projects before the customer takes possession.

Inventory

Instructors should keep accurate inventory of all equipment, supplies, and materials. This inventory shall be taken at the close of the college year. It is suggested that the instructor keep one copy of the inventory and submit one copy to the Fiscal Control II office for permanent records. A list of all items of \$5,000 in value or higher, to which a state inventory number has been assigned, will be distributed to instructors for verification each college year. Instructors must notify the President and Vice President of Operations immediately if any equipment is found missing at any time during the college year.

Sale of Miscellaneous Items by Department

It is to be understood that all college personnel shall turn into the main office any dollars acquired through the sale of miscellaneous merchandise (used equipment, copper wiring, batteries, iron, etc.) that may be sold as a result of the department's operation. Such monies shall be receipted to the miscellaneous college account to be utilized at the discretion of the Area Board of Control.

Department personnel shall NOT be permitted to use funds generated through the sale of such used merchandise at the discretion of the instructor. Any used items to be sold for a value above \$50 shall receive approval prior to sale from the President.

Class Schedule and Breaks

Academic programs will schedule class and lab to include not less than the number of approved hours of instruction given students each day, excluding lunch period. The schedule should contain adequate break periods between classes. The final scheduling of breaks will be determined by each instructor(s) for their class. Break periods shall be taken between instructional periods and not used to shorten the daily schedule. Please use the following guidelines:

Morning Breaks (not to exceed 30 minutes):

- Programs that start at 7:00 AM, break cannot be scheduled before 8:30 AM.
- Programs that start at 7:30 AM, break cannot be scheduled before 9:00 AM.
- Programs that start at 8:00 AM, break cannot be scheduled before 9:30 AM.

Afternoon Breaks (not to exceed 15 minutes):

- To be eligible for an afternoon break, the program must have a minimum of 3 hours remaining in their day.

A schedule of classroom activities and break times will be submitted to the Dean of Academic Advancement for approval annually.

Field Trip Guidelines

Field trips can be a rewarding experience for instructors and students within the various departments of Northwest Tech. The key to a successful field trip involves planning and preparation prior to leaving on a field trip. Since field trips are an approved department/college activity, it is necessary for instructors to realize that they are to be in charge and responsible for the students and their activities while on field trips.

Each student enrolled in a program are entitled to participate in one field trip per academic year. It will be permissible to take both first and second year students in the departments that are small enough to allow both groups of students to go in the same vehicle(s).

Please follow these procedures when planning field trips:

1. Make initial request through the Dean of Academic Advancement two weeks prior to field trip to obtain the Dean of Academic Advancement's approval of proposed field trip.
2. Write or email for confirmation of businesses you wish to tour.
3. Call for room reservations and seek a written confirmation letter.
4. Instructors shall be responsible for driving college vehicles.
5. Field trips are college functions, which put all supervision and responsibility on the instructor(s).
6. Instructor(s) and students may work together when organizing the field trip.
7. Develop complete itinerary for field trip to be given to the Dean of Academic Advancement, and students prior to leaving on field trip.
8. Students and instructor(s) shall go and return to Goodland in the vehicle(s) provided by the college.
9. Any request for non-college vehicle transportation of students or employees must be approved by the Dean of Academic Advancement.
10. There will be no consumption of alcoholic beverages or drugs by students during field trips.
11. Instructors should make routine check of hotel rooms before checking out.
12. Instructor(s) and students are responsible for cleaning both interior and exterior of college vehicle(s) within 24 hours after returning from a trip.

General Suggestions:

1. Have an organized function of the entire group during the evening (Example: bowling or movie).
2. Students should wear neat and clean clothing during field trip.

Advisory Committees

Each department is expected to have an active department advisory committee. The committee is required meet twice per college year; once in the fall semester and once in the spring semester. A chairperson should be elected and will run the meeting with faculty assistance. The instructor sets up the agenda and receives college administration approval before sending the agenda.

- The committee shall consist of a minimum of five members and may have additional members as needed or wanted.
- Consider bringing in an outside source for part of the meeting. Set members up on a rotation basis or schedule. If the meeting is scheduled during the day, allow time for new advisory members to tour the college. Often they are quite interested in other departments.
- Arrange for refreshments to be served at the meeting as deemed appropriate by the time of day in which the meeting is held.
- The instructor will take minutes of the meeting and send a copy of them to the members as well as the Dean of Academic Advancement no later than two weeks following the meeting. Notify administration when the meeting will be held so they will have the opportunity to be present in a listening capacity.
- **BE ORGANIZED AND READY TO GO WITH THE ADVISORY COMMITTEE EACH YEAR!** (Remember: Don't forget they are an advisory committee. They do not set college policies or the direction of the program. They are there to advise and make recommendations, but changes and program direction are determined by administration.)

Graduate Placement

It shall be a goal of Northwest Tech to offer a placement and follow-up service to all students who complete a program. It is expected that at least 70% of all students shall be placed in a direct or related occupational field, or transfer for continuing education, in conjunction with the program they complete at Northwest Tech. A one-year follow-up program shall be conducted to assure that the goals and objectives relative to placement have been met. It is expected that faculty members assist placement staff in obtaining follow-up placement data; this could include phone calls, emails, text messaging, and other means of contacting students.

Comprehensive Annual Program Review Process

Northwest Tech is committed to providing the highest quality technical education and educational environment. A comprehensive annual program review is an important part of this commitment. Comprehensive annual reviews provide essential data for continuous improvement and for verification of programs and institutional effectiveness. These guidelines outline the process for a systematic collection of data about a program of study in order to improve the program's effectiveness and evaluate its strengths and potentials. Each year all departments will conduct a comprehensive program review following the guidelines within the Comprehensive Annual Program Review form provided by the Dean of Academic Advancement. Completion of the annual review plan must be completed prior to May 15th of each academic year.

Program Assessment Plan

Programs are required to assess their program annually through the program assessment plans by establishing goals and objectives measured by setting benchmarks. This plan is the mechanism to aide in the improvement of program instruction, content, and relevant material to insure quality education. Faculty are asked to coordinate closely with the college Assessment Coordinator through this process.

Substitute Faculty

There are rare occasions when it is necessary to bring in a substitute faculty member for instruction to continue. Hiring a short-term substitute requires advanced permission by the Dean

of Academic Advancement. In the situation where a long-term substitute is needed, advanced permission must be granted by the President. The standard pay rate for substitute teachers shall be \$100.00 per day.

Guidelines for Accepting Program Projects

Northwest Tech welcomes projects from community members that enhance the learning opportunities of our students and provide real-world training and scenarios. Faculty members are encouraged to seek projects and interactions with community members that develop both technical and soft-skills training. When accepting projects that originate outside of the college, such projects should be carried out by students in training and must have instructional value related to the program curriculum. Faculty are expected to deliver a high-quality result at the conclusion of the project and in as timely fashion as educational opportunities and instruction allows.

Storage of Personal Items

Space is at a minimum on campus; do not use college facilities for the storage of personal items. This would include equipment, vehicles, campers, etc.

Customer Payments

It is the responsibility of department faculty to insure the department RO account is balanced. Faculty need to insure accuracy of the billing and the collection of each project.

- Customers or students are not allowed to take their cars, farm equipment, projects, etc., out of the college shop until payment is made on the repair bill in the office and the customer presents a paid receipt.
- DO NOT ALLOW repaired items to leave the college without being paid for in total.
- The key for repaired vehicle shall be turned in to the college Business Office with the repair order ticket.
- When projects are located off the college campus, special care shall be taken before accepting the work to insure payment will be received.
- If an off-site job is estimated to exceed \$500, then prepayment of half of the anticipated cost of the project shall be required prior to beginning the project.

Employees will be allowed to make payment arrangements through monthly payroll deduct with permission from the Vice President of Operations. College employees will not be given more than 45 days of delay for payment of bills without college President approval.

Section VII: Training, Evaluation, and Discipline

Professional Development

New Faculty Training

Given the large percentage of faculty who begin teaching following a career in industry, it is the standard practice of Northwest Tech to provide training for new faculty members. In a typical year, the college will host a New Faculty Workshop during the weeks leading up to the start of the fall semester. New faculty members are expected to attend the workshop, and will be compensated according to the daily rate prescribed in their instructional contract.

The objective of the workshop is to orient and transition new faculty members into a successful career in the classroom and shop. Focus will be placed on instructional methods, classroom management, employee responsibilities, instructional technology, and to reinforce the mission, vision, and values of Northwest Tech.

Faculty Professional Development Policy

Professional development is essential in maintaining a high level of teaching and professional skills in order to advance quality instructional programs at Northwest Tech.

Full-time faculty are required to design, plan, implement, and evaluate an annual individualized professional development plan to be submitted to administration by May 15 each year. This plan must be based on identified short and long-range goals with emphasis on degree acquisition for non-degreed faculty and other eligible professional development for degreed faculty. The professional development plan must result in a minimum of 25 clock hours of professional development annually and must be approved by the Dean of Academic Advancement. Progress in specified professional development activities will be reviewed at the faculty members annual evaluation or prior to the next employment contract.

Individual faculty members are responsible for promoting their own growth as teachers and are required to keep abreast of trends, research, publications, practices, and pertinent career specific information relative to their work assignment. Faculty members are required to obtain and renew all required industry certifications required for the specific position in which they are employed. (As an example: ASE certifications)

Eligible Professional development activities are:

- Coursework leading to advanced degree and teacher education (approved degree coursework)
- Industry sponsored workshops and seminars
- Professional association conferences
- Return to industry or internships in career area
- Presentations at state or national conferences
- Mentorship

- New teacher workshop

Performance Evaluation

Personnel Performance Evaluation Policy

Northwest Tech recognizes that employee performance is critical to the continued success of the college. It is for this reason that all personnel will receive annual evaluation(s) in accordance with Kansas statute. The goal of the evaluations are as follows:

- Promote two-way performance-related communications between supervisors and employees that clarify expectations about their roles, goals, and maintain accountability.
- Promote and ensure professional growth for employees by helping them acquire the necessary knowledge and skills.
- Identify, document, and establish goals to overcome barriers to effective performance.
- For continued low performance, facilitate the removal of the employee from the position.

Personnel Performance Evaluation Procedure

Per K.S.A. 72-2409, Northwest Tech shall provide every employee in the first two consecutive academic years of employment an evaluation at least one time per semester by no later than the 60th working day of the semester.

Any employee who is not employed by the start of the semester shall not be required to be evaluated until the following semester. During the third year and thereafter, every employee shall be evaluated at least one time each academic year by no later than February 15th.

Whenever any evaluation is made of an employee, the written document thereof shall be presented to the employee, and the employee shall acknowledge such presentation by his or her signature thereon. At any time no later than two (2) weeks after such presentation, the employee may respond thereto in writing. Said written response will accompany the evaluation in the personnel file.

Personnel evaluations will be maintained on file in the Office of Human Resources for a period of not less than three years from the date each evaluation is made. Employees shall be afforded the opportunity for self-evaluation in the form of written commentary and response on the evaluation form.

Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the board, the appropriate administrative staff members designated by the board, the college attorney upon request of the board, the Kansas Board of Regents as provided in K.S.A. 72-258, and the board and administrative staff of any school to which such employee applies for employment. The employee may also specify, in writing, other individuals to which they would wish to release their evaluation.

Minimum Evaluation Criteria

Evaluations and accompanying forms shall, at a minimum, evaluate employees on the following criteria per K.S.A. 72-2410. Evaluation forms and processes may include, but are not limited to,

additional criteria pertinent to the culture and work undertaken as an employee of Northwest Tech.

Minimum Criteria

- Efficiency
- Personal qualities
- Professional deportment
- Abilities
- Results and Performance
- Student academic performance and outcomes (faculty)
- Classroom management (faculty)
- Community attitudes toward, support for, and expectations with regard to programs and services
- Other matters as deemed material

Evaluation Forms

The appropriate evaluation form shall be used based upon the classification of the employee. Immediate supervisors shall be responsible for conducting the evaluation for all classified and administrative staff. The Dean of Academic Advancement shall be responsible for faculty evaluations, but is permitted to assign a trained designee to assist given the volume of evaluations. The President shall be evaluated annually by the Area Board of Control.

Employee Discipline Actions

Supervisor Disciplinary Action

Supervisors are able to take disciplinary action when employees have various, albeit repeated, offenses to the attendance policy. Examples of situations could include; when employees are clocked in, but are repeatedly absent without authorization from their workstations during work hours, have repeatedly missed time clock entry, or repeatedly accrue unauthorized overtime. Disciplinary action could include, and not be limited to, a verbal reprimand, written reprimand, placed on an employee plan of improvement, or termination.

Employee Improvement Plan

The purpose of the Employee Improvement Plan (EIP) is to define serious areas of concern and/or gaps in an employee's work performance and expectations and allow the employee an opportunity to demonstrate improvement. Northwest Tech strives to encourage successful employees and foster strong working relationships through regular feedback and open lines of communication.

Employee Improvement Plans (EIP) are completed when a supervisor establishes that an employee's performance in one or more core competencies or essential job functions is unsatisfactory. At the supervisor's discretion, they may complete a EIP for area(s) that need improvement.

EIPs are used to establish expectations and address performance or behavioral concerns either in conjunction with an annual performance review or at any point when, in the supervisor's assessment, an employee needs clarification of his/her current job responsibilities and expectations in specific area(s) of concern. Employees who are actively on an EIP at the time

faculty contracts or letters of hire have been issued are not eligible for cost of living increases, pay raises, or other increases in their base salary.

Employee Improvement Plan Process

It is important for supervisors to contact Human Resources when there are performance concerns with an employee that have not been corrected via informal communications.

The supervisor and employee meet to discuss the EIP. The supervisor should review each section of the EIP Form with the employee, discuss and confirm goals and objectives and articulate the support that will be provided to help the employee make improvement(s).

The discussion of the EIP is a critical part of the process. It is intended to be a constructive and communicative process with emphasis on providing the employee with clearly stated objectives for improvement. The EIP may be adjusted based on employee input, but only at the supervisor's discretion.

EIP Document Process:

1. Supervisor establishes that performance is unsatisfactory or that improvement is needed.
2. Supervisor contacts Human Resources or the President to discuss if EIP is warranted.
3. Supervisor completes the EIP Form. (which can be found in the Employee Portal)
4. Supervisor meets and shares EIP with the employee.
5. Supervisor and Employee Finalize EIP
6. EIP Follow-up Meetings
7. Conclusion of EIP or, if circumstances warrant, continuation of the EIP or termination.

The employee and supervisor should sign the EIP to indicate it has been reviewed and discussed. By signing, the employee is also acknowledging receipt of the document. *The employee receives a copy, and a copy is retained in the employee's personnel file.*

The supervisor and employee should meet at documented and scheduled intervals during the EIP timeframe to provide the employee with feedback and monitor progress. The supervisor should document the content of these meetings.

At the end of the established timeframe, the supervisor must assess whether the employee has met the performance expectations outlined in the EIP and the supervisor is expected to formally documenting the outcome. Written notification to the employee and Human Resources is required.

If the EIP was successful, the supervisor should meet with the employee to formally close the EIP. If improvement has not occurred the supervisor should contact Human Resources and the President to discuss whether formal discipline up to, and including, termination is appropriate.

Appointments/Demotions

The President shall make recommendations for appointments, promotions, reductions, demotions, and discharges of all college employees to the Area Board of Control. No vacancy will be filled without the President's recommendation. All employment recommendations are subject to the regulations outlined in the Notice of Non-Discrimination.

Reasons for Suspension, Demotion, or Termination

The college expects professional, courteous and respectful behavior from all of its employees. The following is a non-exhaustive list of valid reasons or causes for suspension, demotion or termination of an employee.

- Abolition of a position or program.
- Activity which could adversely reflect upon the college or impair effectiveness on the job.
- Commission of acts which could cause or result in disruption of the operation of classes or other activities at the college or which could endanger the safety of persons or property.
- Conviction of a criminal act. (If an employee with a felony conviction is employed, and it is revealed at the time of employment and made a matter of record in the employee's personnel file, that conviction shall not constitute a reason for subsequent non-renewal or termination.)
- Dishonesty or falsification of information.
- Failure to comply with any college policy, operating procedure, rules or laws/regulations.
- Failure to comply with reasonable requirements of the job, as may be prescribed from time to time.
- Failure to maintain required training, certification and/or licensure.
- Inefficiency or incompetency in the performance of duties.
- Insubordination and/or failure to comply with and carry out reasonable directives of supervisor(s).
- Insufficient institutional revenue.
- Mental or physical unfitness which renders the employee incapable of satisfactorily performing essential job functions.
- Neglect of duty.
- Negligent, careless or improper use of college property/funds or unauthorized use of college property/funds for personal use.
- Non-professional conduct.
- Reduction in staff.
- Unauthorized absence or excessive absenteeism. Failure to appear to work may be treated as a resignation.
- Unauthorized conversion of property.
- Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in the Drug-Free Workplace Act of 1988 and in the Drug-Free Schools and Communities Act Amendments of 1989) by an employee on college property or as part of any college activities;
- and/or the failure of an employee to notify the college of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- Violation of a written contract.

Notice of Demotion, Termination, or Non-Renewal

Unless otherwise specified in a written contract or by state or federal law, employment for college employees is at will, and such employees may be demoted or terminated without cause and without any reason being given for such action.

Whenever the employee's supervisor and the Office of Human Relations determine that an employee should be demoted or terminated, Human Resources or the President will provide

written notification to the employee. When an employee is notified they are to be demoted or terminated, the notice will include the date of determination and the effective date.

Employees subject to a written contract or to the provisions of K.S.A. 72-2251 et seq. will receive notice of termination, demotion, suspension or non-renewal in accordance with the written contract or the provisions of the law. Due process is accorded in alignment with the provisions set forth in K.S.A. 72-2251 et seq.

Notice of Suspension

Employees may be suspended without pay if it is necessary to protect the best interest of the college. An employee may be suspended by the Office of Human Resources and/or the President for a period up to thirty (30) work days. Suspensions with pay are not appealable. Other suspensions may be appealed to the President. Appeals must be typed, signed and dated, and submitted to the President within five (5) working days from the day the employee is notified of the suspension. The President will then assign a designee to review the suspension decision. The designee will be an individual who has had no direct involvement in the prior decision to suspend the employee. The designee, upon receipt of the appeal, will have five (5) working days to reach a determination, which will then be provided to the President. It is understood that the appeal process may conclude after the timeline in which the suspension has already been served. If a decision to overturn the suspension is reached, the suspended employee will have the results of the appeal added to the employee file attached to the disciplinary record indicating the suspension was overturned on appeal. Additionally, if the employee had been suspended without pay, and the suspension was overturned, lost wages will be added into the first available payroll cycle.

In the event a suspension is followed by a recommendation that the suspended employee be demoted or terminated, the matter of any appeal of the suspension shall become moot.

Section VIII: Discrimination, Harassment, Retaliation and Grievance

Employee Discrimination, Harassment, or Retaliation Policy

Northwest Tech is committed to providing a working environment free from harassment, discrimination, and retaliation.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment as defined in the Sexual Harassment Policy.
- Harassment or discrimination based on the categories described in the Notice of Non-Discrimination or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations.
- Retaliation against any person for filing or participating in the review of a complaint of prohibited conduct.
- Retaliation against any person engaging in otherwise protected activity.

Prohibited harassment or discrimination includes any unwelcome conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment or academic success; or
- Submission to or rejection of the conduct is used, threatened or suggested to be used as the basis of employment-related decisions (e.g. promotions, pay, discipline, or work assignments) or academic decisions; or
- Such conduct is sufficiently severe or pervasive that it has the purpose or effect of substantially interfering with an employee's or student's performance or creating a hostile, intimidating or offensive work or educational environment.

Prohibited retaliation includes taking any action which may have a materially adverse impact on the educational environment or terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, or material changes in job duties or functioning, if such action is taken because of the individual's filing of or participation in a complaint under this Policy, whether or not such a complaint is determined to be valid.

Persons violating this Policy will face disciplinary action up to and including termination of employment.

Any person believing that he/she has been subject to prohibited harassment, discrimination or retaliation as set forth in this Policy may file a complaint as set in the Employee Discrimination, Harassment, or Retaliation Complaint Procedure.

Employee Discrimination, Harassment or Retaliation Complaint Procedure

Applicability: This Operating Procedure applies to complaints of prohibited conduct against an employee under the Employee Discrimination, Harassment or Retaliation Policy, except for the following circumstances:

1. A complaint involving Sexual Harassment, as defined in the Sexual Harassment Policy, will be processed pursuant to the Sexual Harassment Complaints Operating Procedure.

Definitions:

- “Complainant” means an individual who is alleged to be the victim of the prohibited conduct.
- “Respondent” means an individual who has been reported to be the perpetrator of the prohibited conduct.
- “Supervisor” is an employee of the College designated as a supervisor or division/branch administrator in accordance with the list of supervisors and division/branch administrators maintained by the Office of Human Resources.
- “Preponderance of the Evidence” means the evidence shows that it is “more likely than not” that College policy was violated.

Grievance Process

Duty to Report

1. **Mandatory Report.** All Supervisors shall have a duty to report any prohibited conduct by or against an employee of which they become aware, as provided in this Operating Procedure.
2. **Permissive Report.** All other employees who have been subjected to prohibited conduct by an employee or have direct knowledge of the occurrence of such conduct are encouraged to first inform the Respondent that the behavior is unwelcome and should cease. If individual does not feel comfortable directly addressing the Respondent or if the prohibited conduct does not cease, such individual may report any prohibited conduct, as provided in this Operating Procedure.

Reporting Process

1. **Where to Report.** You are strongly urged to report any prohibited conduct you believe may have occurred to the individuals designated for the purposes of this Operating Procedure, or by contacting the Vice President of Operations. Reports against a student concerning prohibited conduct should be made to the Dean of Student Advancement.
2. **Form of Report.** The initial report may be either written or verbal. If a verbal report is made to a Supervisor, the Supervisor shall promptly document and forward the report and may also inform the Complainant that the Complainant’s own written report can be submitted directly to the Vice President for Operations. To the extent possible, a report should include a specific description of the conduct, the party or parties involved, the location of the alleged incident, and the date(s) and circumstances under which the alleged conduct occurred. The written report should be dated and signed to acknowledge completeness and accuracy.
3. **False or Malicious Reports.** It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of prohibited conduct.

Jurisdiction; Timing; Criminal Proceedings

Jurisdiction

The College will promptly respond under this Operating Procedure when it has actual knowledge of alleged prohibited conduct allegedly caused by an employee of the College;

1. If such employee is employed by the College at the time of the alleged prohibited conduct (including conduct that is alleged to have occurred during any leave or academic recess, provided that there is an expectation of continued employment at the College), and,
2. Where the alleged prohibited conduct allegedly occurred in or impacts an education program or activity of the College.

Timing and Availability of Procedures

Individuals are encouraged to report alleged prohibited conduct immediately in order to maximize the College's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged prohibited conduct may result in the loss of relevant evidence and witness testimony and may impair the College's ability to enforce this Operating Procedure.

Employees and students who make reports or complaints of prohibited conduct, or participate in any investigation process, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's policies and operating procedures. Due dates under this Operating Procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this Operating Procedure. The College's intention is to provide for the prompt reporting and investigation of claims of prohibited conduct. These deadlines are not meant to penalize. Therefore, failure by the College to comply with the deadlines set forth herein will not invalidate a complaint, investigation or disciplinary action.

Effect of Criminal Proceedings

Because prohibited conduct may constitute both a violation of College policy and criminal activity, the College encourages employees to report alleged criminal prohibited conduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of College policy, criminal investigations or reports are not determinative of whether criminal prohibited conduct, for purposes of this Operating Procedure, has occurred. Conduct may constitute prohibited conduct under College policy and this Operating Procedure even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of prohibited conduct under this Operating Procedure is independent of any criminal investigation or proceeding, and (except that the College's Investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to process a complaint under this Operating Procedure. Nothing in this Operating Procedure is intended to limit the authority of Northwest Tech to take appropriate disciplinary action against any individual who violates College rules or policies.

The Process: Initial Steps

Intake Meeting with Complainant

Upon receipt of a report of any allegation of prohibited conduct, the Vice President for Operations or a designee (each referred to individually as the “Officer”) will first schedule an individual intake meeting with the Complainant in order to provide to the Complainant a general understanding of Employee Discrimination, Harassment, or Retaliation Policy and Operating Procedure, as well as the option and process to file a formal complaint; to identify supportive measures available to the Complainant including, but not limited to, counseling, altering schedules, working with supervisor to adjust work load/objectives or any other action as deemed appropriate by the Officer. The Officer will also explain that the Complainant may elect to not file a formal complaint or later withdraw a formal complaint, and in such case, the Officer will retain the discretion to address alleged conduct informally and non-punitively, or to proceed with investigation and resolution through a formal complaint.

Formal Complaint

1. Form of Complaint. The filing of a formal complaint of prohibited conduct initiates the grievance process outlined in this Operating Procedure. A formal complaint may be filed by the Complainant in person, by mail or by email and must include the Complainant’s physical or digital signature. Alternatively, a formal complaint may be initiated by the Officer for the purposes of investigating and resolving alleged prohibited conduct, however, the Officer will not become a party to the grievance process. The filer of a formal complaint may withdraw the formal complaint at any step in this process.
1. Notice. Upon the filing of a formal complaint, the Officer will send written notice of the formal complaint to both parties, which will include the names of the Complainant and Respondent, if known; the date, location and nature of the alleged prohibited conduct; statements that the Respondent is presumed not responsible and that determination of responsibility will be made at the conclusion of a grievance process; that knowingly making false statements or submitting false information during the grievance process is a violation of College Policy; and that additional notice will be provided if any additional allegations arise during the process.
2. Intake Meeting with Respondent. The Officer will schedule an individual intake meeting with the Respondent in order to provide the Respondent a general understanding of the Employee Discrimination, Harassment or Retaliation Policy and Operating Procedure and the complaint and resolution process; to address and provide supportive measures equally available to the Respondent including, but not limited to, counseling, altering schedules, working with supervisor to adjust work load/objectives or any other action as deemed appropriate by the Officer; and to explain at a high level how the allegation of prohibited conduct could potentially be addressed at both the College level and, if applicable, as a criminal matter with local law enforcement.

Investigation

Following the filing of a formal complaint, the Officer will appoint a trained individual to investigate the alleged prohibited conduct (“Investigator”). This Investigator will interview witnesses, summarize information learned from those involved, collect related documents and submit summary findings to the Officer that are likely to be helpful in determining whether dismissal of the complaint is appropriate (the “Investigation”).

A. Investigator

The Investigator is a neutral fact-finder, who during the course of the Investigation,

typically conducts interviews with the Complainant, the Respondent and third-party witnesses; visits and takes photographs at relevant sites; and, where applicable, coordinates with law enforcement agencies to collect and preserve relevant documentation and other evidence.

B. Investigation Procedures

1. *Submissions.* The parties may provide the Investigator with a list of witnesses they propose to be interviewed, a list of relevant documents to be obtained, and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Investigator. In the absence of good cause, as determined by the Investigator's sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Investigator.

If the parties agree in writing that there are no facts in dispute, the complaint shall be forwarded to the Officer to process the Final Outcome and any Sanctions, as appropriate, pursuant to this Operating Procedure.

2. *Investigation.* During the ongoing Investigation, each party may submit a written statement to the Investigator, with any documentation deemed relevant, or if the Investigator determines that unresolved issues exist that would be clarified by the submission of additional information, the Investigator may request such additional information be submitted. The Respondent has the option not to provide a written statement; however, the exercise of this option will not preclude the Investigation from proceeding.
3. *Investigative Report.* The Investigator shall summarize the factual findings in a report, typically within sixty (60) days from receipt of the complaint, unless additional time is needed in which case the parties will be notified of the extension, and then provide the evidence and investigative report to the Officer upon the conclusion of the Investigation.

C. Third Parties

Third parties may assist each party in the Investigation process, however, third parties may not participate other than to support and confer privately with the individual the third party is intended to support, unless they are witnesses in the Investigation.

Grounds for Dismissal

At any time during the grievance process under this Operating Procedure, the following Dismissal provisions apply.

A. Mandatory Dismissal

If at any time, the Officer determines that such alleged conduct, if proved, would be Sexual Harassment, as defined by the Sexual Harassment Policy, the Officer must dismiss the complaint under this Operating Procedure but shall transfer it to be processed under the Sexual Harassment Complaint Operating Procedure.

B. Permissive Dismissal

The Officer may dismiss the report, if (1) even if proved, the alleged behavior would not constitute prohibited conduct; or (2) the alleged behavior did not occur

in the College's work environment; (3) Complainant notifies the Officer in writing that the Complainant would like to withdraw the report or any allegations therein; (4) Respondent is no longer employed by or enrolled in the College; or (5) specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein.

C. Dismissal Procedures

Upon dismissal, the Officer shall promptly send written notice of dismissal and the reasons for the dismissal simultaneously to the parties.

Resolution

Northwest Tech has established both formal and informal procedures to resolve prohibited conduct complaints. The Officer must determine if the Complainant wishes to proceed through an Informal or Formal Resolution process or to withdraw the complaint, which may result in no resolution of process of any kind. Alternatively, if a Complainant becomes unavailable or withdraws a formal complaint, the Officer may pursue resolution as deemed appropriate and in the best interest of the parties pursuant to this Operating Procedure.

Under either resolution process, all involved parties have a duty to cooperate with the review or investigation, and they are not to knowingly impede, obstruct or delay the investigation. Both the Complainant and the Respondent have the responsibility to provide all relevant information and facts to the matter under review.

Informal Resolution

A party may request a less formal proceeding, known as Informal Resolution. If Informal Resolution is selected, the Officer may involve the Respondent's Supervisor, if appropriate.

1. Purpose. Informal Resolution provides an opportunity for the Complainant and the Respondent to seek resolution informally and will provide an opportunity for Complainant and Respondent to communicate their feelings and perceptions regarding the incident, the impact of the incident, and their wishes and expectations for the future.
2. Informal Resolution Process. If the parties agree to Informal Resolution, the Officer and/or Supervisor will neutrally facilitate communication with the parties (either separately or together, as appropriate) to reach a mutually agreeable resolution, which will be memorialized in an Informal Resolution agreement, and the complaint will be resolved. The Informal Resolution agreement will generally be reached within ninety (90) days from initiation of the Informal Resolution process. The Officer and/or Supervisor shall follow up with the Complainant and Respondent at reasonable times to determine the status of the resolution. The Supervisor will report the results of these follow-up inquiries to Human Resources, if appropriate. The Officer will determine if Formal Resolution is warranted by the circumstances or required by law, or if a mutually agreeable resolution between the Complainant and the Respondent cannot be reached, the complaint will proceed through Formal Resolution.
3. Third Parties. The Complainant and the Respondent each may bring a third party for support as the party participates in the Informal Resolution process; however, third parties may not participate other than to support and confer privately with the individual the third party is intended to support.

4. Privacy of Informal Resolution. In order to promote honest, direct communication, the parties will be encouraged to keep information disclosed during Informal Resolution private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.
5. Conversion to Formal Resolution. At any time prior to the conclusion of the Informal Resolution, the Officer can elect to end such proceedings and initiate Formal Resolution instead. Alternatively, the Complainant or Respondent also may request that the Officer, in the Officer's discretion, convert the proceedings to the Formal Resolution process.

Formal Resolution

Following the filing of a formal complaint, if not dismissed or resolved by some other process, the complaint will be resolved through Formal Resolution.

1. Standard of Proof. Evidence of alleged prohibited conduct will be evaluated pursuant to the Final Outcome process under the "Preponderance of the Evidence" standard. In the context of a review of the investigative report, the Respondent will only be found to be responsible for the alleged prohibited conduct if the Officer concludes that such prohibited conduct more likely than not occurred based upon careful review of all information presented.
2. Conversion to Informal Resolution. At any time during the Formal Resolution process, the Complainant or Respondent may request to convert to Informal Resolution, by making such request to the Officer prior to a Final Outcome.
3. Final Outcome. The Officer shall review the investigative report and supporting evidence and within no more than ten (10) days following the receipt of the investigative report, make a determination and prepare a Final Outcome Letter. The Final Outcome Letter shall be provided to both parties and must contain (1) a summary of the findings of fact; (2) conclusion on whether the conduct occurred; (3) rationale for conclusion.
4. Sanctions. Not every complaint will warrant disciplinary or other action. However, if the investigation reveals that prohibited conduct has occurred, the Respondent will be subject to disciplinary action. In determining an appropriate disciplinary action, any record of past violations of College policies and procedures, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to: (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the College community. Any discipline imposed by the Officer will be explained or supported in the Final Outcome Letter.

Appeals

A. Grounds for Appeal

Either party may petition to appeal the formal complaint or the dismissal of a formal complaint only on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (3) the Officer or Investigator had a conflict of interest or bias for or against Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

B. Appeals Process

Where grounds for appeal exist, the appealing party must submit an appeal to the Office of the President in writing within ten (10) business days of the date the Final Outcome Letter is delivered to the parties. The notice of appeal must describe in detail the grounds for appeal. Either the President or designee (the “Reviewing Officer”) will be responsible for overseeing the review and making the final determination. Upon receipt of a valid appeal request, the Reviewing Officer will accept such appeal request, will put the non-appealing party on notice allowing the non-appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the Reviewing Officer determines that the alleged basis for appeal affected the outcome, then the Reviewing Officer will put the parties on notice of such determination, will allow for such basis to be corrected as appropriate (which may include allowing for additional witness statements and/or documentation in certain circumstances). The Reviewing Officer will then review the entire set of documents created and collected in the Investigation and the Final Outcome Letter before making a determination regarding the original complaint. The Reviewing Officer will make an initial ruling with respect to the questioned procedure within fourteen (14) business days of the date the appeal is submitted. If additional time is needed to complete this review, the Reviewing Officer shall notify the Complainant and the Respondent that the review has been delayed and indicate the reasons for the delay. The Reviewing Officer, if not the President, shall provide the initial ruling to the President with the Reviewing Officer’s factual findings, and within thirty (30) days of the date of the appeal, the President will make a final ruling/determination whether the Final Outcome is supported by the evidence and if additional action is necessary. Decisions by the President are final and not subject to appeal by either party.

If the report was against the President, the request for review shall be submitted to the Vice President for Operations. Upon receipt of the request for review, the Vice President shall appoint a Reviewing Officer. The Reviewing Officer will follow the review procedures in this Subsection B Appeals Process and submit the initial ruling to Vice President for communication to the Area Board of Control. The Area Board of Control will determine whether the Final Outcome is supported by the evidence and if additional action is necessary. The decision of the Area Board of Control will be final.

Disciplinary actions resulting from this Operating Procedure may be appealed by the employee in accordance with applicable College policies, should it contain applicable provisions.

Miscellaneous

College’s Counsel

The Officer may seek advice from the College’s legal counsel throughout the process on questions of law and procedure. The College’s legal counsel will not make factual determinations under this Operating Procedure.

Privacy

Participants in the complaint resolution process should respect the matter as confidential. All information revealed and all discussions held shall be considered as confidential as reasonably possible within legal requirements and organizational responsibilities, and within limits allowing

for the review to occur. The College cannot guarantee confidentiality of the information received and the privacy of the individuals involved due to potential legal obligations to report, investigate and take appropriate action regarding such matters.

Policy Enforcement Training

Northwest Tech trains all College personnel selected to assist in the resolution process. Any Investigator or Officer selected from outside the College shall have demonstrated expertise in conducting such investigations.

Sexual Harassment Policy

Applicability: This Policy applies to all persons at Northwest Kansas Technical College participating or attempting to participate in the College's education program or activity, including students and employees.

Purpose: This Policy prohibits students and employees from engaging in Sexual Harassment.

Definitions:

“Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- Sexual Assault (as defined in the Clery Act), Dating Violence, Domestic Violence, or Stalking (as defined in the Violence Against Women Act (VAWA)).

“Sexual Assault,” as defined by the Clery Act, is any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent, including rape, fondling, incest and statutory rape.

“Dating Violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party'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. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

“Domestic Violence” means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“Stalking,” as defined by VAWA, means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Policy Statement

Northwest Tech is committed to maintaining a positive and safe learning and working environment. Northwest Tech students and employees are responsible for assuring that Northwest Tech maintains an environment for study and work free from Sexual Harassment or related retaliation and all students and employees are expected to conduct themselves in a manner that does not infringe upon the rights of others. Northwest Tech prohibits Sexual Harassment and related retaliation of any nature against or by any student or employee. Sexual Harassment violates the dignity of individuals, impedes the realization of Northwest Tech’s educational goals, is unlawful and will not be tolerated. Specifically, Sexual Harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Kansas Acts Against Discrimination and could lead to criminal prosecution.

Reports

If you have any questions or concerns about Sexual Harassment, or if you wish to make a report of Sexual Harassment, students and employees are strongly encouraged to immediately contact the appropriate person(s) listed in the Sexual Harassment Complaint Operating Procedure. In an emergency, you may also contact the Goodland Police Department at (785) 890-4570, or if you are off campus, call 911 if immediate assistance is needed.

Northwest Tech promotes prompt reporting of all types of Sexual Harassment and timely and fair resolution of Sexual Harassment complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Harassment.

Sexual Harassment reports should be made verbally or in writing as set forth in the Sexual Harassment Complaint Operating Procedure.

After an investigation and applicable resolution process, any person who is found to have violated this Policy or retaliated against another will be subject to discipline, up to and including expulsion from Northwest Tech and/or termination of employment, to help ensure that such actions are not repeated.

Sexual Harassment Complaint Operating Procedure

Applicability: This Operating Procedure applies to all Northwest Tech students and employees.

Purpose: This Operating Procedure sets forth the process for reporting and addressing Sexual Harassment reports and complaints.

Definitions

“Actual Knowledge” means notice of Sexual Harassment or allegations of Sexual Harassment to any individual with a Duty to Report as provided in this Operating Procedure.

“Complainant” means an individual who is alleged to be the victim of prohibited conduct.

“Respondent” means an individual who has been reported to be the perpetrator of prohibited conduct.

“Preponderance of the Evidence” means the evidence shows that it is “more likely than not” that College policy was violated.

Sexual Harassment Grievance Process

This Operating Procedure sets out the grievance processes for Sexual Harassment, including rape, domestic violence, dating violence, sexual assault, stalking, as those terms are defined in the Sexual Harassment Policy and by state and federal law.

A. Duty to Report

Mandatory Report. All Supervisors shall have a duty to report any Sexual Harassment of which they become aware by or against a person participating in or attempting to participate in the College’s education program or activity, as provided in this Operating Procedure.

Permissive Report. All other individuals who have been subjected to Sexual Harassment by a student or employee or have direct knowledge of the occurrence of such conduct are encouraged to first inform the Respondent that the behavior is unwelcome and should cease. If the individual does not feel comfortable directly addressing the Respondent or if the prohibited conduct does not cease, a report may be filed as provided in this Operating Procedure.

B. Reporting Process

1. **Where to Report.** You are strongly urged to seek immediate assistance if you or someone you know may be the victim of any form of Sexual Harassment. Assistance can be obtained 24 hours a day, seven days a week, from:

- Local Police
- Goodland Regional Medical Center

You are also strongly urged to report any Sexual Harassment you believe may have occurred to the following individuals designated as Title IX Coordinators for the purposes of this Operating Procedure, or by contacting the current Dean of Student Advancement or the Vice President of Operations Resources if that individual is not listed below.

<p>Sexual Harassment Involving Students Jason Showalter, Dean of Student Advancement Title IX Coordinator Northwest Tech 1209 Harrison Goodland, KS 67735 (785) 890-1584 jason.showalter@nwktc.edu</p>	<p>Sexual Harassment Involving Employees Sherri Knitig, Vice President for Operations Northwest Tech 1209 Harrison Goodland, KS 67735 (785) 890-1502 sherri.knitig@nwktc.edu</p>
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Students interested in counseling services may also contact the Student Life Counselor at counselor@nwktc.edu.

Reports of non-Sexual Harassment prohibited conduct, such as other sexual misconduct, other forms of harassment, discrimination or retaliation against a student or employee should be made in accordance with the Discrimination, Harassment or Retaliation Complaint Operating Procedure.

Report events presenting an immediate threat to life or property to:

- Emergency: Dial 911
- Goodland Police Department: (785) 890-4570
- Law Enforcement in the city where conduct occurred or where you reside

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202-453-6012; TDD: 800-877-8339; email: OCR@ed.gov; or on the web at <http://www.ed.gov/ocr>).

Form of the Report. The initial report can be either written or verbal. Anyone with a mandatory duty to report shall promptly report directly to a Title IX Coordinator. To the extent possible, a reporter should include any information available regarding the specific description of the conduct, the party or parties involved, the location of the alleged incident, and the date(s) and circumstances under which the alleged conduct occurred.

False or Malicious Reports. It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of Sexual Harassment.

Jurisdiction; Timing; Retaliation and Related Misconduct; Criminal Proceedings

A. Jurisdiction

The College will promptly respond under this Operating Procedure when it has Actual Knowledge of alleged Sexual Harassment allegedly caused by an individual (1) participating in or attempting to participate in the College’s education program or activity

at the time of the alleged Sexual Harassment; and (2) against a person in the United States.

B. Timing and Availability of Procedures

Individuals are encouraged to report alleged Sexual Harassment immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Harassment may result in the loss of relevant evidence and witness testimony and may impair the College's ability to enforce this Operating Procedure.

Students and employees who make reports or complaints of Sexual Harassment, or participate in the investigation process, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's policies and operating procedures.

The intent of this Operating Procedures is to provide for prompt reporting and investigation of claims of Sexual Harassment. Due dates under this Operating Procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. While the College will make every attempt to comply with these deadlines, reasonable extensions based on the circumstances may be necessary and will be communicated to the parties in writing. Failure by the College to comply with the deadlines set forth herein will not invalidate a complaint, investigation or disciplinary action.

C. Retaliation

It is a violation of College policy to retaliate against any person making a report of Sexual Harassment or against any person cooperating in the investigation of any allegation of Sexual Harassment (including testimony as a witness). For these purposes, "retaliation" includes intimidation, threats, harassment and other adverse action threatened or taken against any such Complainant, Respondent, or third party. Retaliation should be reported promptly to a Title IX Coordinator and may result in disciplinary action independent of the sanction imposed in response to the Sexual Harassment allegations.

D. Effect of Criminal Proceedings

Because Sexual Harassment may constitute both a violation of College policy and criminal activity, the College encourages individuals to report alleged Sexual Harassment promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of College policy, criminal investigations or reports are not determinative of whether Sexual Harassment, for purposes of this Operating Procedure, has occurred. Conduct may constitute Sexual Harassment under the College's Policy and this Operating Procedure even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a report or complaint of Sexual Harassment under this Operating Procedure is independent of any criminal investigation or proceeding, and (except that the College's Investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to process a complaint under this Operating Procedure. Nothing in this Operating Procedure is intended to limit the authority of Northwest Tech to take

appropriate disciplinary action against any individual who violates College rules or policies.

The Process: Initial Steps

A. Intake Meeting with Complainant

Upon receipt of a report of any allegation of Sexual Harassment, a Title IX Coordinator will first schedule an individual intake meeting with the Complainant in order to provide to the Complainant a general understanding of the Sexual Harassment Policy and Sexual Harassment Operating Procedure as well as the option and process to file a formal complaint; to identify supportive measures available to the Complainant including, but not limited to, counseling, altering schedules, extensions of deadlines, working with supervisor to adjust work load/objectives or any other action deemed as appropriate by the Title IX Coordinator (regardless of any decision to file a formal complaint); and to discuss at a high level how the allegation of Sexual Harassment could potentially be addressed at both the College level and as a criminal matter with local law enforcement. Detailed information about sources of support available to the Complainant within the College and the local community is also available through the Title IX Coordinator.

B. Formal Complaint

1. **Form of Compliant.** The filing of a formal complaint of Sexual Harassment initiates the grievance process outlined in this Operating Procedure. A formal complaint may be filed by the Complainant in person, by mail or by email and must include the Complainant's physical or digital signature. In some cases, a formal complaint may be filed by a Title IX Coordinator and therefore signed by the Title IX Coordinator, but the Title IX Coordinator is not otherwise a party to the grievance process. If the Complainant desires to remain anonymous, the Complainant should not file a formal complaint, because the College must disclose the name of the Complainant to the Respondent. The Complainant may withdraw the formal complaint at any step in this process.
2. **Notice.** Upon the filing of a formal complaint, the Title IX Coordinator will send written notice of the formal complaint to both parties, which will include the names of the Complainant and Respondent, if known; the date, location and nature of the alleged Sexual Harassment; statements that the Respondent is presumed not responsible and that determination of responsibility will be made at the conclusion of a grievance process; the rights of both parties to an advisor and to inspect and review evidence; that knowingly making false statements or submitting false information during the grievance process is a violation of College Policy; and that additional notice will be provided if any additional allegations arise during the process.
3. **Intake Meeting with Respondent.** The Title IX Coordinator or trained designee will schedule an individual intake meeting with the Respondent in order to provide the Respondent a general understanding of the Sexual Harassment Policy and Operating Procedure and the complaint and resolution process; to address and provide supportive measures equally available to the Respondent including, but not limited to, counseling, altering schedules, extensions of deadlines, working with supervisor to adjust work load/objectives or any other action deemed as appropriate by the Title IX Coordinator; and to explain at a high level how the allegation of Sexual Harassment could potentially

be addressed at both the College level and as a criminal matter with local law enforcement.

IV. Investigation

Following the filing of a formal complaint, the Title IX Coordinator will appoint a trained individual to investigate the alleged Sexual Harassment, unless the parties elect to pursue Informal Resolution prior to such investigation. (“Investigator”). This Investigator will interview witnesses, summarize information learned from those involved, collect related documents and other evidence and submit summary findings to the Title IX Coordinator that are likely to be helpful in determining whether dismissal of the complaint is required or appropriate (the “Investigation”).

A. Investigator

The Investigator is a neutral fact-finder, who during the course of the Investigation, typically conducts interviews with the Complainant, the Respondent and third-party witnesses (including fact and expert witnesses, as provided by the parties); visits and takes photographs at relevant sites; and, where applicable, coordinates with law enforcement agencies to collect and preserve relevant documentation and other evidence.

B. Investigation Procedures

1. **Submissions.** The parties may provide the Investigator with a list of witnesses they propose to be interviewed, a list of relevant documents to be obtained, and a description of any other information they believe to be relevant to the Investigation on or before a date set by the Investigator. In the absence of good cause, as determined by the Investigator’s sole discretion, the parties may not introduce witnesses, documents or other information after the deadline set by the Investigator.
2. **Investigation.** During the ongoing Investigation, each party may submit a written statement to the Investigator, with any documentation deemed relevant, or if the Investigator determines that unresolved issues exist that would be clarified by the submission of additional information, the Investigator may request such additional information be submitted. The Respondent and Complainant have the option not to provide a written statement; however, the exercise of this option will not preclude the Investigation from proceeding.
3. **Investigative Report.** The Investigator shall summarize the factual findings in a report, typically within sixty (60) days from receipt of the complaint, unless additional time is needed in which case the parties will be notified of the extension.

The Investigator will provide evidence directly related to the allegations upon the conclusion of the Investigation and the final investigative report to the Title IX Coordinator, both parties and any advisors. Each party will have ten (10) days to provide a written response, if desired.

C. Third Parties

Third parties may assist each party in the Investigation process, however, third parties may not participate other than to support and confer privately with the individual the third party is intended to support, unless they are witnesses in the Investigation.

V. Grounds for Dismissal

At any time during the Investigation or Resolution Process, the following Dismissal provisions apply.

A. Mandatory Dismissal

Title IX requires the Title IX Coordinator to dismiss the complaint, if (1) even if proved, the alleged behavior would not constitute Sexual Harassment; (2) the alleged behavior did not occur in the College's education program or activity; or (3) the alleged behavior did not occur against a person in the United States.

B. Permissive Dismissal

The Title IX Coordinator may dismiss a formal complaint if (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; (2) Respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein.

C. Dismissal Procedures

Upon dismissal, the Title IX Coordinator shall promptly send written notice of dismissal and the reasons for the dismissal simultaneously to the parties, which shall be appealable as described in Section VIII Appeals, herein. If a case is required to be dismissed on Title IX grounds because alleged conduct was not Sexual Harassment, but such alleged conduct, if proved, would be prohibited conduct under a different College policy, the Title IX Coordinator shall provide the notice required herein, as well as the opportunity to appeal, but may continue to process such complaint under the grievance procedures in Discrimination, Harassment or Retaliation Complaint Operating Procedure.

Resolution

The Title IX Coordinator must determine if the Complainant wishes to proceed through an Informal Resolution process, Formal Resolution process, or to withdraw the complaint, which may result in no resolution process of any kind.

A. Informal Resolution

Following the filing of a formal complaint, a party may request a less formal proceeding, known as Informal Resolution, except that Informal Resolution is not available to resolve allegations that an employee engaged in Sexual Harassment towards a student. Both parties must agree, voluntarily and in writing, to engage in informal resolution following written notice from the Title IX Coordinator describing the consequences resulting from participating in Informal Resolution, including the records that will be maintained or could be shared.

1. **Purpose.** Informal Resolution provides an opportunity for the Complainant and the Respondent to seek resolution informally and will provide an opportunity for the Complainant and Respondent to communicate their feelings and perceptions regarding the incident, the impact of the incident, and their wishes and expectations for the future.
2. **Informal Resolution Process.** If the parties agree to Informal Resolution, the Title IX Coordinator or designee will neutrally facilitate communication with the

parties (either separately or together, as appropriate) to reach a mutually agreeable resolution, which will be memorialized in an Informal Resolution agreement, and the complaint will be resolved. The Informal Resolution agreement will generally be reached within ninety (90) days from initiation of the Informal Resolution process. If a mutually agreeable resolution between the Complainant and the Respondent cannot be reached, the complaint will proceed through Formal Resolution.

3. **Third Parties.** The Complainant and the Respondent each may bring a third party for support as the party participates in the Informal Resolution process; however, third parties may not participate other than to support and confer privately with the individual the third party is intended to support.
4. **Privacy of Informal Resolution.** In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.
5. **Conversion to Formal Resolution.** The Complainant or Respondent may, at any time prior to the conclusion of Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead.

B. Formal Resolution

Following the conclusion of the investigation, if not otherwise resolved or dismissed, the Title IX Coordinator shall appoint a Hearing Officer and schedule a live hearing on the matter, requiring the attendance of the Hearing Officer, Respondent, Complainant, the party's individual advisors, and witnesses. The Hearing Officer shall serve as the decision-maker.

1. **Hearing Procedures.** The hearing may be held in person or by video conferencing technology that allows the parties to see and hear each other in real time. If the hearing is held in person, either party may request that the parties be in separate rooms with technology enabling the parties to see and hear questioning in real time. An audio recording, audiovisual recording, or transcript will also be taken. No opening or closing statements will be allowed. Each hearing shall consist of questioning of the witnesses by the hearing officer, followed by direct and cross examination of the witnesses by the parties. The Hearing Officer will set the time for direct and cross examinations of each witness, which shall be applied equally to both parties' witnesses. Advisors' only role during the hearing will be to convey their party's questions to witnesses following a ruling by the Hearing Officer on the relevancy of each proposed question. The Hearing Officer will provide an explanation of the ruling if a proposed question is not relevant. If relevant, the advisor may ask the question of a witness. The Hearing Officer may only consider statements made by a party or witness that have been subject to cross examination and will not draw an inference based on any party or witnesses' refusal to submit to cross examination.
2. **Advisors.** Each party may select an advisor for support during the Formal Resolution process. If a party does not have an advisor prior to any live hearing, the College will allow the party to select an advisor from a panel of College-provided advisors. If a party does not appear at a hearing, the College will appoint an advisor for such party. The advisor's only purpose is to ask questions in cross examination. As such, the advisor is not intended to have any specific legal knowledge and as such, shall have no expectation to provide substantive advice to the party. The College will maintain a panel of advisors,

who will be available to provide support to either party at no cost. Under no circumstances will the College reimburse a party for the cost of an advisor from outside the panel.

3. **Standard of Proof.** Evidence of alleged Sexual Harassment will be evaluated under the “Preponderance of the Evidence” standard. In the context of a review of the Investigators’ investigative report and witness testimony at the live hearing, the Respondent will only be found to be responsible for the alleged Sexual Harassment if the Hearing Officer concludes that such Sexual Harassment more likely than not occurred based upon careful review of all information presented.
4. **Conversion to Informal Resolution.** At any time during the Formal Resolution process, the Complainant or Respondent may request to convert to Informal Resolution, by making such request to the Title IX Coordinator prior to a Final Outcome. Both parties must agree, voluntarily and in writing.
5. **Final Outcome.** Following the conclusion of the live hearing and within no more than ten (10) days, the Hearing Officer will make a determination and prepare a Final Outcome Letter. The Final Outcome Letter shall be provided to both parties and must contain (1) findings of fact; (2) conclusion on whether the conduct occurred; (3) rationale for conclusion; (4) any disciplinary sanctions; and (5) any remedies for the Complainant. The Hearing Officer shall consult with the appropriate Dean or Human Resources regarding appropriate discipline.
6. **Sanctions.** Any student or employee found responsible for Sexual Harassment through this grievance process is subject to disciplinary action as outlined within College policy. In determining an appropriate disciplinary action, any record of past violations of College policies and procedures, as well as the nature and severity of such past violation(s) may be taken into consideration. The purpose of the discipline will be to: a) bring an end to the violation in question, b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the College community. Any discipline imposed will be explained or supported in the Final Outcome Letter.

Appeals

A. Grounds for Appeal

Either party may petition to appeal the final determination regarding responsibility or dismissal of a formal complaint or any allegations therein only on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and (3) the Title IX Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

B. Appeals Process

Where grounds for appeal exist, the appealing party must submit an appeal (if a student) to the President in writing within ten (10) business days of the date the Final Outcome Letter or notice of dismissal is delivered to the parties. The notice of appeal must describe in detail the grounds for appeal. Either the President or designee (the “Reviewing Officer”) will be responsible for overseeing the review and making the final determination. Upon receipt of a valid appeal request, the Reviewing Officer will accept such appeal request, will put the non-appealing party on notice allowing the non-

appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the Reviewing Officer determines that the alleged basis for appeal affected the outcome, then the Reviewing Officer will put the parties on notice of such determination, will allow for such basis to be corrected as appropriate (which may include allowing for additional witness statements and/or documentation in certain circumstances). As applicable, the Reviewing Officer will then review the formal complaint, any investigative report, as well as supporting evidence, any hearing transcript or recording, and any notice of dismissal or Final Outcome Letter before making an initial ruling regarding the original complaint, which shall be limited to the Grounds of Appeal described herein and issued within fourteen (14) business days of the date the appeal is submitted. If additional time is needed to complete this review, the Reviewing Officer shall notify the Complainant and the Respondent that the review has been delayed and indicate the reasons for the delay. The Reviewing Officer, if not the President, shall provide the initial ruling to the President with the Reviewing Officer's factual findings, and within thirty (30) days of the date of the appeal, the President will make a final ruling/determination whether the dismissal or Final Outcome is supported by the evidence and if additional action is necessary. Decisions by the President are final and not subject to appeal by either party.

C. Effective Date of Sanction

Sanctions imposed for Sexual Harassment are not effective until the resolution of any timely appeal of the decision.

Miscellaneous

A. College's Counsel

Title IX Coordinators and designees may seek advice from the College's legal counsel throughout the process on questions of law and procedure. The College's legal counsel will not make factual determinations under this Operating Procedure.

B. Privacy

Participants in the complaint resolution process should respect the matter as confidential. All information revealed and all discussions held shall be confidential within legal requirements and organizational responsibilities, as provided in accordance with College policies and procedures and applicable law.

C. Policy Enforcement Training

Northwest Tech trains all College personnel selected to assist in the resolution process. Any Investigator or Hearing Officer selected from outside the College shall have demonstrated expertise in conducting such investigations.

Grievance Procedure for Employees

It is the intent of Northwest Tech to provide an effective mechanism for orderly, fair, and expeditious processing of employee grievances. For the purpose of this procedure, a grievance is a written explanation of dissatisfaction an employee may have with working conditions, employee relationship, employment problems, and college policy and procedures.

In exercising the grievance, employees are assured of their right to do so without fear of restraint, coercion, duress, discrimination, or reprisal.

The efficiency of Northwest Tech is determined to a great extent by the willingness of the employees to perform duties as outlined in job descriptions and the day-to-day instructions and requests by the administration of said college.

Inherent in these endeavors are the expectations for employees to be on the job on time, to conduct and present themselves in a manner consistent with good grooming and personal hygiene, to respect the rights of others, and to make an effort at self-adjustment, which circumstances of their employment may require. At the same time, employees have every right to expect administration: to treat employees fairly, to be alert and receptive to ways to improve working conditions, to be available to discuss an employee complaint before it reaches the grievance stage, to make careful, accurate, and complete inquiry into the facts and circumstances as perceived by all parties involved, to act with reasonable speed on all matters within its authority, and to provide employees with assistance in filing a grievance. In this respect, it behooves the administration and employee to work for an equitable solution to a complaint before it becomes a grievance.

The following steps shall be taken consecutively in starting a grievance, and no step may be commenced unless the preceding step has been concluded. The time limits specified below are to insure prompt action and not as a defense against or for the grievance. Time limits may be extended by mutual consent of both parties within the respective step, and all time limits are exclusive of Saturday, Sunday, holidays, and official leave. No extension shall be greater than fifteen (15) working days. If the employee does not appeal from one step to the next in the time allotted, the appeal will be considered closed unless the employee can show unusual circumstances that prevented such employee from complying.

Step I: A grievance should be submitted in writing to the President of Northwest Tech. The grievance must be typed, dated, and signed by the employee. The President will, within fifteen (15) working days, meet with the individual or individuals submitting the said grievance. The President shall record the substance of their discussion and within ten (10) working days render a decision in writing to be signed and dated; a copy of the grievance submitted and the decision rendered by the President shall be maintained in the employee's file in order that it may become a part of the employee's permanent record. If the grievance has not been settled in this Step I, the employee may proceed to Step II. In cases where grievance is with the President, the employee has the option of notifying the President in writing of his/her desire to go directly to Step II.

Step II: The employee may, within five (5) working days from the decision in Step I, appeal the decision in writing to the chairperson of one of the appropriate committees of the Area Advisory Board as follows:

- Building and Grounds
- Faculty/Staff
- Curriculum
- Public Relations
- Student Welfare

The chairperson of said committee shall then arrange to hear the grievance considered by the committee. A decision shall be rendered in writing to the employee within fifteen (15) working days following the hearing before the committee. If the grievance is not settled in Step II, the employee may proceed to Step III.

Step III: Using the same procedure as outlined in Step I and Step II, the employee may appeal the decision of the grievance to the Area Board of Control of Northwest Tech. Such hearing shall take place at the next regularly scheduled meeting of said Area Board of Control. Employees may obtain legal counsel, if desired. The decision of the Area Board of Control shall be final.

Nothing contained in this grievance procedure shall be construed to prohibit an employee from filing a complaint directly with the State of Kansas. For necessary procedure, the employee should contact the Personnel Office, Kansas Board of Regents, Topeka.

Section IX: Councils and Meetings

Staff Meetings

Staff members shall attend regular staff meetings as scheduled by administration. In a standard semester, meetings are generally held on the first Friday of each month. Offices will be closed to business while the meeting commences.

Faculty Meetings

Faculty members shall attend such meetings unless specifically excused by the Dean of Academic Advancement. Faculty meetings are generally held on the first Monday of each month during the regular college year, but are open to being moved based upon college activities. The Dean of Academic Advancement conducts the meetings with input from the administrative staff and faculty.

Division Chair Council

A council comprised of the chairs of each academic division, Dean of Academic Advancement, and the President shall be comprised for the purposes of advancing academic programs at the college. Both administration and academic division chairs should utilize this forum to introduce new ideas, share concerns, improve communication with faculty, review and revise policies, and route program changes and improvements for approval. Meetings are scheduled on a monthly basis.

Departmental Meetings

Faculty within programs are encouraged to hold regular monthly meetings, as time allows, for the discussion of program improvements. It is recommended faculty communicate with the Dean of Academic Advancements about program improvements, equipment needs, etc.

Division Meetings

Divisional meetings, with each program present, shall be held monthly for the purpose of discussing college issues. Meetings will be conducted at a convenient time that does not impede with instruction. Divisional chairs will record minutes and turn them into the Dean of Academic Advancement.

Curriculum and Assessment Committee

The primary function of the committee is to ensure the quality and academic integrity of all Northwest Tech program offerings, curriculum; the committee also reviews the outcomes of the assessment program. Other functions, tasks and responsibilities of the committee include (but are not limited to):

- Identify specific activities and strategies along with target dates to develop and implement the general education curriculum
- Review program reviews

- Oversee new course/program development and deletion
- Maintain course syllabi development and implementation in all programs
- Review annual departmental assessment reports and data
- Provide input to the development of the institutional assessment program
- Address other academic and assessment issues and policies as needed

Administrative Cabinet

This Cabinet is made up of key administrative personnel appointed by the President. The purpose of the Cabinet is to discuss current college issues, implement planning, and provide decision-making and leadership to the institution.

Section X: Facilities, Equipment and Transportation

College Facilities and Equipment

College buildings and equipment therein are the sole property of Northwest Tech and do not belong to any employee or department. The use of facilities, equipment, and supplies are for the benefit of the students and the continued operations of the college. There may be times where administration or other employees have need of the use of program equipment or tools for the benefit of the college or community organizations. While an effort should be made to coordinate with program faculty, to use to ensure equipment is used correctly and is in good working order, this does not exclude the use of said equipment or tools.

Programs are expected to provide expertise and assistance, pertinent to their respective areas, for the general upkeep and maintenance of the college campus. Such activities provide real-world examples for students and aid the college in keeping maintenance costs contained.

Operation of Equipment and Vehicles Requiring Licensure

For equipment or vehicles requiring specific licensure or training, no employee or student shall operate said equipment without the appropriate licensure or training. The exception is when the use of said equipment is being done during training under the instruction of a licensed faculty or staff member.

Personal Equipment

Employees are strongly discouraged from bringing personal equipment and tools into programs. The college is not liable for the loss or replacement of personal equipment and tools that are damaged, broken, worn, stolen, or misplaced, etc.

Personal Use of College Property

Over the years it has been a privilege for instructors to have access to the department(s) for which they are responsible as instructors, to utilize such facilities for personal projects.

Employees are reminded that the Area Board of Control, State of Kansas, and the federal government, for the purpose of instructing students, have acquired the facilities and equipment contained within each of our departments. Occasional and limited use of college facilities, equipment and tools are permitted only if all of the following conditions are met:

- There is no direct cost to the college. Any materials used must be accounted for and reimbursed in full to the college.
- The use is brief.
- The use occurs infrequently.
- The use does not interfere with the performance of the employee, other employees, or the educational opportunity of the students.
- Does not result in personal gain for the individual. Personal gain is defined for the purposes of this policy as gaining financially, in favors, or any other benefit received as a result of the work or product of said work.

Projects that would exceed the abovementioned conditions shall be brought to the attention of the college President for approval prior to being commenced. Inappropriate use of college facilities,

equipment, and tools or violating any of the abovementioned conditions may result in disciplinary action up to and including termination.

College Vehicle Use

College vehicles are provided solely for the purpose of conducting college business. It is important for the following procedures to be followed:

- Drivers must have a valid driver's license in their possession during operation of college fleet vehicles.
- Under no circumstances shall a college fleet vehicle be operated for personal use.
- Fleet vehicles traveling out of town are equipped with monitoring devices that measure several engine diagnostic functions, travel speed, and GPS location. Drivers shall be responsible to defensively operate vehicles in a safe manner and within traffic laws.
- No smoking in college fleet vehicles.
- College vehicles are marked with the college logo and identification, and therefore employees should be conscious of where they park and establishments they visit while using a college vehicle. Do not use college fleet vehicles to visit establishments that would cause disrepute on the college.
- Employees are reminded that fleet vehicles are the property of the college and they are expected to treat them with the respect necessary to maintain a quality fleet.
- College fleet fuel cards are not to be used for personal items at any time.

Requesting a Vehicle

- Request a vehicle through the vehicle request form in the Employee Portal.
- When a vehicle has been assigned and you are ready to pick it up, complete the Check In/Check Out form PRIOR to moving the vehicle. The form can be found on the Employee Portal.
- Prior to being returned, the vehicle's fuel tank needs to be refilled to full and the Check In/Check Out form completed. Note any damage or maintenance concerns on the form along with the other requirements listed.
- When the vehicle is returned, it needs to be returned to the fleet garage it came from, unless directed otherwise by the fleet manager. At no time is a college vehicle to be parked at an employee's residence without the permission of the Vice President of Operations or College President.
- Ensure the car is as clean, or cleaner than when it was initially picked up.
- Turn in all receipts related to the vehicle and/or trip to the Business Office for payment.

Failure to abide by the abovementioned rules and regulations may result in the loss of the ability to use college fleet vehicles or other disciplinary action.

Personal Vehicle Use

There are occasions where, due to availability or maintenance, college vehicles are not available for use. Employees are able to use personal vehicles **by permission only** for travel during these circumstances. Approval may not be granted if a fleet vehicle is available for use. Failure to gain

approval will negate any request for mileage or fuel reimbursement. Permission to use a personal vehicle must be granted by the Vice President of Operations prior to departing.

Travel Reimbursement

Travel reimbursement approved for in-state and out-of-state college business shall be as follows:

- *Hotel/Motel*

Full reimbursement will be granted by the college for “moderate rate” accommodations.

- *Meals*

Travel Related In-State Meals: Maximum \$30.00 per day.

Travel Related Out-of-State Meals: Maximum of \$45.00 per day.

- *Fuel*

\$0.50 per mile reimbursement for use of personal vehicle (Official map mileage).

Note: Meal reimbursement is not provided for college coursework for instructors seeking degree attainment.

Technology and Communications Policy

Scope: This policy applies to all Northwest Tech students, employees and other individuals using college technology and communication systems.

Statement: Technology and communication systems are provided for the purpose of promoting Northwest Tech educational activities and conducting business on behalf of the college.

Users must comply with all applicable federal, state and local laws and regulations, and the procedures established by the college governing access and/or use of technology and communication systems. To maintain the integrity of the technology and communication systems and to ensure compliance with applicable policies and procedures, the college has the ability to monitor and manage access and use of the technology and communication systems, and may do so in accordance with this Policy and accompanying procedure. Any user who violates this policy or the related procedures may have his/her account and/or user privileges revoked and such violation may result in student/employee disciplinary and/or legal action.

Technology and Communications Procedure

Scope: These procedures apply to all Northwest Tech students, employees and other individuals using the college technology and communication systems. These procedures address the appropriate access and use of technology and communication systems, regardless of whether the access/use is from a Northwest Tech device and regardless of whether such access/use occurs on campus.

Definitions:

“Communication Systems” include without limitation, Northwest Tech sponsored/provided: e-mail (i.e. student/employee email accounts, and other messaging tools and their associated systems), phone, internet, intranet and other internal and external employee and student portals.

“Technology” includes without limitation, Northwest Tech sponsored/provided: network use/access (whether wired/wireless and/or remote/on-campus), and all associated equipment, hardware, software, services and access to data.

Procedures:

Property of Northwest Tech

1. Technology and Communication Systems and Northwest Tech Information:

Northwest Tech's technology and communication systems and all Northwest Tech related information accessed, created, input, stored, copied, sent, received or downloaded by users on or through the technology and communication systems, regardless of whether it is viewed/accessed/created on a personal, password-protected, web-based email account are owned and controlled by Northwest Tech, subject to any ownership and access/control rights users and third parties may have in the underlying information (i.e., Northwest Tech email accounts are monitored/accessible by Northwest Tech only in accordance with third party provider terms and conditions). Northwest Tech information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Northwest Tech sponsored web-based forums and/or social media accounts, charts, student records, statistics and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software which Northwest Tech and/or its employees use in its operations. Northwest Tech reserves the right, in its sole discretion, to determine whether an employee, student or other user is entitled to establish, access or maintain a particular Northwest Tech technology or communication system, such as an e-mail account.

2. Equipment, Hardware and Software:

Any equipment, hardware or software provided by the college shall remain the property of Northwest Tech and must be returned upon demand. Users may be held financially responsible for college property that is damaged or not returned. Reasonable care must be exercised with all college equipment, hardware and software. Users must not attempt unauthorized modification or repair to any equipment, hardware or software belonging to Northwest Tech.

Personal technology (i.e. equipment, hardware and other devices) should not be attached to the college network except when used for college business purposes. Users should be aware that attaching personal technology to the college network may allow the personal technology or information to be viewable by Northwest Tech. The Information Technology Department in its sole discretion, can require a user to disconnect personal technology from the college network at any time.

Software installed on a college computer or other device must either be licensed to the college or to the user (with the license readily available to be produced for inspection should a software audit be necessary), except for software in the public domain. All other software is licensed to Northwest Tech and is not to be copied for personal use. Unless otherwise indicated in the applicable license, users may not copy or modify third-party software, or use licensed software on more than one machine at a time.

Appropriate Use of Technology and Communication Systems

1. Technology and Communication Systems are provided to users for the purpose of supporting college operations. Employees are limited to minimal and incidental personal use of the technology and communication systems, and such use is at the sole risk of the employee and must not interfere with job responsibilities.

2. Northwest Tech reserves the right to set priorities on the use of technology and communication systems, such as bandwidth. Any personal electronic information accessed, created, input, stored, copied, sent, received or downloaded from the technology or communication systems is not confidential, will be accessible by the college, and users shall have no expectation of privacy in such information.
3. Using Technology and Communication Systems for any illegal activity is strictly prohibited.
4. Users must comply with all applicable Northwest Tech Policies/Procedures when using the college Technology and Communication Systems.
5. Users may not reverse engineer, decompile, disassemble or dispose of third-party software licensed to the college. Users may not disclose or distribute any college software or licensed software to anyone outside the college. Unauthorized copying or distribution of software (including associated media, such as user manuals or diskettes) can be both a violation of applicable license agreements and a violation of federal law. Individual Users, as well as the college, can be held liable for violations and can be required to pay substantial damages, depending on the circumstances.
6. Computer accounts and passwords to Northwest Tech Technology and Communication Systems may not be shared. Users may not attempt to gain access to another's college account(s).
7. Users should be aware that some Technology and Communication Systems are controlled by third parties (i.e. a third-party cloud storage service). Therefore, Users should exercise appropriate caution in using those Systems as they may be modified, restricted or shut down without prior notice and content may be lost or damaged.

Privacy with Respect to Technology and Communication Systems

1. Users should be aware that the Technology and Communication Systems and Northwest Tech information, as those terms are defined herein, are the property of the college (subject to any ownership, access and control rights of Users and third parties), and therefore are subject to monitoring by the college. As set forth above, Users shall have no expectation of privacy in the Technology and Communication Systems, with respect to both college information and non-college information.
2. Users must not attempt to gain access to another User's data or programs without appropriate authorization. Users should take reasonable steps to ensure sensitive information and files (such as personnel information, student data) are protected and should not disclose their passwords to anyone.
3. Use of Technology and Communication Systems to transmit or store data must comply with privacy laws and guidelines such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and Gramm-Leach-Bliley (GLB) Act. Disclosure of sensitive and/or protected personal information for any other purpose is strictly prohibited.

Violation of Policy

Users who violate the Policies and Procedures concerning Northwest Tech Technology and Communication Systems may have account and/or user privileges revoked and such misuse may result in student/employee disciplinary and/or legal action. Employees, students and board members are required to report any suspected violation of these Policies and Procedures to the office of the President.

Technology Equipment Repair/Replacement Policy

Damage to college technology equipment:

iPads

- Accidental damage will be repaired/covered by the college one (1) time, provided the IT Dept. is notified in a timely manner and equipment has been turned back in.
- Costs associated with repair and/or replacement for recurring/multiple events will be the responsibility of faculty/staff.
- Failure to meet this agreement will result in downgrade (as available) or possible loss of equipment.
- Agree to purchase and use an "Otter Box" type case, to prevent future damage.

Computers/Peripherals

- Damage will be repaired one (1) time by the college.
- As damage voids the hardware warranty, faculty/staff will acknowledge the following:
 - They will assume the cost to repair any future failures or damage.
 - Expect that cosmetic damage (dents/scratches) will not be fixed.
- Excessive or repeated damage can result in the possible downgrade of equipment and/or loss of personal equipment.

Facility Management

The Northwest Tech campus is judged many times by the neatness of the building, appearance of grounds, and the friendliness and appearance of maintenance and custodial staff. The maintenance staff is a critical team within the operation of the college, and it is important that each member of the team work in close harmony with each other to see that all aspects of maintenance and custodial duties are performed properly.

Faculty are expected to maintain their facilities in good working order, free of debris, and in such a way as to not create additional strain on maintenance staff.

Plan for Facility Maintenance

The custodial and maintenance staff at Northwest Tech is considered extremely important to the success, health, and safety of the college. All interior and exterior areas of the campus must be proactively maintained so that facilities and grounds are kept in safe and operational condition. All local, state, and federal OSHA laws are adhered to. College work-study and program students may assist the full-time maintenance and custodial staff.

The plan for maintenance and improvement of the Northwest Tech campus is to assure that the maintenance staff follows specific duties of responsibility. The plan is as follows:

Annually

- Paint interior walls of facilities as needed
- Complete maintenance check of all furnaces and air conditioning
- Insure that fire alarm systems are serviced by professionals
- Make sure all windows and doors are sealed and functioning properly

- Check roofs and gutters for any needed repair
- Clean gutters and down spouts (twice a year)
- Prune all tree and shrubs as needed
- Maintain lawn sprinkler system
- Paint exterior of buildings as needed
- Repair and seal parking lots as required
- Insure State Boiler Inspector records are current
- Shampoo carpets
- Develop supplies list needed for yearly usage
- Check tornado alarm system
- Fertilize and spray weeds

Monthly

- Check all fire extinguishers.
- Change furnace/AC filters.

Weekly

- Clean all windows as needed.
- Sweep all entrances to buildings.
- Mow, trim, and remove grass (warm months).
- Apply fertilizer and water adequately for lawn and shrubs.
- Check all power equipment for needed maintenance.
- Check all walk-in doors and overhead doors for needed maintenance.
- Water summertime flowers.

Daily

- Vacuum, dust and mop floors where needed.
- Dispose of all trash.
- Make sure all doors and windows are locked.
- Service all bathrooms with supplies.
- Replace all tubes and light bulbs in departments as needed.
- Pick up trash.
- Remove or use ice melt on ice and snow as needed prior to the start of classes.
- Repair and report furniture damage.
- Check boiler and forced air furnace for proper operation.
- Clean all windows as needed.

The maintenance staff must be flexible at all times, as unique and unforeseen situations arise daily that require maintenance personnel assistance. Repair and maintenance request forms may be completed by college personnel and submitted to the maintenance staff as situations arise requiring maintenance personnel attention on buildings, classrooms, and/or equipment.

Section XI: Safety and Security

Safety Policy

Northwest Tech strives to provide an accident-free work environment. Northwest Tech realizes that the success of any accident prevention effort depends primarily on the cooperation and active support of all employees.

Each employee is expected to abide by safety rules and follow safe work practices. Every employee must be constantly alert in reporting and correcting unsafe conditions and acts. Accidents shall be reported to the President immediately.

Northwest Tech enforces Federal and State Safety Regulations. Listed below are the current safety and health standards being enforced by the State of Kansas Bureau of Industrial Safety and Health.

1. Occupational Safety and Health Standards (OSHA)
2. National Fire Protection Association Standards (NFPA)
3. American National Electric Code (NEC)
4. American National Standards (ANSI)

A part of everyone's job is to teach safety to others. Being unsafe puts not only yourself, but others at risk. Instructional programs are required to teach safety procedures to all students.

All departments shall develop emergency procedures and inform all participants of those procedures. Students will be taught proper handling of hazardous materials. Each department shall be responsible for proper cataloging of material safety data sheets.

Each department shall maintain its own first aid station(s). The county health nurse, Medical Arts Clinic, ambulance service, and the emergency facilities at the Goodland Regional Medical Center are located within five minutes of Northwest Tech.

Blood-Borne Pathogen Policy and Procedure

It is the policy of Northwest Tech to provide protection and training for all college personnel. Promotion of proper blood borne pathogen and body fluids protection is provided to employees through online instruction. During the in-service, the policy and procedures information will be given to regular employees and thoroughly discussed.

Crime Awareness & Campus Security Policies

Northwest Tech shall comply with Title II of the Crime Awareness and Campus Security Act of 1990. (review to see if these are the latest federal laws)

Crimes are classified in two categories:

1. Crimes against persons and

2. Crimes against property

Crimes committed on campus shall be reported to the Dean of Student Advancement. The President shall be immediately informed of any crime committed. Northwest Tech administration will notify local law enforcement agencies concerning any crimes reported on campus.

The Goodland Police Department is the primary source of enforcement authority for the campus. Any student or employee of the college who observes criminal activity should immediately contact the Dean of Student Advancement or the Goodland Police Department.

Northwest Tech shall collect data on designated crimes committed on campus, which are reported to college authorities and/or local police agencies. This data will be compiled on an annual basis from July 1 through June 30 as required by federal law. Information is available upon request and posted on the college website.

The statistical data shall be kept for the following on campus criminal offenses: murder, forcible sex, non-forcible sex with a minor, robbery, aggravated assault, burglary, and motor vehicle theft. Statistics shall be kept for the number of arrests occurring on campus for liquor law, drug abuse, and weapons possessions violations.

Northwest Tech will contact local law enforcement agencies for data on any criminal offenses or arrests that occur on the Northwest Tech campus during the annual reporting period.

Intramural sports, departmental field trips, and department club activities that take place off campus are officially sponsored college activities. Any crimes committed against participants, their property, or the facilities are considered as crimes committed on campus.

Students and employees will be informed of these crime awareness and campus security policies in the college catalog. The annual statistical data on reported crimes will be available on a separate form. All students will be advised during student orientation of these policies and their responsibility for their own security and the security of others.

Policies regarding the possession, use, and sale of illegal drugs and alcoholic beverages, the enforcement of federal and state drug laws, and the drug and alcohol abuse education programs as required under Section 1213 of the Higher Education Act of 1965, as amended, are covered under existing policies at Northwest Tech.

Security Camera Policy

Purpose

Northwest Kansas Technical College is committed to enhancing the quality of life of the campus community by integrating the best practices of safety and security with technology.

We have added security cameras to a portion of our campus to assist in making our campus as safe as possible.

These cameras are not actively monitored, but they are intended to deter crime and assist in the investigation of crimes and recovery. This policy addresses the College's safety and security needs while respecting and preserving individual privacy.

To ensure the protection of individual privacy rights, in accordance with the College's values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of surveillance records. The purpose of this policy is to regulate the use of camera systems used to observe and record public areas for the purposes of safety and security.

Policy

All video footage will be secured and will be managed by the Information Technology Department. Any requests to view camera footage will be submitted to the Dean of Student Advancement.

The Dean of Student Advancement's office will review any complaints regarding the utilization of surveillance camera systems and determine whether this policy is being followed.

The Dean of Student Advancement's Office will review all internal and external requests to release records obtained through security camera surveillance to determine the merit in the request. The College will seek consultation and advice from the President and/or General Counsel as needed related to these requests prior to the release of any records outside of the College. Video surveillance records will generally not be released to the public, students, general employee or parent. The content of the video is a student and College record subject to administrative and federal regulations regarding confidential student records. While College personnel will typically review the footage, the College reserves the right to allow individuals to view video footage if that is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern or campus policy violation.

General Principles

Cameras are not actively monitored. They are viewed only upon the report of a crime, violation, or in support of ensuring College policy is being followed.

The only security cameras to be installed or utilized on the Northwest Tech campus are devices approved by the President or designee. No other security cameras are authorized to be installed. Installation or utilization of personal or unapproved security cameras will be subject to disciplinary action, including or up to immediate termination of employment.

Information obtained from the cameras shall be used exclusively for campus policy enforcement, including, where appropriate, student judicial functions or to assist local law enforcement and campus/local crime. Information must be handled with an appropriate level of security to protect against unauthorized access, alteration, or disclosure.

All camera installations are subject to federal and state laws.

Installation and Placement of Cameras

All security cameras must connect and remain connected to the Northwest Tech centralized surveillance system, in accordance with Northwest Tech's product, installation, maintenance, and support standards.

Camera positions and views of residential housing shall be limited to external areas. The view of a residential housing facility must not violate the standard of a reasonable expectation of privacy.

Anyone who tampers with video equipment will be subject to disciplinary action through the Office of the President.

Access and Monitoring

All recording or monitoring of individuals or groups by college security cameras will be conducted in a manner consistent with College policies, state and federal laws. It will not be based on the subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics.

When an incident is reported, the personnel responsible for the area in question may request the Dean of Student Advancement to review the images from the camera. As circumstances require, the Dean of Student Advancement may authorize others to review images.

When designated by the President, specific employees may be authorized to access viewing capabilities for security cameras in their specific area. Authorized employees must obtain a user account from the Information Technology department with a personalized username and password. Authorized employees are only allowed to view footage within the area with which they are assigned to work.

Obtaining and/or providing the unauthorized ability to view security camera footage can result in disciplinary action up to and including immediate termination.

Appropriate Use and Confidentiality

Personnel are prohibited from using or disseminating information acquired from college security cameras, except for official purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the Dean of Student Advancement, President, or designee. Personnel are expected to know and follow this policy.

Northwest Tech reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information. Northwest Tech may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. Northwest Tech will do so only after first ensuring that such action is following state and federal laws.

Employees/students should not have any expectation of privacy in work-related areas, including shops and classrooms.

Employees should contact the President or the Dean of Student Advancement if they have questions about this policy.

Use of Cameras for Criminal Investigations

The use of video equipment may be used in criminal investigations on behalf of the College. Individuals or agencies from outside of the College must request access to view materials.

Safety and Security Camera Storage and Retention of Recordings

No attempt shall be made to alter any part of any surveillance recording. Surveillance centers and monitors will be configured to prevent camera operators from tampering with or duplicating recorded information.

All surveillance records shall be stored in a secure location and then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the Dean of Student Advancement. Individual departments shall not store video surveillance recordings.

Winter Storm Policy

Northwest Tech, as a post-secondary institution, will hold classes each scheduled day of the college year if at all possible. In most situations, a decision will be made by the President, or designee, between the hours of 4:00 a.m. and 6:00 a.m. (MT) on the morning of a winter storm with regards to the status of classes being held. In the event of inclement winter weather, administration will follow the following procedures:

- An emergency alert system will be utilized to communicate campus closure. The alert system will send an emergency phone call and text message to students and employees.
- Announcements will be posted on the college social media accounts and provided to regional radio and television stations.

Administration reserves the right to institute an “E-Day” in the event that school is closed due to inclement weather. In the event of an E-Day, faculty members may hold class virtually, post assignments in Moodle, or another method of assignment delivery. Assignments delivered for E-Day assignments are counted as daily attendance.

Weapons Policy

Possession of firearms, firing, displaying or threatening use of firearms, explosives or other weapons on the college premises for any purpose is unlawful. To the extent allowed by law and except as otherwise provided herein, the campus of Northwest Tech shall be weapons-free. Main entrances to the campus shall be posted in accordance with state statute and amendments thereto. Additional signs may be posted as appropriate.

Licensed law enforcement officials shall read nothing in this section to prohibit possession of weapons on campus in an official capacity.

For the purpose of this policy, “weapons” means:

- Any object or device which will, is designed to, or may be readily converted to expel bullet, shot, or shell by the action of an explosive or other propellant;

- Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature, not including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
- Any BB gun, pellet gun, air/C'02 gun, stun gun, or blow gun;
- Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick or other detonating device;
- Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purpose of this policy;
- Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife, or stiletto; except that an ordinary pocket knife or culinary knife used solely in kitchens and dining rooms in the preparation of meals, with a blade no more than four inches in length, shall not be construed to be a weapon for the purposes of this policy;
- Any martial arts weapon such as nun chucks or throwing stars; or any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

Hazardous Waste Control

Chemicals may be used in several departments on the Northwest Tech campus. It is the responsibility of faculty, staff and students at the College to manage chemicals properly and to dispose of chemicals in a responsible and lawful manner.

The U.S. Environmental Protection Agency (EPA) and the Kansas Department of Health and Environment (KDHE) enforce laws governing the management of hazardous materials, including the Resource Conservation and Recovery Act (RCRA). These laws are established to protect human health and the environment.

Northwest Tech takes RCRA, other related acts and associated regulations seriously.

Responsibilities

While the College is responsible for overseeing compliance of regulations, faculty, staff, and students are expected to strictly follow EPA and KDHE regulations and understand their personal responsibility under the law.

Departments may be held responsible for any fines levied by State and Federal regulatory agencies resulting from improper management of hazardous materials. Departments that permit the improper disposal of chemicals or chemical products will be responsible for paying costs of corrective actions imposed by the EPA or KDHE.

Individuals (faculty, staff, or students) who have knowledge of improper disposal of chemicals or chemical products must make the College administration aware of the situation by advising the Dean of Academic Advancement. The College guarantees that there will be no reprisal

against the individual for reports made in good faith. Employees who knowingly violate state or federal laws related to chemical or hazardous waste will be subject to disciplinary action.

Definitions

Hazardous waste is defined as any solid waste that is either 1) a listed hazardous waste under federal regulation 40 CFR Part 261.30, or 2) a waste that exhibits the following hazardous characteristics:

- Ignitability (flash point less than 140° Fahrenheit);
- Corrosivity (pH less than or equal to 2 or greater than or equal to 12.5);
- Reactivity (reacts with air or water to produce an explosive, flammable or toxic product);
or
- Toxicity (contains specific pesticides, heavy metals or organic solvents).

Managing Hazardous Waste

All chemicals must be handled and disposed in accordance with the applicable regulations. Chemicals that do not match the definition of a hazardous waste may be regulated by other laws restricting their disposal and/or may not be received into other waste streams. Chemicals or other hazardous materials may not be discarded down the sink or floor drain, placed in the trash, buried or poured onto the ground, or discharged to the atmosphere.

At minimum, hazardous waste containers must be:

- kept tightly closed;
- marked with the words "Hazardous Waste";
- marked with the chemical names of the contents, not abbreviations or chemical formulas, and their percentages;
- marked with words, names and dates in English;
- marked with the date the container is full and no longer needed; and
- stored not more than three days after the container is full or no longer needed.

Mark all chemical containers appropriately. Remove or deface labels from empty chemical containers and promptly discard in an appropriate manner.

Training

All individuals that generate or handle hazardous waste must take hazardous waste management training and must receive on-the-job hazardous materials/waste training appropriate to their specific job duties that is provided by the responsible supervisor. Training is required within six months of employment or transfer of job duties that involve hazardous materials management.

Management Protocols

Management protocols must be enacted and enforced in order to better manage hazardous materials and ensure regulatory compliance. These protocols are subject to change and will be modified as needed:

- Certified staff must determine hazardous waste items within the college
- Oversee hazardous waste disposal for college programs

- Determine code needs, ensure SDS sheets are in use, and determine waste containers to be used
- Perform internal inspections
- Maintain waste manifest forms and tracking
- Conduct and/or assist the college with incident investigation of environmental, health, safety and operational incidents and provide recommendations/follow-up to ensure findings are adequately addressed
- Act as the technical resource to assist the college in complying with federal, state, local and corporate guidelines/regulations
- Provide expertise to potential environmental, health and safety exposures and provide solutions to correct hazards

Contacts

Northwest Tech has two faculty members who serve as Hazardous Waste Personnel. For questions, concerns, or program evaluation of practices please contact the following individuals:

Jim Kennedy
 Auto Tech Instructor
 jim.kennedy@nwktc.edu
 785.890.1523

Jason Cook
 Diesel Tech Instructor
 jason.cook@nwktc.edu
 785.890.1562

Emergency Action & Disaster Plan

Northwest Tech is committed to the safety of its students, employees, and the community-at-large. The Dean of Student Advancement acting as chief security officer is charged with planning, implementing, and communicating actions to be taken by employees and students in response to any number of possible emergencies.

Emergency Notification System:

The emergency notification system is messages sent by phone, text, e-mail, or push notification. All faculty, staff and students who are enrolled in the system will receive emergency action information once a threat is received or hazardous situation arise.

PLEASE NOTIFY THE DEAN OF STUDENT ADVANCEMENT, THEY WILL START EMERGENCY NOTIFICATION SYSTEM.

In the event of an emergency notify one of the following, **if it is safe to do so.**

- 911-always alert emergency personnel first
- President of the College (Ext 501)
- Vice President for Operations (Ext 502)
- Dean of Academic Advancement (Ext 514)
- Dean of Student Advancement (Ext 584)
- Vice President for Information Technology (Ext 546)
- Director for Building and Grounds (785) 821-2351

Procedures

This has been prepared to offer guidelines for events that are not altogether unusual to Northwest Kansas Technical College's environment. Most disasters are caused by circumstances beyond our control, but with proper preparation, we will strive to minimize the inconvenience to the user of Northwest Tech.

Tornado

- Watch: A tornado watch means weather conditions are ideal for the formation of tornadoes
- Warning: A tornado warning means that a tornado has been sighted in the region

When the National Weather Service issues a tornado warning for Sherman County, and the siren sounds, everyone should take cover by going to the designated shelter area. If the warning occurs after 5:00 pm or on a weekend, the housing manager will open the shelter area.

- The location of the shelter area is posted near the entrance of each building.
- When a tornado is directly threatening the campus area, the siren will blow continuously until the immediate danger is over.
- Remain in a protected area until the storm is over.
- The Dean of Student Advancement, President or designee will announce an all-clear based on the National Weather Service information when warnings have been canceled or the time period has expired.

Tornado Drill Procedure

The college will conduct tornado drills once per semester, and it is expected that all instructors and students shall participate in the procedure as outlined:

When drills are being conducted, all students and employees on campus shall, upon receipt of the emergency alert notification, proceed in an orderly fashion to the Student Union Emergency Shelter. Students and instructors from buildings on the west side of the campus will enter the shelter area through the west door. Instructors and students from buildings on the east side of the campus shall enter through the east side. Proceed at once to the basement shelter area.

Handicapped students are directed to the tornado shelter provided on the main level at the east entrance to the auditorium tornado area.

High Winds

Appropriate action will be taken when high winds are occurring. The siren may be activated. Everyone should go to an area away from glass.

Lightening

- Do not leave buildings during lightning.
- Bring inside any people who are outside.
- Keep as far away as possible from windows, outside doors, metal fixtures, and plug-in electrical appliances.
 - If already in a vehicle, stay there.

- When leaving a vehicle or a building, avoid walking in puddles.

Fire

- Pull the fire alarm if it is not already sounding or call 911 or 9-911 with on-campus phones.
- Immediately notify the Dean of Student Advancement or another available administrator.
- All people within the building must evacuate in an orderly fashion. Northwest Tech employees should assume the responsibility to assist any disabled people in their area.
- Walk to an area away from the building so as not to block drives. Instructors will take roll of students. Stay clear of the building until notified by proper authorities that it is safe to return.
- If not already notified, contact the President.

Fire Drill Procedure

A fire drill will be carried out at least once per year. Students and instructors are requested to follow the procedure as listed below:

- The Dean of Student Advancement will meet with program faculty annually to designate a gathering point outside of the building in the case of an actual evacuation.
- All campus buildings are to have students exit at the nearest exit. All individuals are to walk briskly when the alarm has sounded. Exit from building so that all students may exit with ease.
- Each instructor is to have an agreed upon meeting place so that attendance may be taken to insure all students have exited the building. Instructors are to appoint a student leader to take attendance in the event the instructor is incapacitated or not available to take role.

Medical Emergencies/Injuries

- Call 911, or 9-911 with on-campus phones, for injuries or medical emergencies requiring immediate action.
- If a person is seriously injured, do not move him or her unless there is a life-threatening danger (i.e. falling debris, fire, an explosion, etc).
- Call the Dean of Student Advancement or the Business Office to report the injury or medical emergency and to see if an ambulance is in route (when applicable).
- Remain with the victim until emergency crews arrive.

Accidents

- A Northwest Tech accident report must be submitted to the Vice President of Operations within 24 hours of the accident, regardless of the severity of the injury.
- The term “accident” applies to any personal injury.

Crime/Criminal Activity

- Do not attempt to apprehend or interfere with the criminal except in a case of self-protection.
- If safe to do so, take time to get a good description of the criminal. For example: if the criminal is entering a vehicle, note the license number, make, model, color, and any outstanding characteristics.
- Call 911 or 9-911 when using on-campus phones

- Call the Dean of Student Advancement or Business Office and advise them of the situation and remain where you are until contacted by an officer.
- In case of theft, property damage, or minor injuries, contact the Dean of Student Advancement to submit a report.

Civil Disturbances

- Notify the Dean of Student Advancement
- College personnel should attempt to isolate those causing the trouble.
- Under the discretion of the Dean of Student Advancement, police authorities may be contacted.

Bomb Threat

If received in the form of a phone call: The person receiving the call should try to keep the caller on the line to obtain voice qualities, speech patterns, age, sex, and mental condition, and try to obtain the following information:

1. Ask the caller to repeat the message. For example, tell the caller you don't understand.
 - a. Keep the caller engaged in conversation as long as possible.
 - b. Ask questions: Where is the bomb, when will it detonate, why did you place the bomb, what does it look like, what kind of bomb is it.
 - c. Listen carefully to responses and record callers answers.
 - d. Get as much information as possible.
 - e. While engaged in conversation, if possible, alert another staff member by writing on paper to call police and emergency management team.
 - f. If the caller is offering information voluntarily, give them every opportunity to do so before asking the next question.
2. Call the Dean of Student Advancement, who will contact law enforcement
 - a. Be prepared to give your name, phone number, and exact location details of the threat
 - b. If you should spot a suspicious object, package, etc., report it to the Dean of Student Advancement; do not move it in anyway.
3. The Dean of Student Advancement, in consultation with the program faculty, will give the order to evacuate the buildings/campus if necessary.
4. At the discretion of the President, neighbors near the college will be notified.

Active Shooter/Violent Individual

The threat of violence is a possibility anywhere, and the suspect can be anyone. There is usually little or no warning before the violence and complete confusion and chaos occur. If you are alerted of an active shooter or violent individual do the following:

If escape is possible:

- a. If it is safe to escape from building, do so.
- b. Seek cover as far away from the threat as possible.
- c. Keep as many objects between you and the threat as possible.

- d. Run in zigzag patterns and do not escape in groups, make yourself a hard target.
- e. Once safe, call 911 and give as much information as possible.
- f. Be mindful of approaching emergency personnel.
- g. To the police you are a threat until your actions prove otherwise.
- h. Keep your hands in plain sight and follow directions given by police.
- i. Police will not stop to talk or take your information; they will proceed forward until there is no longer a threat.

If escape is not possible:

- a. Lock and secure your office, classroom, building, or area.
- b. Once you are secure call 911, and then if possible call the administration office so that others may be warned.
- c. If you can do so safely allow others to take shelter with you.
- d. Rescue attempts should only be attempted if they do not endanger the lives of those already in a secure area.
- e. The violent offender may bang on the door and yell for help like a victim, they will look like everyone else. If there is any doubt do not open the door.
- f. Block doors and windows with whatever is available to you.
- g. Take cover behind anything available to you.
- h. Occupants should not group together. Remain spread apart.
- i. Turn off all radios, speakers, computer monitors, or anything else that would draw the offender's attention.
- j. Silence cell phones.
- k. Remember police will not know whether or not you are a threat.
- l. Follow all directions from police.
- m. Do not make sudden moves and keep your hands visible and empty at all times.
- n. Plan on having guns pointed at you and being searched.
- o. Remember police will not help the injured or move you until the threat is neutralized.
- p. Remain calm and stay still until police tell you to move.
- q. Never endanger your personal safety.

Hostile Person

- a. Remain calm; let the person say what they have to say.
- b. Clear the room, fewer people in harms way.
- c. Use voice tones and action to deescalate the situation.
- d. Direct person to administration.
- e. Call 911 if necessary
- f. Contact the Dean of Student Advancement.

Death/Homicide/Suicide

Determine if the situation warrants evacuation, if so report to emergency management team.

- Call 911 or 9-911 when using on-campus phones
- Help the victim if it is safe to do so.
- Give victim room, move those in building/room to another location.

- Contact the Dean of Student Advancement.
- Wait with victim until emergency personnel arrive.
- Document and report to the Office of the President.

In case of fatality:

Law enforcement official will notify family of fatalities. Accommodations will be made for any person who was disturbed by the events. All media requests are to be sent to the Office of the President.

Hazardous Material

1. High Hazmat Incident
 - a. In a high-risk HAZMAT incident, with a large spill of potentially toxic, flammable, explosive, or reactive material, contact the Dean of Student Advancement or President immediately.
 - b. Evacuate to a safe area at least 500 feet away from the building. Assist disabled people in evacuation. Instructors will take roll of students.
 - c. Do not return to the building until you are instructed to do so.
 - d. Call 911 or 9-911 when using on-campus phones
2. Low Hazmat Incident
 - a. In a low or moderate risk Hazmat incident with an incidental spill of insignificant toxic, flammable, explosive, or reactive material, you will be asked to evacuate the building at the discretion of the instructor/supervisor.
 - b. Proper authorities will notify you when it is safe to return to the area
3. Internal Gas Leaks
 - a. Notify the Dean of Student Advancement
 - b. Evacuate the building if necessary
 - c. Notify maintenance personnel
 - d. The Dean of Student Advancement and maintenance personnel will determine if the fire department should be notified.
 - e. If necessary, the Dean of Student Advancement and maintenance personnel will notify the proper college officials for a decision to cancel activities in a building or section of campus.

Evacuation

- The fire alarm or verbal notification will signal evacuation of the building.
- Walk; do not run to the nearest exit.
- Identify and assist those people who may need special assistance in evacuating the building. It is suggested that wheelchair occupants or people with mobility impairment should prepare for emergencies ahead of time by showing other classmates or instructors how to assist in case of emergency. During an emergency, people who need special assistance should move to the nearest exit and ask for assistance from others.
- Once outside the building, move away from the building to a distance of at least 500 feet to allow emergency crews to safely operate.

- Notify the Dean of Student Advancement or emergency crews if you suspect that a person may still be in the building.
- Do not return to the evacuated building unless directed to do so by public safety personnel.

Disaster Resources

- **Warning/Evacuation**
 - Fire Alarms
 - Tornado Sirens
- **Personnel**
 - Dean of Student Advancement
 - President
 - Business Office
 - Maintenance
- **Agencies**
 - Police Department
 - Fire Department
 - Sherman County EMS
- **Emergency Treatment**
 - Business Office
 - Dean of Student Advancement
 - Sherman County EMS
 - Fire Department
 - Police Department
- **First-Aid Supplies**
 - All Departments

Shock

Shock - (A collapse of circulatory function, caused by severe injury, blood loss, or disease) can be deadly.

Signs of shock are:

1. Skin is pale and cold to the touch.
2. Skin may be moist and clammy.
3. Victim is weak and may faint.
4. Pulse is rapid (more than 100 beats per minute) and faint.
5. Rate of breathing is increased and shallow.
6. Victim may be restless and complain of thirst.
7. Victim may be nauseated and may vomit.

Keep victim lying down. Elevate feet 12" if there are no signs of head or back injuries. Cover only enough to keep him or her from losing body heat.

Sprains and Fractures

It is usually impossible to tell the difference between a sprain and a closed fracture without an x-ray. Signs include swelling, tenderness, pain from movement, discoloration of the skin, or deformity. Treat for shock and seek medical attention.

Objects in the Eye

Objects in the eye usually lodge in the inner surface of the eyelid.

To remove such an object:

1. Have the victim look down (up if the object is in the lower eyelid).
2. Grasp the edge of the upper lid.
3. Apply slight pressure to the surface of the eyelid with a small, blunt object.
4. Turn the inner surface of the lid outward.
5. If you see the object on the inner surface of the lid, remove it by touching it with the corner of a cloth. Never touch the eyeball.

Never rub the eye as rubbing may cause a loose object to scratch the eye or it may cause an embedded object to do more serious damage.

Washing the eye with water, flushing from nose outward for 15 to 30 minutes should treat chemical burns to the eye. Seek professional help as soon as possible.

Burns

There are three types of burns: first, second, and third degree.

1. A first-degree burn is the reddening of the skin's surface, such as sunburn. Relief can be obtained by applying cool water.
2. Second-degree burns have blisters on the skin. Putting the affected area in cool water until medical help is obtained can treat these burns. Cover with sterile dressing after treatment.
3. Third-degree burns are much more serious, characterized by charred skin. Gently flush with cool water and cover with sterile dressing. Medical attention should be sought immediately. Do not put salves or ointments on any burns, and don't pull away clothing that sticks to burn unless the cloth is still burning.

Using lots of running water to flush chemicals from the skin should treat chemical burns. Keep flushing with water for 15 to 30 minutes. Seek treatment immediately.

Electrical Burns

Check for power lines and electrical cords. Ensure power source is disconnected, if possible. Watch for shock and get help immediately.

Seizures

Seizures are very common occurrences, and causes often vary in nature. They may be caused by a temporary problem such as insulin shock, high fever, and viral infections of the brain, head injuries, or drug reactions. Epilepsy seizures usually do not require professional treatment. Protect the victim from injury but do not restrain. Move any nearby objects out of the way to prevent injury. Do not place any object between victim's teeth.

Emergency Shelter Areas

The basement in the student union has been designated as the primary emergency area for all emergencies that require evacuation or a storm shelter.

Safety Glasses

With the passage of Senate Bill #152 concerning the wearing of safety glasses by students and instructors, we must take every precaution possible. The law states that safety glasses will be worn while participating in any of the following courses:

Technical or industrial arts shops or laboratories involving experiences with:

1. Hot, molten metals or other molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials.
3. Heat treatments, tempering, or kiln firing of any metal or other materials.
4. Gas or electric arc welding, or other forms of welding processes.
5. Repair or servicing of any vehicle.
6. Caustic or explosive materials.
7. Electrical wiring and piping.

The college policy will be that all students and instructors, as well as visitors, will wear an approved set of safety glasses while in the shops. Those students in Automotive Technology, Auto Body (Automotive Collision & Repair), Diesel Technology, Welding, Carpentry and Electrical Technology shall wear safety glasses while working in the shop areas. There will be NO EXCEPTIONS to this rule.

First Aid

First aid is the immediate care given to a person who has been injured or has suddenly become ill. When giving such care, remember four basic rules:

1. Rescue the victim from a life-threatening situation (remove victim from water, fire, poisonous fumes, etc.).
2. Ensure that the victim has an open airway and give rescue breathing if necessary.
3. Control severe bleeding.
4. Treat for shock.

Be careful when transporting a victim. You could cause further injury by improper handling. Move persons in need of first aid only if their position puts them in danger of further injury.

Shock and unconsciousness in a victim may result from the rapid loss of blood. Because it is possible to bleed to death very quickly, a person giving first aid should stop any rapid loss of blood immediately and treat for shock.

There are four steps for dealing with severe bleeding:

1. Stop the bleeding immediately using direct pressure.
2. Protect the wound from contamination.
3. Provide care for shock.
4. Get medical attention.

Do not attempt to remove any impaled (stuck in the body) object. Make the object immobile and control bleeding with direct pressure around it. Keep the victim as still as possible.

Section XII: Miscellaneous

College Identity Standards

Northwest Tech Logo

The college logo is the standard mark used to identify the college in a wide variety of mediums. It provides a strong visual identity and represents who we are: an institution of higher learning that prepares individuals for gainful employment in technical and professional careers, productive personal lives, and lifelong learning.

The "NT" Badge

By using the initials NT (Northwest Tech), we imply our connection to the Northwest Kansas Technical College, but do not limit our impact to the boundaries of the state. This logo should be used to support the standard mark of the college, but not alone or without the standard mark present somewhere on the publication.

The Maverick

The Maverick is primarily a mark for athletic products and publications, but it is also appropriate for many non-athletic applications. It should be used to distinguish our athletic teams and to promote Maverick spirit. Please use the Maverick carefully and do not use it in place of the standard logo.

Our Colors

The Northwest Tech colors are red (Pantone 186), true black, and true white. It is not acceptable to substitute and use different colors in any of our logos.

CMYK value for:

Red: C=0 M=100 Y=80 K=15

Black: C=0 M=0 Y=0 K=100

White: C=0 M=0 Y=0 K=0

For web applications, please use RGB values.

The College Typeface (Font)

We use typefaces from the Myriad Pro Family for most college publications. These typefaces should be used in association with the logo on external publications. Consistent use of these typefaces will establish a long lasting, easily recognizable, and memorable visual identity. These typefaces are recommended for most Northwest Tech communications. Other typefaces may be used on publications of another nature and/or those that will receive limited distribution. An event invitation, for example, may use a typeface appropriate to the event or season.

If you do not have access to fonts from the Myriad Pro Family, please contact the Media Specialist at 890-1548.

Using College Logos

Consistent and correct use of the logo as outlined is important to ensure successful, clear communication and achieve maximum visual impact. In order to achieve that consistency, use of the logo must comply with these guidelines. All Northwest Tech publications should include our logo. Standard presentation for the logo uses Pantone 186 and Black on a white or light background. Other presentations include:

- Pantone 186 and white on a dark background
- Black on a light background or white on a dark background (for one-color publications)

With the advent of personal computers and desktop publishing, many individuals and departments may be producing their own publications. In addition to following policies established in this booklet, persons preparing pieces for publication are encouraged to consult with the Media Specialist to ensure that standards have been met.

Correct Usage

It is essential to maintain the graphic standards set out in this manual. The logo cannot be cut apart or positioned in any way that will disturb the integrity of the design.

Incorrect Usage

If used improperly, the logo will lose its ability to be a powerful communication tool.

- Please do not make any alterations to the logo.
- Do not use the logo as a background.
- Avoid printing at an angle.
- Do not contort logo; be careful to maintain its original proportions.
- Don't change any element of the logo.
- Do not use parts of the logo or separate any element from the text.
- Do not rearrange the elements of the logo.
- Don't size the logo too big so that any part of the logo could be cropped out.
- Don't print too small: Logo needs to be large enough to remain legible.

It is essential to use the logo consistently to ensure that our message is being communicated clearly. If situations or questions come up that are not addressed here, please consult the Media Specialist.

Every Northwest Tech publication distributed to an off-campus audience **MUST BE** reviewed by the Media Specialist prior to printing. Any concerns about the appropriate use of the logo should be directed to the Media Specialist.

Disclaimer

Information within this handbook was prepared as correctly and accurately as possible at the time of printing. Northwest Tech reserves the right to make changes in the content of this booklet without obligation or requirement of notice to any person.