

EMPLOYEE HANDBOOK



MISSION

Fort Scott Community College is an institution of higher learning with a long history of culture and diversity that provides affordable academic, technical and occupational programs to meet student needs while fostering mutually supportive relationship between the college and its communities.

HISTORY OF THE COLLEGE

On October 18, 1918, the Board of Education of Fort Scott, Kansas, met in a special session to consider the question of providing an extension of the high school program in the city as prescribed by Chapter 238 of the Kansas Laws of 1917. The election on November 5, 1918, provided for the adoption or rejection of the high school extension program. Minutes of the May 12, 1919, Board meeting note the employment of five teachers for Fort Scott Junior College at salaries ranging from \$1200 to \$1800 per year.

Classes under D. H. Ramsey, Superintendent, and Rees Hughes, Principal, were held in the high school at Tenth and Main streets. The first junior college class had seventeen members, and the first graduating class had two members: Ethelyn Hamlin and Kathryn Leffler. Under the law, four colleges were established in the fall of 1919, but two of them failed. Only Fort Scott and Garden City continued. Because Garden City did not operate during the war years, Fort Scott is the oldest public junior college in Kansas. By 1939, 347 students were enrolled in the college with a graduating class of 96. Enrollment dropped during the war years but soared again after the war.

The 1965 Kansas Legislature passed an act, H. B. 93, now listed as K.S.A. 72-6901, requiring the separation of Kansas Junior Colleges from the public school system. On July 1, 1965, the college became Fort Scott Community Junior College, with Bourbon County as its taxing district. That same year, Bourbon County voted to authorize \$790,000 general obligation bonds for the acquisition of 132 acres of land on the southwest edge of Fort Scott. Official separation took place on July 1, 1966, but the college continued to share high school facilities until the fall of 1967 when the new campus was occupied. Dedication of the new academic and vocational facility was held in October 1967. In 1968, the college underwent a self-evaluation for the State Department of Education. This was to be the first in a series of steps taken toward full accreditation by the North Central Association of Colleges and Schools. While the college continued its self-study, the Board of Trustees and administration employed the firm of Marshall and Brown, Architects and Engineers, to help create a master building and campus plan.

As enrollment continued to increase, it became apparent that a dormitory and student center was needed. A HUD interest-subsidy grant was obtained, and revenue bonds were sold to raise funds for this complex, which was completed in the fall of 1973. The east part of the complex was designed for

the college administrative offices. In 1990, fifteen new rooms were added to the west end of the dormitory, allowing additional space for 30 students.

With more students enrolling in the vocational classes, a need soon developed for more vocational offerings to enable Fort Scott Community College to fulfill its expanded mission of providing opportunities for career improvement. During the next two years, 1979 and 1980, the agriculture program was expanded as the livestock judging and rodeo teams enjoyed a high degree of success. At the time the college was renting the high school physical education facilities, including the football stadium. With increased national attention focusing on women's athletic programs, the local high school needed its physical education facilities at all times. Also, the college recognized the need for more intramural sports and an expanded women's athletic program. At its April 21, 1980, meeting, in response to these needs, the Board of Trustees voted to consider the erection of a \$230,000 multi-purpose building to be used for agricultural proposes and intramural sports. Later the decision was made to proceed with the construction of this building; funds came from the one mill capital outlay levy. The building was completed in 1981 and named Arnold Arena in honor of retiring college administrator Emory R. Arnold.

In 1986, the Board of Trustees authorized a grant for EPA funding to be used for construction of an Environmental Water Technology Building to be completed between Arnold Arena and the administrative building. This building was named the N. Jack Burris Hall.

The college was granted correspondence status by the North Central Association in July 1960. Various consultants were employed from 1969 until April of 1976 when Fort Scott Community College was granted full membership, subject to submitting a progress report in January of 1977 and a comprehensive evaluation in the fall of 1980. The 1980 evaluation preceded a focus visit in 1982 and a comprehensive evaluation visit in 1985-86, which resulted in accreditation through the 1992-93 school year. In 1993, the North Central accreditation was extended through 2003. With FSCC's admission into the Academic Quality Improvement Program (AQIP) in 2001, North Central Association (NCA) accreditation was reaffirmed through 2009. Following an AQIP Quality Checkup site visit in 2008, NCA accreditation was reaffirmed through 2016.

In 2001, a new maintenance building was completed at the northwest corner of the campus.

Boileau Hall is located to the northwest of Burris Hall. This dormitory houses more than 100 students in a suite- type environment. The building opened in 2002. It offers students a relaxed living atmosphere with a game room, spacious quarters, and a 103 space parking lot.

In 2004, FSCC purchased the Sisters of Mercy Convent upon its closing. The Convent is where the nursing program began. After some remodeling, FSCC has renovated the space for community rooms, the Nursing program, and for high school equivalency instruction. The three story building also includes room for program expansion.

Also in 2004, FSCC remodeled a wing of the old Miami County Hospital in Paola. In August of 2004, FSCC moved its Paola campus to 501 S. Hospital Drive. This expansion nearly doubled FSCC's campus in Paola and created more opportunities for programs in the northern tier.

The Danny and Willa Ellis Family Fine Arts Center opened in April 2009. The Center includes three major areas: 1) Theatre with 604 seats; 2) The Ken and Charlotte Lunt Lobby and The Gordon Parks Museum; 3) Kathy Ellis Academic Hall. The Kathy Ellis Academic Hall houses art, music, speech and theatre classrooms, three general classrooms, two art classrooms, three instrumental and vocal classrooms, four music practice rooms, a piano lab, and storage rooms. The Gordon Parks Museum, a tribute to Fort Scott-born Gordon Parks who was a photographer for Life magazine, a filmmaker, writer, composer and activist, houses 30 of Mr. Parks' iconic photographs, personal items, and more. The Lunt Lobby includes three separate 600-square foot meeting rooms that can be used as one large meeting room with partitions opened.

In 2010, FSCC successfully secured the Kansas National Guard Armory building for campus expansion. John Deere is housed in the armory and Welding is the building adjacent.

The original Academic Building was renamed Robert & Sylvia Bailey Hall in 2011.

In 2014, the School of Cosmetology moved into the building at the southwest corner of Bailey Hall. The College also opened the new rodeo building for rodeo student-athletes. In 2019, the new Cleaver, Boileau, and Burris Agricultural Hall expansion was made possible thanks to generous donations from Chester Boileau and Lonnie Cleaver estates. The expansion consists of an extra 2,533 square feet, making the building 6,680 square feet! The extension has new offices, classrooms, bathrooms, and a trophy area to display our prestigious winnings from the Livestock and Meat Judging teams.

In 2021, FSCC acquired the Garrison Apartments, which are located just down the street from the main campus. The building was renamed the FSCC Garrison Apartments and became the second off-campus housing option in addition to Greyhound Lodge.

ACCREDITATION

Fort Scott Community College (FSCC) is officially accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, and the Kansas State Department of Education. On July 1, 1999, governance of the Kansas Community Colleges was transferred to the Kansas Board of Regents (SB345). Local control by the FSCC Board of Trustees remains unchanged. In addition, the FSCC Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Kansas State Board of Nursing (KSBN). Certain FSCC programs have also obtained other specific individual accreditations.

NON-DISCRIMINATION STATEMENT

In accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, and the Regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, and 28 CFR Part 35. Fort Scott Community College does not discriminate on the basis of any characteristic protected by law (such as sex, disability, age, race, color, or national origin) in all aspects of employment, admission, and participation in its education programs or activities. Inquiries concerning Fort Scott Community College's compliance under these laws, should be directed to contact the College's Compliance Officer/Human Resources Director, Fort Scott Community College, Fort Scott, Kansas 66701 (620) 223-2700.

ADA/EQUAL ACCESS

Fort Scott Community College complies with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns or who need special accommodations should contact the Human Resources Office.

OPEN RECORDS POLICY: CHANGE

The Kansas Open Records Act grants the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., as amended, states "public records shall be open for inspection by any person." Public records are "records made, maintained, created or possessed by a public agency." Fort Scott Community College is classified as a public agency for the purposes of this Act. The college has designated the Board Clerk as the Information Officer with the authority to establish and maintain a system of records in accordance with KORA. The officer may be reached in the FSCC Business Office or at 620-223-2700.

Requests for public records shall be submitted in writing to the college's information officer. Use of Fort Scott Community College's Public Records Request form is suggested to optimize accuracy and timeliness; however, a request in any written format containing the requestor's name and contact information will be addressed.

The information officer shall examine each request to determine whether the record requested is an open record or is subject to an exception of the Kansas Open Records Act that would allow the record to remain closed. The information officer may also refuse to provide access to a public record or to permit inspection if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the district. The information officer shall either grant or deny each request as soon as possible, but not later than the end of the third business day following the date the request is received. If the request cannot be acted upon immediately, the information officer shall notify the requestor within the three-day window when the open record will be made available.

K.S.A. 45-219 authorizes reasonable charges to be assessed to cover costs incurred providing requested materials. As such, the following fee schedule is established by Fort Scott Community College.

- Records requiring less than 30 minutes to obtain No fee
- Records expected to require more than 30 minutes to produce \$50/hr (1 hr minimum)
- Records requiring review or input by college attorney or redaction \$200/hr (1 hr minimum)

**For records requiring attorney consultation as well as FSCC time in excess of 30 minutes, both the attorney rate and FSCC rate will be assessed.

Fort Scott Community College shall provide an estimate of the charge to the requestor, and payment of estimated fees shall be paid in full prior to records production.

Standardized reports provided by the College will either be hard-copy, Adobe Portable Document Format (PDF), or in another format already utilized by the College to produce the requested report.

The use of names, addresses, and any other information derived from public records for the purpose of selling or offering for sale any property or service to persons listed therein is prohibited by K.S.A. 45-230.

LAWS, STATUTES, AND REGULATIONS

The Kansas Legislature creates statutes that provide guidelines for public employment and administrative activity. In the case of Kansas's public community colleges, some of the governing rules and regulations come from the State Board of Education, the Kansas Board of Regents, the Kansas Public Employees Retirement System, and other state agencies. Regulations governing recruitment and hiring, salary and benefit administration, and many other activities come from the locally elected Board of Trustees and must be in compliance with state statutes and federal laws.

NON-DISCRIMINATION POLICIES

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AT-WILL EMPLOYMENT

FSCC is an at-will employer with the exception of contracted employees.

RECRUITMENT METHODS

Fort Scott Community College hires and promotes qualified staff on the basis of merit without regard to race, color, creed, sex, age, marital status, sexual orientation, national origin, or disability. All appointments must satisfy the policies and regulations of the FSCC Board of Trustees and the mandates of the Kansas State Board of Education, the Kansas Board of Regents, and the federal government.

Vacancies are posted on the college website. Other recruitment methods are also utilized to obtain qualified, interested, and experienced applicants for position vacancies. These methods can include reactivating applications received from qualified candidates, equivalent vacancies within the previous year, accepting applications from qualified persons eligible for transfer or promotion from other college units, advertising in the media and through specialized channels, and issuing invitations to qualified individuals to apply for specific vacancies.

BOARD HIRING POLICY

Fort Scott Community College is an equal opportunity employer. The following process is used for selection hiring practices.

- Position is posted internally and advertised for potential candidates.
- The Human Resource Director compiles a selection committee which includes representation from different departments.
- The Human Resource Director prepares copies of all of the considered candidates for review of the selection committee.
- At the beginning of the candidate review meeting, the Human Resource Director will work with the committee to determine the prominent attributes or qualifications for this position.
- Each selection committee member will identify candidates that they would like to have interviewed for the position.
- The Human Resource Director will poll the committee on the candidates selected and those candidates who have the majority votes will be granted interviews.
- Interview questions will be developed in the Human Resource department with input from the specific area if needed.
- Upon conclusion of the interviews, the Human Resource Director will facilitate discussion amongst the committee for strengths and weaknesses of the candidates.
- After discussion, the Human Resource Director will poll the committee members for a 1st choice and 2nd choice preference. The committee members have the right to choose a second round of interviews as one of the choices. Following polling of the committee, the Human Resource Director will check references for the candidate earning majority vote.
- Providing the reference checks contain position feedback, the Human Resource Director will then consult with the President for approval of the offer and salary compensation.

All employment offers are contingent on Board of Trustee approval at the next Board meeting.

Fort Scott Community College has the right to alter the selection process for pertinent administrative positions, succession planning, assistant coaching positions, or unique situations.

NEPOTISM

Relatives of current Board members will not be employed for the position of President, Vice President of Academic Affairs, Dean of Students, or Vice President of Finance and Operations at the college. Relatives of present employees of the college will not be hired for positions which would require one relative to supervise, evaluate, or discipline the other.

“Relative” for the purpose of this policy is defined as mother, father, brother, sister, husband, wife, son, daughter, mother/father-in-law, brother/sister-in-law, son/daughter-in-law.

MILITARY SERVICE

FSCC recognizes that the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities; therefore, the following practices are observed:

- Employment will not be denied because of service in the Guard or Reserve.
- Employee job and career opportunities will not be limited or reduced because of service in the Guard and Reserve.
- Employees will be granted leaves of absence for military service in the Guard and Reserve, consistent with existing laws.

EMPLOYMENT

According to the Fair Labor and Standards Act, there are two types of employees: exempt and non-exempt. An employee will qualify for exemption if he or she meets all the pertinent tests relating to duties, responsibilities, and salary. Exempt employees are exempt from both the minimum wage and overtime pay requirements. An exempt employee is not eligible for compensatory time. Non-exempt employees must keep an accurate timesheet recording actual hours worked. The supervisor must authorize any overtime.

The college staff is comprised of two major categories of employees: classified and professional (administrative, instructional, and support). Full-time instructional employees who have achieved tenure (three years of successful probationary employment) possess certain due process rights under the Kansas statutes governing public community colleges. Other professional (administrative and support) employees and classified employees may not be subject to the same regulations and guarantees as those governing tenured instructors.

Support Staff: A support staff employee is a non-exempt employee who is paid an annual salary based on the number of hours worked. Support staff employees report directly to their immediate supervisors.

Classified Personnel: A classified employee is an exempt employee who is paid an annual salary and does not complete time sheets. Classified employees report directly to their immediate supervisors.

Instructional: The instructional staff consists of full-time instructors, part-time instructors, daytime or evening adjunct staff, outreach instructors and coordinators.

Administration: Administrative personnel consist of the Vice President of Academic Affairs, Vice President of Finance and Operations, Dean of Students, Athletic Director, Associate Deans, Assistant to the President, Human Resource Director, and the Director of the Foundation.

TRAINING PERIODS

New classified college employees must serve a training period of at least 90 calendar days. The training period is considered a working test of the employee's ability to render satisfactory service. During the training period, the immediate supervisor must provide reasonable training and instruction necessary for the employee to learn the job. Performance expectations derived from the job description are to be established at the beginning of the training period and used as the basis for the review of performance progress.

STAFF & FACULTY MEETINGS

During the course of a school year, it is necessary that staff and faculty meetings be held. College personnel are expected to attend staff and faculty meetings that apply to their assignments.

PERFORMANCE REVIEWS

Periodic performance reviews are an integral part of continued professional growth and are used to foster increased communication between employees and supervisors. Performance reviews are to be completed at least annually for non-faculty employees. Classified employees are to be evaluated just prior to the end of their 90 calendar-day training period. Instructors receive evaluations according to the negotiated agreement. Employees will be asked to sign and date reviews at the time of the review.

EVALUATION OF FACULTY MEMBERS

To accomplish the above objectives of the college, three evaluation development components are utilized. These components are self-evaluation, student evaluation, and administrative evaluation. Although administration may conduct more frequent evaluations than mandated by statutes, required evaluations are scheduled as follows:

For instructors employed during the first three years, student evaluations will be conducted each semester; self and administrative evaluations with subsequent conferences will be conducted each semester.

For those instructors employed during their fourth and fifth years, student evaluations will be conducted no later than December 1 of the fall semester. Self and administrative evaluations with subsequent conferences will be conducted no later than February 15 of the spring semester.

For instructors employed five or more years, student evaluations will be conducted no later than April 15 of the spring semester. Self and administrative evaluations with subsequent conferences will be conducted no later than May of the spring semester.

The policy governing evaluation of instructional personnel is on file in the office of the Vice President of Academic Affairs and published in the faculty handbook.

Evaluation documents shall be available to the President, division chairs under whose supervision the instructor works, administrators who evaluated, the instructor, and others authorized by law.

The Vice President of the Academic Affairs has the overall responsibility of administering the faculty evaluation and development system. As such, the Office of Instruction shall implement the procedures as follows:

Student Evaluation of Instructor – The student reaction questionnaire will be administered according to the time frame outlined above. Administration of the questionnaire shall be handled by the Vice President of Academic Affairs. The faculty member involved shall be out of the classroom when the questionnaire is administered. A proctor will provide instructions to students, monitor and collect completed questionnaires, and return them immediately to the Vice President of Academic Affairs.

Self-Evaluation – A self evaluation will be completed by faculty members according to the time frame outlined above. The design of the questionnaire requires that faculty members provide written evidence to substantiate the rating given for each item on the self-evaluation questionnaire. The completed questionnaires will be presented to the Vice President of Academic Affairs during the evaluation conference.

Administrative Evaluation – The administrative evaluation will be completed by the Vice President of Academic Affairs according to the time frames outlined above. The design of the evaluation requires that the Vice President of Academic Affairs or designee provide written evidence to substantiate the ratings given for each item on the administrative questionnaire.

Evidence to support these items regarding classroom instruction will be obtained by the President of Academic Affairs through direct classroom observation.

Evaluation Conferences – An evaluation conference will be scheduled with faculty members according to the time frame outlined above. The evaluation conference will include discussion of the completed three evaluation components: student, self, and administrative and conclude with signature of participants. If the faculty member does not agree with the signed summary of the evaluation conference, he or she has the right to respond in writing not later than two weeks from the conference date.

NONRENEWAL OF TEACHING CONTRACTS FOR NON-TENURED TEACHERS

Reasons for nonrenewal shall not be stated either in writing or verbally in any notice of nonrenewal given to a non-tenured teacher. No hearing shall be offered to a non-tenured teacher except as provided by law. All administrative recommendations for dismissal and non-renewal given to the Board will be accompanied by a detailed documentation justifying any such recommendation.

COMPENSATION

Classified salaries are determined on a salary range, which accounts for the levels of difficulty, experience, and education required in the position. Individual classified salaries are also determined by considering the four factors below:

Market price – the salaries other employers pay for similar jobs.

Internal equity – the relationship between a given job and other jobs within the college pay range. Recruitment – the availability of qualified applicants.

Benefits – the value of the college's benefit package compared to the benefit packages offered by other employers.

Administrative and support salaries are determined on the basis of qualifications and experience, market price, internal equity, levels of responsibility, recruitment, and benefits. Full-time instructional salaries are determined by the rules governing placement on the salary schedule that is part of the existing negotiated agreement. Adjunct instructors have a pay scale based on the number of student credit hours generated in each class as well as with educational and experience data on file in the instruction office.

PAYROLL CHECKS

The budget year for classified and professional salaries begins on July 1 and ends the following June 30. The beginning of the year for faculty contracts is ordinarily in August or the first month of service. Payment for services is made on the 15th of every month. If the 15th falls on a weekend or holiday, payment will be made on the previous business day. Salary is paid by direct deposit to any legitimate financial institution of the employee's choosing, or may be paid by check. A monthly salary statement is given to each employee having direct deposit.

The statement will itemize deductions and other amounts that have been withheld from the paycheck. Items which are automatically deducted from monthly salary include applicable taxes, Social Security, group health insurance, and Kansas Public Employees Retirement, and 403-B. Complete descriptions of health benefits, deductibles, limitations, exclusions and other provisions are available from the Human Resource Office. Any employee who wishes to change withholding information, change a voluntary deduction, or who has a question concerning the payroll check should contact the Human Resource Office. All requests for salary deductions must be submitted to the Director of Human Resources during the enrollment periods established by the Board. Only those salary deductions authorized by law, negotiated agreement, or Board policy will be permitted. FSCC does not grant cash advances.

SALARY STATEMENTS

Salary statements will show itemized deductions and the amounts withheld from the paycheck. Items that are automatically deducted from monthly salary include applicable taxes, social security, group health insurance, and Kansas Public Employees Retirement Service for those eligible to participate in that benefit. Any employee who wishes to change withholding information, change a voluntary deduction, or has a question concerning his or her payroll check should contact the Human Resource Office.

SALARY INCREASES

Non-faculty employees are eligible for consideration for a pay raise after completing six (6) months of continuous employment with the college. Employees who transfer to a different position within the college will not be eligible for a pay raise until they have completed six (6) months in their new position, unless otherwise approved by the Board of Trustees. Employees will not be eligible for a raise before the six-month mark of their first day of employment unless specifically authorized by the Board of Trustees. Pay increases are not guaranteed and are based on several factors, including job performance, company

budget, and market conditions. The Board of Trustees reserves the right to review and adjust wages at its discretion.

Salary increases for faculty are determined in accordance with the terms and conditions set forth in the negotiated agreement between the teachers' union and administration. Any salary increases are subject to the provisions of the negotiated agreement and will be implemented in accordance with the agreed salary schedule.

INSURANCE

Employees are offered annual enrollment for medical, dental, and vision providers. The insurance plans follow the calendar year. Complete descriptions of health benefits, deductibles, limitations, exclusions and other provisions are available from the Human Resource Office or on the employee pages of FSCC's website.

KS PUBLIC EMPLOYEES RETIREMENT SYSTEM

FSCC contracted employees who work 630 hours or more are mandatory members of the Kansas Public Employees Retirement System (KPERS). An employee becomes a fully participating member immediately upon contracted employment. FSCC abides by the state guidelines for qualifying members. The State of Kansas contributes a percentage set by law each year. All members of KPERS also participate in the federal social security program. Life insurance and service-connected death benefits are provided to all eligible employees through KPERS. KPERS also administers long term total disability benefits for FSCC employees. Disability means total and permanent disability after 180 consecutive workdays missed (6 months) regardless of cause. The disability may be either physical or mental (two-year limitation on mental). Benefits are subject to coordination with Social Security, Worker Compensation and other employer-provided disability benefits. More information about KPERS can be found on the employee pages of FSCC's website.

SECTION 125 CAFETERIA PLAN

FSCC offers employees a way to pay for certain expenses with pre-tax dollars. These expenses include the employee's portion of the monthly health insurance premium, dependent care expense reimbursement, and unreimbursed health and dental care expenses. Certain restrictions apply to the salary reduction plan and careful planning is required to ensure the maximum pre-tax benefit. Even if employees are covered under the college's group health insurance, there are usually some out-of-

pocket expenses. Those medical expenses, as well as expenses for some types of medical services not covered by insurance, are eligible for reimbursement with pre-tax dollars through the Section 125 medical reimbursement plan.

VACATION

New employees accrue 80 hours of vacation time each year, earning 1/12th of the accrual each month. **No vacation leave is earned during a month when the employee is on “leave without pay” any time during that same month.** Administrative staff, directors, and employees of five years or more accrue 120 hours of vacation yearly, earning 1/12th of the accrual each month. An employee can carry over the amount accrued within a year to the following year; however, amounts exceeding the annual accrual total will be forfeited after August 1. A leave request should be completed on FSCC’s employee pages prior to taking vacation leave. Faculty, coaching staff, and part-time employees are excluded from vacation accruals.

PERSONAL TIME

Staff are granted 24 hours of personal time annually beginning July 1. Faculty are granted 48 hours of personal time annually beginning July 1. Mid-year employees hired on or after January 1 are given a pro-rated total of 12 hours. Personal time not used by August 1 will be forfeited. A leave request form must be completed online prior to taking personal time. If the leave is unforeseen, a leave request form should be completed immediately after returning to work.

ACTIVITY PASSES

Activity passes for full-time and immediate family members are available for college-sponsored events. Employees are urged to show interest in and attend as many college functions as possible. Employee attendance promotes enthusiasm for the overall college program.

TUITION

Employees and their immediate family members are eligible for scholarships which cover the cost of in-district tuition and fees. The scholarship recipient pays specific course fees and cost of books/supplies. Employee should complete the necessary scholarship form for themselves and/or their immediate family members. The form can be found on the employee pages. Employees should schedule classes that do not interfere with their regular working hours. The employee's supervisor and the appropriate vice president must approve any exception. The individual may choose not to apply for the employee tuition scholarship if he/she applied and qualified for another institutional and/or endowment scholarship of greater value. An individual may not receive two or more institutional/endowed scholarships with assistance greater than the value of tuition.

Adjunct instructors and their immediate family members (i.e. spouse and dependent children) are eligible for tuition scholarships for FSCC courses. The terms of the tuition scholarship are as follows:

1. The adjunct instructor must be teaching a class during the semester in which the course is taken.
2. The scholarship pays in-state tuition for a single course of up to 5 credit hours. For residents of other states, only the in-state tuition scholarship amount will be received; the adjunct instructor is responsible for the remainder of the tuition.
3. The scholarship recipient pays fees and cost of books/supplies.
4. To apply for the scholarship, adjunct instructors should complete the necessary scholarship form, available at the office of the Director of Admissions, for themselves or their family members.
5. The instructor's division chair/director and the appropriate dean must approve the scholarship application.
6. A scholarship recipient under the provisions of this policy may receive other institutional and/or endowment scholarships or financial aid. However, the individual may not receive total FSCC scholarship monies exceeding their tuition costs.

SICK LEAVE

Full time contracted employees accrue 80 hours of paid sick leave annually for illness of themselves or serious illness or death in the immediate family. Sick leave time may be carried over to a maximum total of 960 hours. Any amount in excess of 960 hours will be lost on August 1. For purposes of this policy, family member shall be interpreted to mean the spouse, child, father, father-in-law, mother, mother-in-law, grandparents, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchildren. An employee must report for duty at least one day at the beginning of his new

period of employment. A sick leave request form must be completed on FSCC's employee pages immediately after returning to work.

CLASSIFIED STAFF SICK LEAVE POOL

The intent of the Sick Leave Pool is to assist full-time classified employees who suffer prolonged illness or disability. The pool is intended to be used by participating full-time classified staff if they have exhausted their own sick leave, vacation, and personal days due to a catastrophic illness or injury to themselves. A classified staff employee may request special consideration for absences due to injury or illness of an immediate family member.

Definition of Catastrophic Injury or Illness – A catastrophic injury or illness is defined as a severe health condition (illness, injury, impairment, or physical or mental condition) that involves in-patient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider so severe in nature to have caused the administrative/institutional support or operational staff employee to

exhaust all of their leave (sick leave, personal leave, and vacation leave) provided under the applicable leave policy.

At the time the Sick Leave Pool is established and approved by the Board of Trustees, any classified staff employee wishing to participate in the Sick Leave Pool will be allowed to contribute two days to the pool. After the establishment of the pool, the following rules will apply:

The Sick Leave Pool is created by allowing full-time classified staff at Fort Scott Community College to contribute sick days from their accumulated sick leave. Classified staff will receive a Sick Leave Pool contribution form either before or with their April paycheck each year. Those wishing to contribute to the Sick Leave Pool should complete the form and return it to the Human Resource Department no later than May 5.

The Sick Leave Pool is managed/administered by a committee made up of classified staff employees of the Employee Relations SOAR committee. All recommendations for usage will be submitted by the committee to the College President for final approval.

Meetings to consider usage applications for the classified sick leave pool will be scheduled as needed.

In order to utilize the Sick Leave Pool, the classified staff members must have contributed a minimum of two days during enrollment opportunities. The sick leave pool committee will not entertain requests from staff members who did not contribute during the previous school year unless unanimously determined as an exception by the committee.

The minimum contribution by each staff member is two days, and the maximum number of days that may be contributed in a year is four days.

The Sick Leave Pool has a maximum level of 250 contributed sick days. The maximum level can only be increased by approval of the FSCC Board of Trustees. If the pool falls below ten days, an open enrollment can be determined by the College President.

Open enrollment is a condition whereby any full-time classified staff member may contribute a minimum of one day and a maximum of two days in order to increase the number of available days in the Sick Leave Pool. Open enrollment can only be called by the College President and will be limited to ten working days.

Under normal conditions, the sick leave pool committee may only award a maximum of ten sick days to any participating member within one school year. The committee may increase the maximum number of sick days available from the Sick Leave Pool, but only with an exception granted by the Employee Relations Sick Leave Pool Committee and approved by the College President.

Days contributed by pool members become a permanent part of the Sick Leave Pool and can never be directly refunded to the participant. Participating staff members may qualify for the use of the Sick Leave Pool days if they exhaust all their accumulated sick leave, vacation, and personal days. The Sick Leave Pool may not be used to cover a participant who is receiving pay or is eligible to receive pay from worker compensation, KPERS disability, or other disability insurance or assistance while unable to work. This Sick Leave Pool policy may be reviewed by the Board of Trustees, the Employee Relations Sick Leave Pool Committee, and the College President as they deem necessary. Applications for Sick Leave Pool considerations are available in the Human Resource department.

SABBATICALS

Sabbatical leaves without pay may be granted at the discretion of the Board. Sabbatical leave may be granted up to a year to any college faculty or administrative employee after five years of employment at the college. The individual granted the leave shall be assured the same or a similar assignment upon returning to the college. If advanced study results in a new professional classification, then the salary policy assigned to this classification shall apply, and the faculty members will advance on the schedule. In all cases, if the faculty member is gone during one academic year, he will be placed on the salary schedule as if his service had not been interrupted. Any employee desiring a sabbatical leave shall file written application with his dean at least ninety days prior to the first day of the requested leave, explaining in detail the length and purpose of the desired leave. The President shall present said request to the Board for approval.

EMERGENCY AND LEGAL LEAVE

Emergency and legal leave without pay may be granted by the President or appropriate Vice President. Emergency leaves with pay shall be granted at the discretion of the Board. No legal leave shall be granted with pay unless authorized by the Board. Legal leave means time away from the job for the purpose of prosecuting or defending a legal action or testifying in either a court of law or before an administrative Board. If the employee is a plaintiff in an action against the college, this rule shall not apply. Time away from the job for any such action shall be taken as provided herein and covered by other leave provisions as allowed by the college.

BEREAVEMENT AND SPECIAL LEAVE

Full time employees shall be entitled to three days' loss of time each year to attend the funeral of a friend or a relative who is not a member of the immediate family, or a wedding or graduation within the immediate family, or answer a subpoena to appear in court. Bereavement leave must be approved in advance by the supervisor. Loss of time under this provision shall be charged against the sick leave credit balance.

FAMILY AND MEDICAL LEAVE

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

The leave shall normally be unpaid leave. However, if the employee has vacation, personal, sick, or disability leave that is available for use, the paid leave shall be used first and counted toward the annual family and medical leave. The President will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

During the period of any unpaid family and medical leave the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the college on or before the payroll date. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable. Family leave may not be used intermittently or on a part time basis without the prior approval of the President. Upon the employee providing notice of need for leave, the employer will notify the employee of:

- The reasons that leave will count as family and medical leave
- Any requirements for medical certification
- Employer requirements of substituting paid leave
- Requirement for premium payments for health benefits and employee responsibility for repayment if employer pays employee share
- Right to be restored to same or equivalent job
- Any employer required fitness for duty certification

JURY DUTY

An employee called to jury duty may be paid regular wages if said employee endorses all jury duty pay over to the college, except for reimbursement for mileage and subsistence.

DISABILITY LEAVE

If an employee's illness or injury requires a leave of absence for more than 12 weeks, the College may, with satisfactory medical evidence, extend an employee's leave for an additional 14 weeks, or a total of 26 weeks in an 18 month rolling period. The college will grant the employee reinstatement to his/her job (assuming it has not been eliminated) at the end of the 26 week period if the employee can continue to perform the job with or without reasonable accommodation.

The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the employee or the employee's family is receiving through the college during this extended leave period, unless otherwise provided by law. Employees will not accrue paid time off while on Disability Leave.

While on Disability Leave, employees are required to report to their supervisor at least every thirty days regarding the status of their medical condition and their intent to return to work. Employees will be required to provide satisfactory medical evidence substantiating their need for continued leave.

If at the end of the Disability Leave, an employee is still not able to return to their job because they are unable to perform the job, either with or without reasonable accommodation, due to illness or injury, then the college may allow the employee to bid for any unfilled position that the employee is qualified for and capable of performing with or without accommodation. In all events, if an employee is unable to return to either their job or an unfilled position which they are qualified for and capable of performing, because of illness or injury for a period of twenty- six weeks within an eighteen month rolling period, the employee shall be separated from employment.

MILITARY LEAVE

FSCC is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights under this policy.

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for a period of not more than ten working days each year in order to participate in temporary military duty are entitled to as many as ten days unpaid military leave. All benefits will continue during an employee's temporary military leave.

Employees directed to participate in extended military duties in the U.S. Armed Forces that exceed ten working days will be placed on an unpaid military leave of absence status for a period of as long as five years and will be entitled to the rights and benefits described below:

The employee will provide his/her supervisor with notice within thirty days of the leave that he/she will be engaging in military service, including providing a copy of the orders directing the military duty unless the employee is prevented from doing so by military necessity. Failure to provide adequate notice may render the employee ineligible for the rights and benefits described in this policy.

The supervisor will notify the Human Resource Department of the request for leave and provide all information for the personnel file. An employee on extended military leave may elect to continue group health insurance covered for the employee and covered dependents under the same terms and conditions for a period not to exceed thirty-one days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial thirty-one day period, the employee and covered dependents can be covered under the terms of the health insurance provider. The Human Resource Department will collect any applicable insurance premiums from the employee prior to the leave.

Employees on temporary or extended leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.

When the employee intends to return to work, he/she must notify the Human Resource department within a reasonable timeline. Upon the employee's reapplication for employment, the employee shall provide documentation for military discharge that establishes timeliness of the application for reemployment. If the employee does not return to work, the supervisor must notify Human Resources so that appropriate action may be taken.

LEAVE WITHOUT PAY

Leave without pay may be granted only when all other forms of leave have been exhausted. Excessive absenteeism causes disruption to the duties of the position. Excessive absenteeism can result in disciplinary action.

WORKER COMPENSATION

The college participates in worker compensation as required by current statute. Under the Worker Compensation Law, employees are entitled to certain benefits if they are injured on the job or suffer from an occupational illness. If an employee sustains an injury or contracts a disease believed to be

related to employment, the employee must report it to the supervisor immediately. A report on the injury or disease must be completed in the Human Resource Office. Combined worker compensation and salary benefits under allowed sick leave or other available leave shall not exceed the employee's regular salary. To ensure benefits, claim forms must be filed in a timely manner.

UNEMPLOYMENT INSURANCE

Should an employee separate from FSCC, the employee may be eligible for unemployment compensation, depending on earnings during the past year, the nature of the employment, and the conditions of the separation.

CONSOLIDATED OMNIBUS BUDGET ACT

An employee whose employment terminates for any reason other than gross misconduct or whose hours are reduced is eligible for COBRA coverage. Coverage for the employee and eligible dependents may be continued for up to 18 months. A spouse and/or dependent children whose coverage terminated due to divorce, legal separation, or death of the employee is eligible for COBRA coverage for up to 36 months from the date of the terminating event. A dependent child whose coverage terminated due to loss of dependency status is eligible for continuation of group coverage under COBRA, extended for up to 36 months from the date of the terminating event. Any individual with COBRA coverage who becomes entitled to Medicare will no longer be entitled to COBRA coverage. If the employee has a family contract, the eligible spouse and/or any eligible dependents will be entitled to a maximum of 36 months of COBRA coverage beginning on the date the employee became entitled to Medicare.

WORK HOURS

Specific work periods will not exceed forty hours per week for classified employees. However, it is understood that staff members will devote whatever time is required. Most classified employees work from 8:00 to 5:00 p.m. Monday through Friday. The lunch schedule is not a part of the workload schedule.

Hours of work for professional employees will be determined in consultation with their immediate supervisors to meet specific responsibilities and client needs. Exempt employees are those who are

exempt from both the minimum wage and overtime pay requirements and who do not generally keep a timesheet recording actual time worked. An employee will qualify for exemption if he or she meets all the pertinent tests as defined by law relating to duties, responsibilities, and salary. An exempt employee is not eligible for compensatory time.

WORK HOURS FOR FACULTY

Responsibilities include classroom instruction, office hours, individualized instruction, counseling and advisement functions, supervising learning activities, and professional growth activities, committees, etc. Faculty members should refer to the FS-CAPE Negotiated Agreement for work hour requirements.

ABSENCE REQUESTS

An employee that will not be in attendance during scheduled office or class periods must complete an absence request form prior to the absence. Proper arrangements to cover scheduled classes and appointments are the employee's responsibility and should be cleared through the supervisor. In the event of an unanticipated or unavoidable absence, the employee is to notify the supervisor and submit the absence request form immediately upon return to work. Absence request forms are on the employee pages of FSCC's website.

FACULTY ABSENCES

When an instructor cannot meet with his/her class, he/she should immediately inform the Vice President of Academic Affairs or the instruction office assistant. The instructor should never cancel a class on his/her own initiative. All classes shall meet at the scheduled time for the full length of the class; classes should not be released early. The instructor is responsible for planning the learning activities to occur during his/her absence. In the event that a class is cancelled, students may be assigned out-of-class assignments. An absence due to sickness or other personal reasons will fall into the category of Sick Leave Regulations as stated in Board Policy.

WORK AND LUNCH BREAKS

Although work breaks are not mandated by federal or state law, they are recognized by FSCC as an important and necessary part of the workday. All staff are encouraged to take a lunch break of at least a half-hour in length each day as close as possible to the midpoint of the work shift. Lunch break is not considered a part of the work day. Each classified employee is to be offered a rest break not to exceed fifteen minutes in length for each half day worked. Supervisors have the responsibility to manage break schedules.

PHYSICAL ACTIVITY BREAKS

Employees will be allowed a thirty minute break per day to access physical activity opportunities on campus. Minute allotment cannot be used within an hour of the beginning or end of the work day. Coordination of physical activity break times will be at the discretion of the supervisor.

OVERTIME/COMPENSATORY TIME

Supervisors may require any non-exempt employee to work overtime hours in order to meet special or unusual business operation needs beneficial to FSCC.

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and must be compensated according to FLSA guidelines for all hours actually worked in excess of 40 hours in the standard workweek. In keeping with the overtime provisions of the Fair Labor Standards Act, all non-exempt employees must be compensated at time and one-half for all hours worked in excess of 40 within the standard workweek. The standard workweek is defined as 12:01 am Sunday and extending through the seven-day period at midnight the following Saturday.

In lieu of overtime payment, Fort Scott Community College may grant compensatory time off as set by FLSA regulations.

LIMITS AND REQUIREMENTS OF OVERTIME/COMPENSATORY TIME

1. All overtime must be authorized in advance by the employee's Vice President.
2. Overtime may not be worked as an option to accumulate hours in order to avoid using annual leave.

3. Compensatory time must be used first in lieu of paid vacation or sick leave.
4. Early arrival or late departure not authorized by the supervisor cannot be counted toward overtime/compensatory time.
5. Paid leave and compensatory time taken need to be noted on the employee's timesheet.
6. Accrued compensatory time may not exceed 80 total hours for overtime hours worked.
7. All compensatory time earned/taken will be recorded in the paid leave system.

EMPLOYEES

1. May not work extra hours without the permission of their supervisor.
2. May not accrue more than 80 total hours of compensatory time for overtime hours worked.
3. Shall complete their timesheet on a daily basis.

SUPERVISORS

1. Will be responsible for monitoring, documenting, and reconciling all overtime/comp time of employees under their supervision. This will be done on a daily basis as employees complete timesheets.
2. May require the employee to take time off during the workweek to prevent the accumulation of compensatory time.

VICE PRESIDENT

1. Will verify the compensatory time records at the completion of every month.

Compensatory time will be tracked as follows:

1. Hours in excess of 40 hours actually worked within the standard workweek will be compensated at time and one-half. Paid leave (vacation, sick, holiday, time off for professional development) or accumulated comp time taken is not counted as hours worked in determining compensatory time computation.
2. If used during the current workweek, compensatory time will be calculated hour for hour, not to exceed 40 hours per week.

Use of compensatory time:

1. Employee must have the supervisor's permission to use accrued compensatory time.
2. Permission is requested by completing a leave request 2 days in advance.

3. In most cases the supervisor will allow the employee to use compensatory time.

Payment of overtime:

1. The Vice President may elect to pay overtime occasionally for special events.
2. Written authorization by the Vice President is required for payment.
3. Occasional payment of overtime does not negate accruing of compensatory time.

Payment of compensatory time:

1. In the event an eligible employee accrues more than 80 total hours of compensatory time, the excess over 80 hours will be paid to the employee no later than the next regular pay day following the posting of accrued hours. Payment for compensatory time in excess of 80 hours will be made at the rate currently earned by the employee.

Employee's compensatory time may be paid in full upon the discretion of the college.

CLASS AND CAMPUS CLOSING DUE TO WEATHER

It is FSCC's policy to keep the college open for classes during bad weather. The decision to close campus will usually be made prior to 6:00 am on the day of classes. If classes are cancelled, notification will be submitted to the following radio and television stations. Notification will also be made via the college website, social media, and email.

Radio Stations to listen to:

- KESM - El Dorado Springs
- KKOW - Pittsburg
- KMDO/KOMB - Fort Scott
- KNEM/KNMO - Nevada

TV Stations to Watch:

- KOAM (CBS Channel 7)
- KODE (ABC Channel 12)
- KSNF (NBC Channel 16)

- KSHB (NBC Channel 41)

In accordance with federal wage-and-hour laws, when the College remains open, faculty and staff who cannot come to work because of bad weather must take personal or vacation leave.

If the decision is made to close a particular site, the President or designee of the College may call a holiday for employees at the respective location(s). Even though the site is closed, administrative personnel are expected to coordinate activities and perform duties as necessary and appropriate.

EMERGENCY CLOSINGS AND EXTENDED SCHOOL YEAR

The President may extend the regularly scheduled academic year or close the college because of the following types of circumstances which are stated by way of illustration and not by way of limitation: adverse weather conditions, building maintenance problems, personnel problems, public health reasons, and budgetary problems.

EMPLOYEE PUBLIC RELATIONS

Staff and Faculty members are regarded by persons in the community as agents of the college. Therefore, what constitutes good taste and judgment should guide them in all external relationships and contracts.

PRESS RELEASES

FSCC wishes to make every effort to secure publicity for those organizations or individuals whose accomplishments reflect favorably on the college. Please obtain and complete a Press Release Request Form from the Employee

Pages on FSCC's website detailing desired events to be published. Using the completed form, the Director of Public Relations will create an article for publication.

PUBLIC STATEMENTS AND COMMUNICATIONS

As an official agent of the College, the employee has an obligation to consider the implications a public statement would have on the general welfare and image of the College. All members of the faculty

and staff are encouraged to consult with the Director of Public Relations regarding news releases and/or advertisements.

PHOTOGRAPHY NEEDS

Any employee who needs photographs for publicity or other official college purposes, should complete a PR and Print Shop Campaign form on the Employee Pages of FSCC's website detailing such a need. A request should be completed with enough notice to allow ample time between the request and the need. Requests are approved and scheduled based on staff or student availability.

DRUG/ALCOHOL FREE CAMPUS

Alcoholic beverages and illegal drugs are prohibited on college property.

The possession, distribution, or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the FSCC campus, within the college buildings, or at any college- sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from the college.

FSCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of the other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained and social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. FSCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.

FSCC enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.

FSCC will provide an educational program for its students for the purpose of preventing alcohol and other drug abuse, as well as providing educational information to the academic community for them to make informed and responsible decisions concerning the use of any controlled substance.

FSCC will create an environment that promotes and reinforces: healthy responsible living; respect for community laws, campus standards and regulations; the individual's responsibility within the

community; and the intellectual, social, emotional, spiritual or ethical and physical well-being of its community members.

FSCC will provide opportunity for a reasonable level of care for alcohol and other drug abusers through counseling, referral, and treatment. The college is committed to a healthy environment for learning and living.

DRUG/ALCOHOL USE

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on college property, in any vehicle, or at any college sponsored event and attendance of college events while under the influence of drugs is strictly prohibited. Possession, distribution, or use of alcoholic beverages, including 3.2 beer, is also not allowed.

SMOKE FREE POLICY

Fort Scott Community College (FSCC) is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors on its campus, and hereby adopts the following smoke free policy. This policy applies to all FSCC employees, students, independent contractors, and visitors. "Tobacco and Smoke Products" include, but are not limited to, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or similar product containing lighted or heated tobacco and/or other plant material intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form, as well as electronic delivery devices that create an aerosol or vapor of nicotine or any other substance.

Fort Scott Community College campuses shall be entirely smoke free effective October 1, 2018. The Smoke free Policy applies to all FSCC facilities, properties, and vehicles, owned or leased by the college, regardless of location, including distant campuses, sites, and/or locations. Smoking and/or tobacco products as defined herein shall not be permitted in any enclosed place, including, but not limited to, all offices, vehicles, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within FSCC housing. Smoke products as defined herein shall also be prohibited outdoors on all FSCC campus properties, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.

It is the responsibility of all students, faculty, staff and visitors to observe, adhere to, and respect the College's Smoke Free policy. Students, faculty, and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the FSCC's goal of becoming smoke free and improving individual health and well-being.

This policy shall be enforced by the office of the President. Each violation is dealt with by the appropriate campus disciplinary procedures.

SEXUAL HARASSMENT

Please reference FSCC's Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third Parties Policy within FSCC's Board Policy found on the Employee Pages.

DANGEROUS WEAPONS AT THE COLLEGE

The possession and use of firearms, explosives, and other weapons are prohibited on the campus of Fort Scott Community College, with the limited exception of concealed handguns as provided in the policy. The purpose of this policy is to describe how handguns may be carried, stored, and managed on the campus of Fort Scott Community College in as safe a manner as possible. This policy is in accordance with the Kansas Board of Regents policy and state law, KSA 75-7c01, et seq., Fort Scott City Ordinance 9.4.01.0.

Geographic Applicability - This policy is applicable only within the geographic limits of the Fort Scott Community College campus. Campus is defined as any building or grounds or grounds owned by Fort Scott Community College or any building or grounds leased by Fort Scott Community College for college use.

I. Definitions:

Weapons

1. 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:
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried:
3. Any BB gun, pellet gun, air/C02 gun, any taser or similar electrical weapon that discharges, a projectile, blow gun, projectile stun gun:
4. 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 1/4 ounce;
5. Any incendiary or explosive material, (liquid solid, or mixture) equipped with a fuse, wick or other detonation device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray and /or direct contact stun guns shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that open 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 open or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. 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 designed for and used solely in the

preparation of service of food shall not be construed to be a weapon for the purposes of this policy;

9. Any martial arts weapon such as nunchucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person: or
11. Any other dangerous or deadly weapon or instrument of like character.

Handgun

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing ammunition or
2. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be a fired by the use of a single hand.

Firearm

C1. Any handgun, rifle, shotgun, and other weapon which will or is designed to expel a projectile by the action of an explosive.

II. Prohibitions and Restrictions to the Carrying of a Concealed Firearm Pursuant to Kansas Law:

Open carry of firearms by any means is prohibited. The carrying of any rifle, shotgun, or other long gun by any means is prohibited; it is a violation to openly display any lawfully possessed concealed carry handgun while on campus except when lawfully using the handgun in self-defense or when transferring to safe storage. Kansas law outlines the following restrictions to the concealed carrying of a handgun. Failure to comply with the following restrictions is a violation of college policy and Kansas Law:

1. Individuals in possession of a concealed handgun must be at least 21 years of age. [K.S.A. 21-6302(a)(4)];
2. A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safe operation the firearm.
3. A firearm cannot be fired in the corporate limits of a city, at a dwelling, structure, or vehicle in which a human is present, except in self-defense [K.S.A. 21-6308, 6308a];
4. A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
5. A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
6. A firearm cannot be carried by an individual with alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
7. A firearm cannot be carried by an individual who has been convicted of a felony crime. [K.S.A. 21-6304];
8. An automatic firearm cannot be carried [K.S.A. 21-6301(a) (5)];

9. Any cartridge which can be fired by a handgun and which has a plastic-coated bullet that has a core of less than 60% lead by weight, whether the person knows or has reason to know that the plastic-coated bullet has a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
10. Any device or attachment of any kind designed, used or intended for use in suppressing the report of any firearm is illegal [K.S.A. 21-6301(a)(4)].

III. Carrying Safety Requirements:

Any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun is wholly and solely responsible for carrying, storing, and using that handgun in a safe manner and in accordance with the Kansas law, Kansas Board of Regents policy and college policy. Concealed means completely hidden from view and does not reveal the weapon in any way, shape or form.

Whether on their person or in a personal carrier, every handgun carried by an individual must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

Handguns with an external safety must be carried with the safety in the “on” position. The handgun must be in the person’s custody and control at all times with safety mechanism engaged.

Handguns must be carried securely in a suitable carrier (backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items). The suitable carrier must at all times remain with the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or sitting the carrier next to or within the immediate reach of the individual.

IV. Campus Gun-Free Locations with Adequate Security Measures:

There are no college locations designated as gun free with permanent adequate security measures. The college may designate a specific location as temporarily gun free and use temporary adequate security measures as defined and required by law and Kansas Board of Regents policy. Appropriate notice will be given whenever this temporary designation is made.

V. Handgun Storage:

Handgun storage is prohibited at Fort Scott Community College except in the following circumstances: (1) in an individual's privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or, (2) in an individual's on-campus residential unit when the handgun is secured in a holster and in an approved storage device (see below).

Approved Storage Device

The college does not provide approved handgun storage devices to any person, under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device.

An approved storage device meets the following criteria:

1. Is of sufficient size to fully enclose the handgun while secured in an approved holster (as defined in Section III);
2. Is constructed of sturdy materials that are non-flammable;
3. Has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device. Devices secured exclusively with a key lock are prohibited;
4. Device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

Prohibited Storage

1. In any college classroom, lab, office, or facility;
2. In a residence hall, except in the residential unit of the individual who is at least 21 years of age, legally owns the handgun, and has the handgun secured in an approved storage device;
3. In a motor vehicle that is unlocked or when the handgun is visible from the outside of the vehicle;
4. In any other location or under any circumstance except as specifically permitted by this policy or the state or federal law.

VI. Violations Process:

All suspected weapons policy violations will be reported to the Fort Scott Police Department. Initial investigations will be conducted by college officials and the Fort Scott Police Department to determine if college of Kansas Board of Regents policy has been violated. If the investigation determines a crime has been committed, a separate criminal investigation will be conducted, unrelated to policy. If college policy has allegedly been violated, the matter will be

reported to the college administrative team. When there is probable cause to believe that a weapons policy violation has occurred, or continued possession and carrying by the alleged policy violator will create imminent danger to self or others, the Fort Scott Police Department have authority to disarm and/or temporarily confiscate a firearm and issue a restriction to not carry a concealed firearm on campus pending results of the investigation.

The President, or his or her designee, may take any temporary action as determined necessary to ensure the safety of the college and of its students and personnel. Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of the college who violates one or more provisions of the policy shall be subject to discipline in accordance with applicable college codes of conduct. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

DRESS CODE

Employees shall dress in business-casual attire Monday through Thursday. Casual clothing, including denim attire, can be worn on Friday. Employees' dress shall be in a manner that is not offensive in nature and provides a professional example for the students and community FSCC serves.

CHILDREN ON CAMPUS

Children of either staff, faculty, or students are allowed on campus only under the following conditions:

Staff/faculty/students who bring children to the FSCC campus assume all associated risks.

Children are allowed on campus only on a short term emergency basis; faculty who have children present on campus for more than two days in a row, for an extended portion of the day, may be asked to remove the child from the campus.

Children must ALWAYS be accompanied by a parent or guardian whenever present on campus. Children may not be left in the care of a faculty or staff member.

Children must be removed from the campus immediately if they become noisy and/or disruptive.

Children are allowed in classes on an emergency basis, but only at the discretion of the individual instructor. Instructors have the right to deny children in their classes, even on an emergency basis.

BUSINESS ETHICS POLICY - GIFTS, FAVORS, AND ENTERTAINMENT RECEIVED BY VENDORS

Employees shall not seek or accept for themselves or others any gifts, favors, or entertainment without a legitimate business purpose. A strict standard is expected with respect to gifts, services, discounts, entertainment, or considerations of any kind from suppliers. Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the college. As in all other facets of their duties, employees dealing with customers, suppliers, contractors, competitors, or any person doing or seeking to do business with the college are to act in the best interest of the college. Each employee shall make prompt and full disclosure in writing to their Dean of any potential situation which may involve a conflict of interest.

In the application of this policy, employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.

Gifts of small value from vendors such as calendars, pens, pads, knives, etc. (not to exceed \$100 in value).

Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event (not to exceed \$100 in value). These are not to be solicited by the employee and must be approved by the appropriate Dean.

Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc., are acceptable.

Day outings such as golf, fishing, and hunting are acceptable with prior approval from the appropriate Dean. The vendor must be in attendance, and participation by the associate's family members is not acceptable.

Use of vendor's facilities (vacation homes, etc.) by employees or families for personal use is prohibited. It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

Employees should not accept gifts from those under their supervision of more than limited value.

STUDENT FRATERNIZATION POLICY

For purposes of this policy, “fraternization” includes any amorous, romantic, and/or sexual conduct or relationship, consensual or otherwise.

While faculty and staff are allowed to foster appropriate relationships with students, fraternization (as defined above) between any employee of the College and any registered College student is strictly prohibited. This policy is not meant to discourage all student/employee interaction, but instead to promote healthy, productive, proper

relationships between students and employees that will allow for all parties to grow and for the overall mission of the College to flourish.

SEPARATION FROM EMPLOYMENT

Employee Notice

1. Contractual Employees: Notice from, and notice to separating contracted employees shall be in accordance with their individual contract, College policies and procedures, and/or any applicable Kansas Statutes.

2. Non-Contractual (“at will”) Employees/Voluntary: At least two (2) weeks prior to the final date of employment, the employee is asked to submit his/her signed letter of resignation to his/her supervisor, who will immediately forward it to the Office of Human Resources.

3. Non-Contractual (“at will”) Employees/Involuntary: The supervisor will coordinate the termination process with the Office of Human Resources prior to dismissing an employee to check on any possible legal ramifications. Prior to the dismissal, approval must be obtained from all direct and indirect supervisors, as well as the President or his/her designee.

Other requirements are typically as follows:

a. Dismissal for Cause: No advance notice to the employee is necessary if the employee is dismissed for cause, including but not limited to, gross misconduct. An employee who is involved in the College's disciplinary process whose job performance stagnates or deteriorates is considered to have provided cause. The supervisor, with guidance from the Director of Human Resources, will provide the separating employee with a written letter of termination. A copy of this letter will be forwarded to the Office of Human Resources.

b. Dismissal without Cause: A non-contractual (“at will”) employee may be terminated from

employment without cause upon written two (2) weeks' notice prior to the final termination date. The College may, in its discretion, substitute two (2) weeks' pay in lieu of notice. The supervisor, with the guidance from the Director of Human Resources, shall provide the employee written notice and forward a copy of such notice to the Office of Human Resources.

c. Position Elimination: The supervisor, with guidance from the Director of Human Resources, will issue a letter of intent to terminate at least two (2) weeks prior to the last day of employment when a position is being eliminated. A copy of the letter will be sent to the Office of Human Resources.

**Unique circumstances will be considered.*

PERSONNEL FILES

Personnel files kept by the college concerning employees shall be under the custodianship of the Human Resource Office. Individual personnel files are open for examination by the employee if the employee makes a request.

Custodians of employee records may also legally grant access to public records to a person who has made a written request for access for information and certifies that the intended use is acceptable. These records may contain application forms, resumes, transcripts, payroll and leave data, performance reviews, and other work- related documents.

Employees should notify the Human Resource Office of any change in address, telephone, marital status, number of dependents, changes in deductions for tax purposes, changes or additions in insurance coverage, additional training or education, or any other changes to ensure accuracy of the personnel file. Medical files that may be required pursuant to provisions of the Americans with Disabilities, Family Medical Leave, Bloodborne Pathogen control policies, or other federal and state mandates are maintained in confidential files apart from personnel files.

DISCRIMINATION GRIEVANCE PROCEDURE

Please reference FSCC's Equal Opportunity, Harassment, and Nondiscrimination for All Faculty, Students, Employees, and Third Parties Policy within FSCC's Board Policy found on the Employee Pages.

DRUG AND ALCOHOL TESTING - TRANSPORTATION

All employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Regulations necessary to implement the testing program shall be on file. Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations. Compliance with the required elements of the testing program is a condition of employment.

TRAVEL EXPENSES

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of college personnel when it aligns and supports the college mission. Travel requests need approved in advance by the appropriate Director, Dean, Vice President, or designee. All college travel must be submitted no later than 10 days in advance by follow the Travel Procedure set forth by the Business Office. A Travel Request Form along with accompanying purchase order must be approved and a purchase order number assigned before travel is made.

Purchases and/or travel expenses made without an approved purchase order (in advance) shall be paid for by the employee.

It is the responsibility of the employee to comply with the Travel Policy and Procedures. The appropriate supervisor will be responsible for accurately reviewing travel documents, for compliance with policy and following all procedures. Propriety should be exercised when incurring travel expenses. Expenses incurred while in official business travel status will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that do not comply with procedures are the responsibility of the traveler. Employees are expected to be fiscally responsible at all times during travel.

If the employee expects to miss class or other assigned duties, a suitable replacement must be provided or procedure for making up the class time missed before approval for the trip is given.

TRAVEL CREDIT CARD EXPENSES

Credit cards will be checked out through the Business Office on a per trip basis and are to be used for transportation, parking, hotels, food and emergency use only. Itemized receipts for meals will need to be provided to the Business Office no later than 5 days after travel occurs. If a receipt is lost, the employee must complete a *Lost Receipt Affidavit*. The affidavit requires the employee to list the itemized expenses and sign (certify) the document. The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages, tobacco products and personal items

TRAVEL TRANSPORTATION

All employees should follow the College Vehicle Use policy located in the Board Policy. College fleet vehicles should be used for travel unless a fleet vehicle is not available. If a fleet vehicle is not available, the employee may request to use a personal vehicle. An employee may use a school fuel card on a personal vehicle only if a college vehicle is not available and the employee has prior approval through the Travel Request Form.

TRAVEL MEALS

Meals will only be reimbursed by the college if:

- The employee is traveling away from home on college business, and the period away from home requires an overnight stay.
- The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on the receipt along with the purpose of the meeting.

The following items are not reimbursable:

- Beverages, snack items, and desserts not purchased with or as a meal
- Tips in excess of 20%
- Alcoholic beverages

Meals are allowable if traveling between the following parameters:

- Breakfast – if leaving before 6:30 a.m.
- Dinner – if returning after 7 p.m.

Meal rate is calculated and adjusted on a yearly basis. The current meal rate can be found on the Travel Request form or by contacting the Business Office.

If the employee is staying the night at a hotel and the hotel offers a free continental breakfast, a breakfast meal will not be reimbursed.

*Specific grant funded travel may be allowed a per diem rate for travel expenses. See the Grant Handbook for travel policies that pertain to grant funded travel.

VIOLATION NOTICES

A supervisor and/or the Business Office may issue a *Violation Notice* for misuse of travel funds such as charging items to the credit card that is not allowed, more than 2 *Lost Receipt Affidavit* forms in a 6-month time frame, not having prior purchase order approval, etc. Employees receiving more than one violation notice may be placed on a plan of improvement for misuse of the Travel Policy and Procedures. This may result in having travel and purchasing opportunities revoked.

EMPLOYEE LIABILITY INSURANCE

To the extent permitted by law, the Board may insure all employees against any legal action arising out of the performance of any authorized duties. However, if any such policy is purchased for either the Board or any other employee, the Kansas Tort Claims Act requires that such insurance cover all employees.

CONTRACTS AND LEASES

No individual has authority to enter into contracts and/or leases, or in any other way obligate Fort Scott Community College for procurement indebtedness, unless specifically authorized to do so by the Board of Trustees. The intent of this policy is to cover contracts not covered by the Board policies on purchasing, personnel, or other areas where formal policy exists.

CREDIT CARD ACCEPTANCE AND SECURITY POLICY

All college personnel accepting credit cards for payment of services or goods must protect and secure all credit card data collected, regardless of how it is stored (physically or electronically, including but not limited to account information and correspondence).

All department heads and personnel should strictly observe and enforce this policy to ensure that FSCC customer information and privacy is protected and to assure compliance with the Payment Card Industry Data Security Standard (PCI DSS). The compromise of any cardholder information

should be reported immediately to the Director of Business Operations (ext. 5080) or the Dean of Finance & Operations (ext. 5130). FSCC's IT Department will be advised if deemed to be a technical compromise.

Data is considered to be secured only if the following criteria are met:

- Only approved processing software programs and hardware with secure communication protocols and/or encrypted connections are used for the processing of electronic transactions.
 - Departments requesting merchant capabilities are required to complete and submit an application to the Director of Business Operations.
- Access for credit card and/or electronic payment data and processing should be limited to essential personnel who completed the TrustKeeper's Security Awareness Education.
- Email is **not used** to transmit credit card payment information.
 - If the use of email is necessary, only the last four digits of the credit card number are displayed through the Elavon Virtual Merchant System.
- Fax transmissions, (both sending and receiving) of credit card and electronic payment information is strongly discouraged. If necessary, transmissions are strictly limited to those fax machines whose access is secured and restricted to authorized individuals only.
- All transactions must be processed immediately and documents containing cardholder and card information must be shredded.
 - The card-validation code of a credit card is never stored in any form.
 - All but the last four digits of any credit card account number are masked if credit card data is displayed.
 - All credit card and electronic payment data that is no longer deemed necessary or appropriate to store is destroyed or rendered unreadable.
 - The processing and storage of personally identifiable credit card or electronic payment information on college computers and servers is prohibited.
 - Credit card or electronic payment information is never downloaded onto any portable devices such as USB flash drives, compact disks, laptop computers or personal digital assistants.
- No credit card receipt, document, or correspondence of any kind, referencing the transaction shall include more than the last four digits of the account number or the month and year of the expiration date.

- No college employee, contractor or agent who obtains access to credit card or other personal payment information may sell, purchase, provide, or exchange said information in any form to any third party other than to the college's acquiring bank, depository bank, Visa, MasterCard or other credit card company, or pursuant to a government request.
- All requests to provide information to any outside party must be reviewed and approved in advance by the Dean of Finance & Operations, Director of Business Operations or their designee.

WEB PAGE PUBLISHING POLICY

The purpose of the FSCC website is to provide external and internal information about FSCC's mission, services, events, and programs. In addition, web pages may be used to provide access to educational resources, informational tools, navigational aids, and to further the professional growth and development of the faculty and staff. A request should be completed in the Employee Pages and with enough notice to allow ample time for the request to be completed. All requests must meet current ADA standards for Accessibility.

COMPUTER HARDWARE AND SOFTWARE NEEDS

FSCC computers are replaced for full-time faculty and academic labs on a rotating basis. The IT Department will review the list of machines to be replaced. All other computers, printers, and other devices are considered "departmental" and are paid for by the individual departmental budgets.

If additional equipment is needed on an emergency basis, employees should complete the online request and contact the Director of IT to see if a temporary replacement device is available.

IT should be contacted prior to the purchase of any software for public computer labs. IT will be responsible for ensuring that the requested software will work with existing hardware and software in the lab.

ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

Fort Scott Community College, through the Information Technology Office, provides computing resources and worldwide network access for legitimate academic and administrative purposes. Individuals utilizing FSCC computer and network resources are expected to be aware of specific policies governing their use, and should act responsibly while using shared computing and network resources. This applies not only to College employees and students, but also to 3rd party individuals or entities granted access to FSCC network resources.

At times, FSCC may elect to provide network access to individuals or entities operating inside our facilities. These arrangements will be made to further the academic vision and mission of FSCC and all use by these outside entities will be subject to the following policies and restrictions. All policies are subject to change as the computing and network environment evolve.

EACH PERSON USING FSCC COMPUTER AND NETWORK RESOURCES SHOULD:

- 1. Abide by common security measures implemented to protect FSCC information, data, and systems.**
 - a. Examples of adhering to these measures include, but are not limited to:
 - i. Periodic establishment of new passwords for your computer accounts.
 - ii. Protecting the confidentiality of passwords.
 - iii. Limiting use to only the registered account owner.
 - b. Examples of misuse include, but are not limited to:
 - i. using a computer account and/or obtaining a password that you are not authorized to use
 - ii. using the FSCC network to gain unauthorized access to any computer system.
 - iii. Leaving a list of personal passwords in an unsecured location (i.e. sticking on monitor).
 - iv. Sharing your username and / or password with another (including work-study or other FSCC employees).
- 2. Clearly and accurately identify yourself in electronic communications.** Using any methods to Conceal or mask the identity of electronic communications will constitute a violation of this policy.
 - a. Electronic communications shall include but not be limited to:
 - i. Email
 - ii. Instant messaging
 - iii. Bulletin boards
 - iv. Web postings
- 3. Use computer and network resources efficiently.** Usage of high-bandwidth applications should not be allowed to interfere with other legitimate purposes.
 - a. Installing and playing network games are prohibited unless part of an established curriculum.
 - b. Kazzaa, Limewire, Bearshare, Frostwire, Bittorrent, Gnutella and other "peer-

to-peer" file sharing applications are prohibited for anything other than legitimate, lawful purposes.

i. Legal use may include, but not be limited to:

1. Downloading software patches direct from the software publisher via Bittorrent
2. Downloading Linux ISO images via Bittorrent

ii. Prohibited uses may include, but are not limited to:

1. Downloading copyright protected music (in violation of federal copyright law)
2. Downloading copyright protected movies (in violation of federal copyright law)
3. Downloading copyright protected software (in violation of federal copyright law)

c. Other examples of inappropriate use include deliberately wasting computer resources by sending unsolicited email and sending "chain letters" or engaging in "pyramid" schemes.

1. **Ensure that others are free from harassment or intimidation.** This includes, but is not limited to, harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.

2. **Ensure that the use of computer and network resources is academic or research oriented.** Use of FSCC computer or network resources for personal profit or commercial gain is prohibited.

- a. The exception is in the instance of 3rd party entities that have been granted network access by FSCC administration.
- b. These entities may, by their nature, be viewed as using the network for commercial gain, but use is still restricted to the activities that are approved by FSCC administration. These activities will be in line with FSCC goals and missions and in support of the FSCC community.

3. **Respect copyright and intellectual-property rights.** Users must adhere to all federal and state copyright laws, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.

4. **Respect College property.** Misuse of College property includes, but is not limited to,

- a. Theft or damage of equipment or software,
- b. Knowingly running or installing computer viruses or password acquiring programs.
- c. Attempting to circumvent installed data protection methods
- d. In any way attempting to interfere with the physical computer network/hardware, or attempting to degrade the performance or integrity of any campus network or computer system.

5. MISUSE OF COMPUTING AND NETWORK RESOURCES OR NON-COMPLIANCE WITH WRITTEN USAGE POLICIES MAY RESULT IN ONE OR MORE OF THE FOLLOWING CONSEQUENCES:

- a. Temporary deactivation of computer/network access
- b. Permanent deactivation of computer/network access
- c. Termination of contractual agreements between FSCC and the 3rd party entity.
- d. Expulsion from school or termination of employment
- e. Legal prosecution under applicable Federal and State laws
- f. Possible penalties under the law, including fines and imprisonment

SOFTWARE COPYRIGHT LAWS: NONE

College employees are required to comply with all copyright laws and college policies and procedures governing the use of software products. When software is used on a disc-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted software shall not be made or used on college equipment.

Unauthorized copying, use or disposal of software shall be considered as a violation of college policy. Procedures to manage the use of the college's software resources shall be maintained by the Information Technology Department. No software shall be installed on college computers unless authorized by the Information Technology Department.

TELEPHONE CALLS

The College switchboard is open from 7:30 a.m. to 4:30 p.m., Monday - Friday. All incoming calls are handled through the switchboard. Local outgoing calls, operator assisted calls, and information calls can be placed from any desk phone, without switchboard operator assistance. If you need assistance, dial "0" for the College switchboard operator.

PRINT SHOP

FSCC's Print Shop can duplicate and print a variety of projects for college events or use. All printing requests must be made in the Employee Pages on the website and by choosing PR and Print Shop Campaigns. Please allow 10 working days for most print jobs and 3 weeks to a month for large

outsourced jobs such as calendars. The Print Shop Director will communicate all delays in production if delays are beyond the Print Shop control.

POSTAGE

All mail needs to be dropped off at the switch board or bookstore before 3:15 pm.

Mail dropped off at this time will be mailed at 4:30 p.m. the same day. Mail deposited after 3:15 p.m. will be mailed the next business day. Please keep the following in mind when preparing mail:

- All postage will be charged against an employee's individual budgets.
- Be sure an employee's name or department is on the mail piece by the return address on each letter to be mailed. If the mail is not labeled by department, it will be opened and returned to the person who sent it.

PACKAGES

Outgoing packages should be brought to the bookstore ready to mail. Large or heavy packages over ten pounds should be taken to the bookstore to be sent by FedEx. When an employee orders items to be delivered to the college, the package should be sent to the employee's attention. Failure to do this will delay appropriate delivery of the package once it is on campus. All packages will be available for pickup in the bookstore or teachers' lounge in Bailey Hall.

COLLEGE VEHICLE USE

Off campus use of FSCC vehicles shall be regulated by current law and insurance regulations and limited to FSCC sponsored/co-sponsored activities, FSCC community service projects, organizations or educational facilities within FSCC service area. Scheduling of cars, buses, and equipment to be used off campus is done by the Director of Logistics. Individual Directors, Vice Presidents, or designees will approve all trips. All college-owned vehicles will be inspected regularly by the Director of Logistics. Any student or other person riding in college vehicles who violates the rules of the college will be reported to the proper administrative official. The latest driver of a vehicle is to report any defect found in a college vehicle to the Director of Logistics to be repaired as soon as possible.

All drivers shall register valid driver licenses upon hire and renewal with the Director of Logistics. Employees whose job responsibilities set forth the expectation of driving College vehicles must provide a copy of a current driver's license to the Director of Logistics. The driver's license and insurance review may disqualify the person from operating a vehicle for College business and may jeopardize his/her employment if it is dependent on vehicle operation. Drivers shall provide an updated motor vehicle record (MVR) to the Director of Logistics for further insurance review after at-fault accidents and moving violations. If a driver's license is suspended or revoked at any time, the driver shall report such suspension or revocation to the Director of Logistics and shall not drive a school vehicle until restored to good standing. Recorded violations that exceed the following will be justification for denying authorization to a requesting driver. Where it is indicated that proof is necessary to lessen the restriction, acquiring and presenting that proof is the responsibility of the requesting driver.

Restrictions are based on the previous 12 month driving period and are in effect until the restriction period has expired.

Speed in excess of the maximum posted

- Two citations-one or both less than 10 mph above the maximum posted - six months
- Two citations more than 10 mph above the posted or three or more citations at any speed - one year.

Accidents

- Proof of citation showing no one at fault – no restriction (provide copy of police report or proof of payment by the other insurance carrier to show a nonchargeable accident)
- One accident where found at fault - six months
- Two accidents either at fault or not at fault - one year

Any authorized driver charged and ultimately convicted for driving while intoxicated (DWI) or driving under the influence (DUI) while operating a vehicle is subject to immediate loss of driving privileges, and, if alternate duties cannot be assigned, will be subject to termination.

KEYS

Employees will receive a key to the building in which their classrooms and offices are located. Employees will be expected to sign for keys and return them to the Maintenance Department when leaving employment. If keys are lost, Maintenance should be notified immediately. The supervisor will notify the Maintenance Department who needs keys and what keys are needed. After Maintenance has been notified, the keys will be cut and the faculty or staff member may pick them up from the Maintenance Department. If keys for any other area of the campus are needed, a written request must be made to the employee's supervisor. The supervisor will then either approve the request and forward it to the Maintenance Department or deny the request. Approved requests will be processed and the employee will be notified when the key or keys are ready.

OFFICE SUPPLIES

Office supplies may be picked up in the Print Shop. Small orders can be sent through campus mail but large orders must be picked up by the employee or workstudy. If the Print Shop does not have the office supplies needed, an order can be placed. The cost of these supplies will be charged against the employee's departmental budget.

MAINTENANCE OF ROOMS

Any complaints or requests concerning the maintenance of classrooms or offices should be submitted in a work order through the Employee Pages ticketing system. Any work or remodeling to be completed must also be submitted in a work order, approved by the appropriate supervisor, and sent to the Director of Facilities and Operations to be approved, scheduled and completed if funds are available.

OPERATING BUDGET SYSTEM

The Board delegates to the President the authority to develop a budget preparation system which will ensure maximum fiscal and educational value for each dollar spent and provide data and a basis for the interpretation of data. The budget will be prepared by the President in cooperation with selected college employees and shall reflect the mission of the college. A preliminary draft of the budget will be submitted to the Board on or before the July Board meeting each year. The Board encourages detailed cost analysis studies of all programs that are funded by the college's budget. The Board will establish priorities for the college on a short term, intermediate, and long range basis. The President shall establish deadlines and time schedules and the college shall follow the adopted budget.

BUDGET HEARINGS AND REVIEWS

The Board will conduct budget hearings according to state law. All budget reports, cover letters, and copies of the draft budget will be available to the public upon request.

EMPLOYEE INVOLVEMENT IN BUDGET PLANNING

To assist in budget preparation, departments must make a reasonable estimate of their budget for the ensuing academic year. Employees may be requested to restrict their purchases within the budget to a percentage basis contingent upon full funding at a later period. Requests for special equipment not normally within the departmental budget should be made to the division chairperson or supervisor, and then to the appropriate dean. Such requests are subject to prioritization and availability of funds.

BONDED EMPLOYEES

The Board shall purchase a blanket or surety bond for all college employees in the following special positions: Dean of Finance - \$50,000; Treasurer - \$50,000; Cashier - \$25,000; Cashier - \$5,000.

INVENTORIES

An account will be made annually for all property, real and personal, owned by the college with a copy of the inventory kept by the Vice President of Finance and Operations. Each College supervisor has the responsibility of taking an inventory of college owned property in all buildings under his/her supervision, using a plan developed by the Dean of Finance and Operations, and using the college's system of marking new inventory. All inventory records shall be updated annually, showing deletions and additions of college owned property, estimated value, estimated original cost, date of purchase, serial numbers, location, and condition of each piece of property. Instructors shall identify new equipment so that the information can be recorded.

CONFERENCE ATTENDANCE

Each faculty member is advised to attend at least one conference, workshop, or presentation in his/her teaching field. Requests for attendance and reimbursements are submitted to the Vice President of Academic Affairs and submitted at least one week before the trip. Advances for expenses are made only in cases where a staff member is paying the expenses for a group such as athletic teams, a study activity group which has its own account with an adequate balance, or the cost of the trip plus expenses exceeds \$30.00. If the faculty member expects to miss class or other assigned duties, a suitable replacement will have to be provided or procedure for making up the class time missed before approval for the trip is given.

COMMENCEMENT ATTENDANCE

The philosophy of Fort Scott Community College places the student first and foremost; therefore, full-time and part-time faculty are encouraged to attend commencement exercises to demonstrate that concern for the student does not end in the classroom. Faculty members are expected to be appropriately attired for this event.

ATTENDANCE AT COLLEGE FUNCTIONS

Implied in the designation "community college" is the requirement that instructors in this type of institution be willing to give more freely of their time than is the case of the traditional liberal arts college. There is no policy

that members of the teaching faculty attend all college functions; but they are urged to be aware of their obligations and attend as many functions as time and opportunity allow.

BUILDING AND EQUIPMENT

Instructors are responsible for locking their room and office, turning out lights when they are not in use, and maintaining the property in their room and office. An attempt should be made to keep papers off the floor and chairs in an orderly arrangement in the classroom. Students will cooperate in good housekeeping if properly inspired. Instructors should report to the Director of Facilities and operations any conditions outside of routine maintenance that need attention; they should not contact custodial staff personally. The Director of Facilities and Operations should also be notified

if custodial duties are not done satisfactorily. All remodeling should be discussed with and approved by the appropriate Vice President, and a work order should be submitted.

SPONSORS OF STUDENT ORGANIZATIONS

Faculty members are expected to give guidance to the organizations and activities of which they are sponsors, and to approve any activities scheduled by the officers of that group. New organizations should submit the following information to the Dean of Students: a) name, b) purpose, c) constitution, and d) name of faculty sponsor. Faculty sponsors will ensure that plans for any activity in question conform to general college policy and are approved by the Dean of Students. Faculty sponsors will not permit students to undertake projects which will consume an undue amount of the students' time. Scholarship standards, workloads and the health and safety of the student should take precedence over all student activity participations. The faculty sponsor will delegate as much responsibility as possible to students, but he/she should be sure to identify procedures for filling this responsibility. Sponsors of plays, assembly programs, and other forms of entertainment will have full knowledge of its content and manner of presentation. Material presented can be controversial but should be in good taste. It is the responsibility of the faculty sponsor or an authorized representative to be present at all events scheduled by the group for which he/she is sponsor. The sponsor will see that chaperones are secured when necessary. The sponsor will also work with the Public Relations Office to ensure that proper publicity is secured. Sponsors will hold organization treasurers responsible for complete and accurate records. A financial statement shall be submitted monthly by the treasurer of the Activity Fund to organization sponsors and treasurers showing the total receipts and disbursements as well as the old and new balance for the month. Before any organizational money is spent, an officer, preferably the president, and the sponsor must give their approval. Use of Administration Office supplies such as paper clips, scotch tape, etc., is discouraged without the appropriate Dean's permission.

Requisitions will be filled out for all orders and purchases. Faculty sponsors who use school equipment in a location outside the school's confines will fill out a request form. If equipment is moved to another location in the building it is expected that the equipment be returned to its proper location after use. If the period of usage is over an extended period of time (longer than over night) there must be a notice at the former location as to where the equipment can be found.

EXTRA DUTY ASSIGNMENTS

Cooperation among all staff members is necessary to provide adequate supervision and sponsorship of the student activities in the College. Club and student organization supervision and sponsorship duties

may be selected by the instructors who may be compensated for their services in accordance with the rate established by the Board of Trustees.

FIELD TRIPS

Field trips that require students to miss class should be kept to a reasonable minimum. Authorization for the trip must be secured from the Vice President of Academic Affairs and travel authorization forms completed electronically. An instructor can only be reimbursed at the college rate for use of his/her own vehicle if no FSCC vehicles are available and he/she is properly insured according to Kansas statutes. Absences from classes for field trips may be excused by following these procedures:

- In advance of the trip, the faculty sponsor of the trip must submit a list of the participating students to the Vice President of Academic Affairs.
- Following approval by the Vice President, the sponsor then submits the lists of students to the Dean of Students for distribution to each faculty member at least one week in advance.
- *Students should not be penalized by other instructors for such approved absences.*

GUEST LECTURES

A faculty member who wishes to invite a resource person to appear before his/her classes or any other group of students (such as a student club) under his/her sponsorship should contact the Vice President of Academic Affairs in advance. The instructor should interpret this procedure as a formality, as it can be expected that only in the rarest instance will clearance be withheld. To protect himself/herself as well as the college from possible embarrassment, the instructor is asked to observe this procedure. Instructors are encouraged to use persons of the community as institutional resources for their classes. Such services to the college will, in general, be considered as a public service on the part of the resource person and will not normally be compensated. Unusual circumstances, however, such as repeated or lengthy appearances or when such persons must travel from outside the college district, may entitle the person to special compensation. In such cases, the instructor will submit a form to the division requesting the use of a resource person requiring compensation and shall receive approval prior to making final arrangements with the resource person.

SCHEDULING SPECIAL EVENTS

All college-sponsored activities should be cleared through the Dean of Students and the Vice President of Academic Affairs. When special facilities are needed, the Vice President of Finance and Operations must also be contacted.

WORKSTUDY HELP

Departments may be provided with workstudy assistance by requesting such a position through the Financial Aid Office. The assistance is provided by the College Work-Study program and can be funded either by federal or institutional funds. Due to the fluctuation of the amount of monetary funds available to these programs, there are a limited number of positions which can be designated, so an early request is suggested.

Every year there are different needs so no position is automatically given. Each new academic year you need to request your desired workstudy position and give a written description of the duties for the job you are requesting. By accepting this support you obligate yourself and your employee to do the proper paperwork for the financial aid office and will be responsible for completing and signing the weekly time sheets. Students cannot work during the time that they are enrolled in and are attending classes.

SUMMER SESSION ASSIGNMENT

Summer session assignments are established by the Division Chairpersons in October, when the summer schedule is finalized, to determine how many faculty are interested in teaching during the summer sessions.

SUPPLEMENTAL/OVERLOAD CONTRACTS

Supplemental or overload contracts are approved by the Vice President of Academic Affairs and may be issued to part-time instructional staff and those faculty members whose instructional load exceed 15 credit hours on a semester basis. Compensation is based upon the number of students officially enrolled as determined by the certification roster and the number of credit hours of the

particular course. For overload contracts, total enrollment will be divided by the number of courses taught in the semester to determine class average. If class sizes averages 10 or greater, overload courses will be paid at the full rate for full time instructors. Eight shall be the minimum enrollment number for online courses. Should enrollment fall below 8 students, instructors are compensated on a prorated basis.

TEACHING LOAD AND RELATED RESPONSIBILITIES

Please refer to the FS-CAPE Negotiations Agreement for teaching load and related responsibilities.

USE OF DANGEROUS EQUIPMENT AND MATERIALS

Public institutions may be held liable for injuries sustained by persons using dangerous equipment and materials on the institution's premises. For this reason it is essential that the instructor exercise every precaution to see that such equipment and materials used in his/her classes are handled only when he/she is present. Each instructor is responsible for familiarizing himself/herself with the safety procedures and regulations attendant to the conduct of his/her assigned class schedule.

WORKSHOPS/OUTSIDE GROUPS

All proposed workshops and any events involving groups from outside the college must be cleared through the Vice President of Instruction or Vice President of Finance and Operations. Workshops involving college students must be cleared through the Dean of Students.

TUTORING STUDENTS

In the absence of a formal policy governing the tutoring of students, instructors may make such arrangements as are mutually acceptable to the student and himself/herself. Students may also access tutoring through the Student Success Center.

DIVISION CHAIRPERSON

The Division Chairperson handles the flow of communication between the Administration and his/her respective Division. The Division Chairperson assumes routine administrative responsibilities for the Division, such as class scheduling, division budget preparation, and coordination of school policy. See the Division Chair job description for further details about Division Chair responsibilities.gb

FACULTY/STUDENT BULLETINS

Faculty/Student Bulletins are published and distributed each week during the Fall and Spring semesters; generally on Monday mornings or the next day should there be a scheduled or unscheduled school closing. Anyone desiring to include items in this bulletin should submit the information to the Digital Content Specialist the Friday before the announcement is needed.

TEACHING CONTROVERSIAL ISSUES

The teaching staff is encouraged to keep abreast of current and innovative teaching methods. Experimentation is encouraged in the area of teaching methods. If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide, however, that adequate preparation on the part of students and instructor take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that instructors ensure that all issues, facts, and questions regarding any controversial subject are thoroughly studied. Instructors should be aware that controversy may spring from the most innocuous beginnings and be prepared to the best of their ability. Included in the area of controversial subject are ideas, words, movies, still pictures, religion, books, socioeconomic aspects of life and political policies, theories and platforms.

TEACHING ABOUT RELIGION

Instructors may teach about religious literature and history but are prohibited from criticizing, expounding or ridiculing a religion. The Bible may be used to teach about religion, but use of the Bible is prohibited if used to teach a particular religious doctrine other than as outlined above. Students and staff members may be excused from participating in practices contrary to their religious beliefs. No public funds will be spent by the Board in the form of wages or salary for any

college employee to sponsor any religious activity or to pay expenses of any student or employee to attend any religious activity or conference. The use of religious symbols, such as a cross, menorah, crescent, Star of David, crèche, symbols of Native America religions or other symbols that are a part of a religious holiday, is permitted as a teaching aid or resource, provided such symbols are displayed as an example of the cultural and religious heritage of the holiday and are temporary in nature. The college calendar should be prepared so as to minimize conflicts with religious holidays of all faiths. Emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced, thorough study of these areas. Such studies should not foster any particular religious tenets or demean any religious beliefs.

ACADEMIC FREEDOM

The Board of Trustees and the Fort Scott College Association of Professional Employees (FS-CAPE) agree that academic freedom is essential to the fulfillment of the purposes of the college. They acknowledge the fundamental need to protect from any censorship or restraint the status of Professional Employees which might interfere with their obligation to pursue truth in performance of their functions.

Professional employees are entitled to freedom in searching for better ways of instructing and in publishing about their methods of instruction, subject to adequate performance in their other academic duties and responsibilities. Faculty members are entitled to freedom in the classroom in discussing subject matter, but they should be cautious about introducing controversial matter which has no relationship to the subject. The college retains the right to make content-based decisions when shaping its curriculum.

Research or publication conducted during the college workday shall be subject to the approval of the College President or his/her designee.

When a faculty member speaks or writes outside of his/her instructional responsibilities, he/she speaks or writes as a citizen and shall have the same rights and responsibilities for such actions as any other citizen.

COPYRIGHT LAWS

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without the expressed permission of the copyright holder. Unauthorized copying shall be considered a violation of college policy. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the standards of the "fair use" provision within the act are

met. The legal or insurance protection of the college shall not be extended to employees who violate any provisions of the copyright laws.

IN-SERVICE EDUCATION

Inservice committee consisting of three faculty and three staff members will develop a program of in-service education that will promote continuous professional development, improvement, and job performance of all personnel. The faculty members shall be appointed by the FSCAPE President according to the FSCAPE association by-laws. This program may utilize all or a portion of the workday or be combined with regular staff meetings. All employees are expected to attend in-service education sessions unless excused by the appropriate Vice President.

PRIVACY ACT

In accordance with the Family Educational Rights and Privacy Act (FERPA), FSCC is prohibited from releasing any information related to a student's grades, academic performance, financial details, or other personal information without the student's explicit written consent.

However, FERPA allows institutions to designate certain information as "Directory Information," which may be disclosed upon request unless the student submits a written request to the registrar within the first ten days of the semester, specifying that they do not want their information released. In such cases, all Directory Information will be withheld from publication.

FSCC identifies "Directory Information" on each student as the following:

Name

Year of Birth

Hometown

Full or Part Time Status

Major/Field of Study Classification

Participation in officially recognized college activities/sports

Sports - weight and height of athletic team members

Dates of attendance

Degrees/Certificates Granted and Date Awarded

Honors/Awards Received

Photograph

This list does NOT include: copies of transcripts, social security numbers, or information on class schedules. When information is released (other than the categories listed above) without specific written permission of the student, the law is being violated. Requests for information should be referred to the Registrar's Office. The complete Students' Right to Privacy Policy can be found in the FSCC Academic Catalog.

FIRST ROSTER

Instructors are required to submit First Rosters through Campus Connect after the first week of full-semester classes. Each student must be categorized as one of the following: *Attending*, *Not Attending*, *Excused Absence*, or *Do Not Drop*.

- A student should be marked as *Attending* if they have attended at least one class session.
- A student who has not attended any class sessions should be marked as *Not Attending*.
- A student should only be marked as *Excused Absence* if the Dean of Students or Athletic Director has officially designated them as such.
- The *Do Not Drop* designation should only be used in special cases where the student has not attended, but you have relevant information about their plans to attend in the future.

For online courses, *Attending* is defined as submission of coursework or active participation in the course. For courses shorter than 16-weeks refer to the Important Dates provided by the Registrar's Office or contact the Registrar directly for guidance.

CERTIFICATION ROSTER (20TH DAY ROSTERS)

Immediately following the census date (20th Day) instructors are required to submit Certification Rosters through Campus Connect.

Each student must be categorized as either *Attended* or *Never Attended* based on course participation.

- A student should be marked as *Attended* if they have attended at least one class session.
- A student should be marked as *Never Attended* if they have not attended any class sessions.

For online courses, *Attended* is defined as submission of coursework or active participation in the course. Logging in to the course does not count as attendance, and such students should be marked as *Never Attended*. For courses shorter than 16-weeks refer to the Important Dates provided by the Registrar's Office or contact the Registrar directly for guidance.

Certification Rosters play a critical role in determining financial aid eligibility and reporting headcount, credit hours, and FTE to the Kansas Board of Regents. Therefore, it is essential that the information submitted is accurate and timely.

STUDENTS DROPPED FOR NONPAYMENT

Students must meet the following financial obligations to maintain their course enrollments:

1. **Outstanding Balances:** Students who have not paid their previous semester's bill in full by one week prior to the start of classes will be dropped from their courses for the upcoming semester.
2. **Current Semester Financial Arrangements:** Students who have not established formal financial arrangements with the College by the 10th day of classes will be dropped from their courses.

Acceptable financial arrangements for the current semester include:

- Full payment of tuition and fees
- Approved financial aid
- A formal payment plan arranged through the Business Office or via the Student Portal

Students are strongly encouraged to ensure that all financial obligations are addressed promptly to avoid disruptions to their academic progress.

GRADE ROSTERS

Instructors are required to submit final grades via Campus Connect at the end of each semester. The deadline for grade submission is determined by the Calendar Committee, and typically falls 2-3 business days after the last day of finals. All students must receive a grade before the grade roster can be submitted to the Registrar for processing. Any grades of "F" or "W" will require a Last Date of Attendance. It is imperative that grades are submitted accurately by the due date to ensure timely processing of degrees, transcripts, and reporting.

Instructors are also required to submit current grades via Campus Connect three times per semester; no later than the 15th of each month:

Fall Semester: September, October, November

Spring Semester: February, March, April

ADMISSION OF STUDENTS TO CLASS

In order to attend a class, students must be officially registered and listed on the class roster. If an unregistered student attends a class, the instructor is responsible for notifying the student of the discrepancy and directing them to the Advising Office to complete the required Change of Schedule Form. This must be completed by the end of the first week of classes.

ASSIGNMENT OF ROOMS

Classroom assignments for instructors will be made by the division chairperson and Vice President of Academic Affairs before the beginning of each semester. In the event an assigned classroom is inadequate to accommodate the number of students enrolled in the section, the instructor should notify the Instruction Office immediately. Instructors are responsible for seeing that the lights are out in their classroom and that outside doors are secure if they are the last to leave the classroom and/or building. If the occasion calls for a sizeable physical rearrangement of furnishings, the instructor should contact the Instruction Office.

ATTENDANCE

Regular class attendance is expected of all students. Any absence from class entails a loss which is difficult to recover. It is the responsibility of the student to make up class work missed for any reason, including college-sponsored activities. A student should not enroll in a course if the student knows that he/she will frequently be absent. At the first-class meeting, the instructor will inform his/her students, of the course requirements and the attendance and grading policies. ATTENDANCE AND GRADING POLICIES MUST BE APPROVED BY THE DIVISION CHAIR AND LISTED ON THE COURSE SYLLABI.

Each instructor will keep an accurate record of attendance. If a student has not attended class for more than a week, the instructor will notify the Advising Office to initiate the early alert process. The

student will be encouraged to return to class or to withdraw from the course. When attendance becomes so irregular that the student is in danger of not meeting the course objectives, the instructor will notify the Advising Office, and attempt to notify the student, that an attendance problem exists. It is the specific responsibility of the student to meet the attendance requirements of the class. Failure to meet the attendance requirements of the class will adversely affect the student's grade and, consistent with the instructor's attendance policy, may result in the award of a grade of F. The student shall not expect or request that the instructor initiate a withdrawal on his/her behalf. The appropriate form for executing a withdrawal from a course must be used and signed by the student. The form is available in the Student Services Office and the completed form should be submitted to the Registrar's Office. Under certain extraordinary circumstances (i.e., sudden and extended family emergency; major health problem preventing continued attendance; sudden recall to military duty) the student may request permission to be withdrawn from his/her classes. This request requires approval of the faculty member and the Vice President of Academic Affairs or Dean of Students. Instructors should not fail students simply for attendance problems but may fail students when their poor attendance impacts their assignments, tests, and other grades. Students are required to abide by the attendance policy outlined in the syllabus.

DROPS AND WITHDRAWALS

It is important to distinguish between a “drop” and a “withdrawal.” During the first two weeks of a 16-week course a student can “drop” a class, receive a refund of tuition, and have no record of grade/attendance on their transcript. During the third and fourth weeks of a 16-week course a student can “drop” a class without a refund, and have no record of grade/attendance on their transcript. During submission of First and Certification Rosters, the instructor can drop a student for nonattendance. Students can initiate a drop through their Gizmo Student Portal, if eligible, or through the advising office. Subsequent to the certification date, a student may no longer drop a class. The student may, however, withdraw from the class by completing the withdrawal form through the advising office and submitting it to the Registrar. A student who withdraws from a class receives a “W” on their transcript. Withdrawals will not be accepted following the last regular class day prior to the last two weeks of the semester, not including the week of finals. The withdrawal slip must include the advisor, instructor, and student signature. The “W” does not affect the student's GPA but does appear on the student's transcript. The student does not receive a tuition refund.

The responsibility for initiating a withdrawal lies with the student and not the instructor.

INCOMPLETES

The grade "Incomplete" may be granted to a student only if it can be demonstrated that extenuating circumstances prevent the student from completing the course within the scheduled time frame. Illness or exceptional circumstances are the usual basis for consideration, and students who have been making satisfactory academic progress for seventy five percent of the class may be eligible. An incomplete is counted as "F" in calculation of the grade point average until the student successfully completes all course requirements as agreed upon with the instructor in the written Incomplete Contract. Incomplete contracts can be requested from the Registrar's Office or the Vice President of Academic Affairs Office. The student, instructor, and Vice President of Academic Affairs must all sign the form and return it to the Registrar. When the student fulfills the requirements of the contract, the instructor should submit the revised final grade to the Registrar using the Change of Grade Form. If the student does not complete the work, the original grade stands. The responsibility for completing the work lies with the student.

TRANSCRIPTS

Final transcripts will be available the week following final grades submission. A charge of \$10 for transcripts ordered online and a charge of \$5 for transcripts ordered in the Registrar's Office will be required when requesting an official transcript. A student's transcript may be held if certain applicable holds prevent the processing of the transcript.

CHANGE OF GRADE

The following grade change policy is for changes made within one semester following award of the final grade. After a faculty member has reported a final semester grade to the Registrar's Office, he/she may not change that grade except by the following procedures:

- Complete the Change of Grade Form available in the Registrar's Office and submit it to the Registrar.
- Copy of the Change of Grade Form will be retained by the Registrar.
- The Registrar will see that the change is made on the student's permanent record and notify the student of change. The Registrar will not change a grade report except in instances where the instructor has initiated a change of grade. All grade changes will require a signature by the Vice President of Academic Affairs.

FACULTY ROLE IN ADVISING STUDENTS

Faculty in occupational and technical programs such as Nursing, Cosmetology, Harley Davidson, John Deere, Construction Trades, and Truck Driving act as advisors for students in their subject areas in conjunction with the Advising Office.

INSTRUCTIONAL MATERIALS AND PROFESSIONAL LIBRARY

Instructors are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom. The Division Chairs and Directors will submit instructional materials budgets to the Vice President of Academic Affairs each year at a time designated by the Vice President.

The Vice President of Academic Affairs, in conjunction with the Director of Library Services, will ascertain the titles of professional magazines, books, pamphlets, and other such literature to be placed in the library of the college. A budget for the library shall be included in the instructional resource budget each year. All purchases will be made in accordance with Board policies. All orders for instructional materials other than textbooks, expendable materials, and film rentals (rental of videos from Greenbush are sent to the library and paid from the library budget) will be channeled through the Director of Library Services to the Vice President of Academic Affairs for approval, then to the Vice President of Finance and Operations of the college. Such materials would include all items to be catalogued and circulated, e.g., books, magazines, computer databases, video tapes and DVDs, etc. The Director of Library Services will assess the needs of the collection with the help and advice of instructors and with due consideration given to needs of the student. Final decisions as to the areas of emphasis in any given year will rest with the Director of Library Services and the Vice President of Academic Affairs. Instructors' professional advice will be solicited in making selections of materials. The Director of Library Services may order for that level or department from standard selection tools.

Recommendations received from faculty, staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the Board. The collection will be evaluated by the Director of Library Services or designated representative from the instruction office in relation to changing curriculum, new instructional methods, and current needs of teachers and students.

SELECTION OF NEW TEXTS

Instructors are responsible for the selection of textbooks and any other materials needed for their classes; instructors are strongly encouraged to include adjunct and concurrent faculty who regularly teach in the decision- making process concerning textbooks for a subject area. Instructors should inform all adjunct and concurrent instructors teaching the course that a book change has occurred as soon as reasonably possible to ensure that the instructors have ample time to prepare. Textbook Requirement Forms may be obtained from the bookstore. The form should be used to request any and all books, and/or supplies, used for each class, day and evening, every semester. When the form has been completed by the instructor it should be approved by the Division Chairperson, signed by the Vice President of Academic Affairs, and submitted to the Bookstore. Deadlines for submitting orders are as follows:

Fall Semester: March 15

Spring Semester: October 15

Summer Semester: March 1

*Note: Faculty members will be advised of edition changes as soon as the bookstore receives notification. Desk copy request forms may be obtained at the bookstore. Since bookstores are no longer able to obtain desk copies, a convenient form is provided to assist faculty in obtaining a desk copy. Discounts are given to faculty and staff members on purchases made at the bookstore. The purpose of the bookstore is to serve the faculty, students, and campus as a whole. Any suggestions, complaints or comments are welcome.

FACULTY SUPPORT SERVICES/SUPPLEMENTAL INSTRUCTION

Student Success Center staff are available to support the faculty by offering out-of-class learning opportunities for students. Faculty may place supplemental learning packets in the Student Success Center for students to complete during their out-of-class time.

The Student Success Center offers a variety of services for students of all ages:

- Free tutoring is available to all students. Peer tutor program is designed to help students who are experiencing difficulties in a particular course. Peer tutors are high-performing students who have received training in tutoring policies and techniques.
- Test accommodations are available for special needs students.

- Specialized learning software programs are used by some faculty members as class supplements. These programs can also be accessed by students who need or want extra practice or review in a certain area.
- Quality technology is available to all students through the use of computers. Whether it's typing term papers, checking email, or surfing the internet, students can use computers for personal or educational use.
- Assessment testing is available for any prospective student. This FSCC placement test is similar to the ACT and aids in placing students in the correct course for their skill level.

INSTRUCTION

General responsibilities of instructors are listed below. These are in accordance with the specific duties as described. The listing below will be under the direct supervision of the Vice President of Academic Affairs and in cooperation with the Division Chairpersons.

- Present all teaching credentials such as teaching experience, college hours earned and plans for future academic achievements toward higher degrees
- Maintain up-to-date knowledge of subject area, trends in community college education, and instructional technology
- Teach assigned classes in keeping with approved course outlines
- Be on time for classes and notify the Division Chairperson, Vice President of Academic Affairs as early as possible of inability to meet class or of an unscheduled absence
- Maintain office hours for student advisement and assistance
- Provide on time all required certification rosters, syllabi, and student grade reports to the Registrar's Office
- Report all student problems in need of special consideration to Dean of Students
- Perform such extra-class duties as may be assigned by the administration
- Counsel students when there is opportunity, realizing that an instructor is many times in the best position for effective guidance
- Attend all required in-service faculty meetings, division meetings, committee meetings and other official meetings called by the College administration
- Serve as a member of faculty committees as appointed by the Vice President of Academic Affairs or President
- Recommend library books and other instructional materials to the Learning Resource Center
- Be a good public relations agent, both in the classroom and the community

SYLLABUS FOR COURSES

Accrediting agencies have requested that a course syllabus outlining each course offered by the college be available. Instructors should send syllabi as early as possible to the Instruction Office. The composition of these documents is the responsibility of the instructor or instructors teaching the course. All students enrolled in a course must be furnished a copy of the syllabus on the first day of attendance.

SYLLABUS CONSTRUCTION

A syllabus is a powerful teaching tool. It is a contract between instructors and students that establishes clear expectations by introducing them to learning outcomes and content area. Every course syllabus should follow the master syllabus template available in the Instruction Office. The syllabus must include a brief description of the course, learning objectives for the course and any required or recommended readings. Every course syllabus is made available to students and made available online. Included in the template are the following:

- Course outcomes and competencies- knowledge and skills the student is supposed to possess by the end of the course. Use Bloom's taxonomy.
- Method of instruction- the kinds of instructional methods and other instructional aids (e.g., field trips, resource speakers, library research, instructional media, etc.) used to accomplish above aims and objectives.
- Method of evaluation- a detailed explanation of how the final semester grade is determined (e.g., daily work 40%, tests 20%, research paper 20%, final examination 20%).
- Student performance and behavior- emphasizing student behavior and expectation that helps them succeed.
- Attendance-attendance and participation policy.
- Course outline-acts as a guide for the students including units, assignments and due dates.

CREDIT HOURS FOR COURSES

According to Kansas Board of Regent policies, credit hours are awarded in the following way:

1. Lecture courses: 750 minutes = 1 credit hour
2. Laboratory courses, including those in vocational-technical programs: 1,125 minutes = 1 credit hour (1.5 x 750 minutes). Laboratory courses are ones in which students predominantly are involved in experimentation or application

learning activities

3. On-the-job training, internships, or clinical experiences in health occupations: 2700 minutes = 1 credit hour.
 - Visit kansasregents.org for further credit hour information.

GRADE SYSTEM OR GRADE PRACTICES

College work is measured in terms of semester credit hours. The number of semester credit hours offered for each course is included with each course description. Acceptable scholastic performance is the maintenance of a grade point average of 2.0 (on a four point scale) or better. A student may not graduate from any degree/certificate program unless he/she has a minimum cumulative grade point average of 2.0 including transfer hours. Fort Scott Community College utilizes a system of letter grades and grade points as shown in the table below:

A	Excellent	4 per credit hr.
B	Good	3 per credit hr.
C	Average	2 per credit hr.
D	Below Average	1 per credit hr.
F	Failure to meet objectives	0 per credit hr.
INC	Incomplete	Not computed
W	Withdrawn	Not computed
P/F	Pass/Fail	Not computed

(Note: All pass/fail classes must be approved through the Instruction Office.)

CANCELLING A CLASS

An instructor cannot cancel a course. If an instructor wants to cancel a course that he/she is teaching for low enrollment or other reason, he/she needs to contact the Instruction Office as soon as possible before the class begins. The Instruction Office will cancel the class or find another instructor as warranted by the circumstance. The Instruction Office will contact Advising, who will contact the students to help them find other classes.

PURCHASE OF TEACHING EQUIPMENT/INSTRUCTIONAL SUPPLIES

As a faculty member gets into the academic year there are numerous items and types of equipment needed to support the classroom educational process. Faculty members are urged to consult with their division chairperson for their teaching equipment needs to find out what is available and what has to be purchased. If a decision is reached between the Division Chairperson and the faculty members to purchase certain items, the procedure should be as follows:

- (a) Discuss the need for purchase with the Division Chairperson and Vice President of Academic Affairs.
- (b) To purchase instructional supplies the faculty member must first submit a purchase requisition on the college computer system. The requisition must include a complete description of supply to be ordered and cost (estimate if necessary). After the requisition has been approved by the appropriate division chairperson and Vice President, the faculty member can order the supply. Notification of approval or rejection will be sent by way of e-mail. All invoices must be sent to the Purchasing Officer. It is the responsibility of the instructor to expend money for school purchases wisely and to the best of his/her ability for the maximum improvement of the instruction of his/her department. The instructor is expected to operate truly as an educational executive in this respect.

SPONSORED TRIPS

Any faculty member who will have a group of students missing classes should notify the Dean of Students and the Vice President of Instruction at least a week in advance. Estimated expenses for such trips should be submitted to the Vice President for approval and should be scheduled as early as possible. Sponsors of athletic teams and other groups that will have repeated absences should submit a roster of the students involved to Dean of Students. The Board approved policy for travel shall be followed.