



# EMPLOYEE HANDBOOK

2020



## Welcome

Welcome to Dawson Community College! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the goals of Dawson Community College.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services to our students, our community and our stakeholders. With your active involvement, creativity, and support, Dawson Community College will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Dawson Community College's success.

Our employees at Dawson Community College demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and its policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a "caring regard" for the people with whom we work.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and "caring regard" for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

Please take time to review the policies contained in this handbook. Please know that state, federal and collective bargaining agreements supersede in the event of conflicting information. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

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## Employee Handbook

The intent of this guide is to acquaint employees with Dawson Community College and to provide employees with information about working conditions, employee compensation and benefits, and some of the policies affecting employment. Employees should read, understand the provisions of this handbook. No guide can anticipate every circumstance or question that may arise, and policies may need to change over time. As a result, Dawson Community College reserves the right to revise, supplement, or rescind any policy or portion of this guide as it deems appropriate. These changes will be communicated to you verbally or in writing and via future revisions to the guide. The College officially publishes policies and procedures described in this guide in the *Policy and Procedure Manual*, on the College website <https://www.dawson.edu/human-resources.html/title/employee-forms-and-handbook>.

Dawson Community College recognizes DCCU and GFT as the sole and exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all employees in the appropriate unit. The intent of this guide is not to create any contractual obligation or legal right. The Glendive Federation of Teachers (GFT), Local No. 3402 of the American Federation of Teachers, AFL-CIO, represents the faculty in its entirety to the Board of Trustees and administration on matters concerning faculty working conditions and contract negotiations. The Dawson Community College Unified (DCCU), affiliated with the Montana Federation of Public Employees, represents the classified staff in its entirety to the Board of Trustees and administration on matters concerning staff working conditions and contract negotiations. Employees may access the current labor agreements in the Human Resources folder on the shared network drive (i.e., the "K" drive).

Only the President of Dawson Community College has the authority to make changes to the policies and procedures described in this guide.

## MISSION AND INSTITUTIONAL EFFECTIVENESS SYSTEM

### COLLEGE MISSION

Dawson Community College fosters a culture of excellence in education providing all students quality learning and opportunities for growth and partnership in local and global communities.

### COLLEGE VISION

Dawson Community College strives to become the standard of excellence for institutions of higher learning.

### CORE THEMES

The College has identified seven core themes that individually manifest essential elements of its mission and collectively encompass its mission.

- **Excellence through Academics:** This objective provides quality curriculum and instruction through multiple learning pathways expanding opportunities in education adaptive to the needs of a changing student body.
- **Excellence through Student Engagement:** This objective provides a student-centered focus through student and academic support services, quality faculty and staff, residence life, clubs and organizations.
- **Excellence through Community:** This objective provides the greater community lifelong learning opportunities through open access to the College.
- **Excellence through Outreach:** This objective provides opportunities for workforce development, apprenticeships and internships, continuing education, personal enrichment and youth programming.
- **Excellence through Recruiting:** This objective provides opportunities to invite all learners to be a part of DCC, maintain sustained growth with not only more applicants, but also better prepared students equipped with tools for success.
- **Excellence through Financial Practices:** This objective provides budget oversight and expanded opportunities in education for both transfer and career and technical education and workforce development, as well as personal enrichment for our faculty, staff, students and community.
- **Excellence through Property and Learning Facilities:** This objective provides the management of all grounds and facilities to help provide the best learning environment possible.

### INSTITUTIONAL EFFECTIVENESS SYSTEM

Dawson Community College encourages employees to engage actively in continually improving all aspects of the College. The College Institutional Effectiveness System (IES) forms the framework with which the College applies clearly defined evaluation and planning procedures, assesses the extent to which it achieves its mission and core themes, and uses the results of assessment to affect institutional improvement. Through the IES processes, the College regularly monitors its internal and external environments to determine how and to what degree changing circumstances may affect the institution and its ability to ensure its viability and sustainability.

In a shared governance environment, the IES integrates assessment of mission and core theme fulfillment, strategic planning, annual budgeting, and the continuous improvement of systems and processes. A number of standing committees comprise the institutional effectiveness system. The number and diverse foci of the standing committees help ensure broad representation of internal stakeholders in the IES while allowing committee members to develop necessary content area expertise. Employees are encouraged to join an IES standing committee by approaching the committee's chairperson.

## EMPLOYMENT

Employment at Dawson Community College is a written employment agreement signed by the President of Dawson Community College. Classified Staff are represented by Dawson Community College Unified (DCCU) and Faculty are represented by the Glendive Federation of Teachers (GFT) local #3402 and contracts are created under the respective collective bargaining units.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Dawson Community College employees have the right to engage in or refrain from such activities.

## HIRING POLICIES

The College recognizes and values the important contribution by faculty and staff in fulfilling the College's mission to provide affordable and open access to quality teaching and learning. The College's intent in its hiring and transfer protocols is to recruit a strong and diverse applicant pool and to hire the most qualified candidate for each vacancy.

### EQUAL EMPLOYMENT OPPORTUNITY

*This institution is an equal opportunity provider.*

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

Anyone can report an incident, learn about our process or find available resources at <https://www.dawson.edu/about/title-ix.html> . Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:



Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu). Mailing Address: 300 College Drive, Glendive, MT 59330. Report an incident, learn about our process or find available resources at <https://www.dawson.edu/about/title-ix.html>.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: [lweldon@dawson.edu](mailto:lweldon@dawson.edu). Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: [vboysun@dawson.edu](mailto:vboysun@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: [kcarrier@dawson.edu](mailto:kcarrier@dawson.edu). Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

## ACCOMMODATIONS

Dawson Community College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, and similar state laws. The College will make reasonable accommodations for qualified individuals as required by law. Employees wishing to request an accommodation should contact the Vice President of Advancement and Human Resources.

## COMMITMENT TO DIVERSITY

Dawson Community College is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the College and are valued for their skills, experience, and unique perspectives. This commitment is embodied in policy and the way we do business at Dawson Community College.

## HIRING PROCESS

The College is committed to maintaining a lean and efficient personnel model while ensuring the number and deployment of employees enables the College to fulfill its mission effectively. If the College creates a new position, an administrator will develop a position description and forward it to the Human Resources Office who will work with the President to determine salary and/or salary placement. If an existing position becomes vacant, an administrator will analyze the position to ensure it is still relevant and necessary, and review the existing position description to assure that it still properly describes the job. If the position is necessary but changes to the position description are necessary, the administrator will forward the revised job description to the Human Resources Office. Human Resources coordinates with the President or his/her designee for salary placement.

The President determines if a position vacancy requires the formation of a formal search committee, or if the hiring manager and/or administrator can conduct the search. If a committee is formed, it is the President who determines search committee members to assist in filling a vacancy.

The College currently posts position vacancy announcements internally for a period of five working days. Human Resources notifies GFT and DCCU of the vacancy via the email announcement, posts notice of the vacancy on the Human Resources bulletin board, and informs all current and laid off employees of the opening through their DCC email accounts. If the Human Resources (HR) office receives applications from qualified internal candidates during the five-day internal posting period, an administrator and immediate supervisor will determine if external advertisement is necessary.

The Human Resources office will provide all completed applicant packets from those candidates that meet or exceed the minimum qualifications to the administrator or search committee chair. If a search committee is assisting with the search, the members of the committee will review applicant packets, complete scoring rubrics, develop and conduct semi-finalist and finalist interview processes, and develop a list of strengths and weaknesses for each finalist candidate. The President will utilize all information to identify the successful candidate and extend an employment offer.

#### **PROBATIONARY PERIOD**

All new, rehired, and promoted employees, excluding faculty members, work on a provisional basis for the first six months. The College encourages employees to take advantage of this period to determine whether the position meets one's expectations and to get clarification regarding responsibilities. The College will use this period to evaluate an employee's capabilities and work habits. Either the College or the employee may end the employment relationship at will, with or without cause, at any point during the probationary period.

If an employee is absent from work for any significant time during the first six months, the provisional period will extend by the length of the absence automatically. In addition, if the College determines that it has not had sufficient time for a thorough evaluation of the employee's performance, it may choose to extend the provisional period for up to one year. The employee's supervisor will notify him or her of any extension, its length, and the reason for the extension. Provisional employment status does not affect eligibility for employer-provided benefits. The terms and conditions of each benefit program determine eligibility for such programs.

#### **TRANSFER PROCESS**

An employee is eligible to apply for open positions after they have completed six months in their current position, unless the College initiates the transfer. All internal transfers must have the approval of the President and the associated Vice President prior to the offer. When the College selects an employee to fill a posted vacancy, the two departments involved will confer and agree on a suitable transfer date preferably not more than two weeks from selection date.

In exercising its management right to assign and transfer employees, the administration will consult with the affected employees and consider their qualifications, abilities, past performance, experience, and preferences. In the event that the administration determines that an involuntary transfer is necessary, it will select the employee to be transferred using reverse seniority among employees with the same qualifications. The administration will notify in writing the affected employee and GFT or DCCU of the specific reasons for the transfer at the time of notification of transfer. An involuntary transfer will not result in the loss of compensation, seniority, or fringe benefits. All expenses necessitated by an involuntary transfer will be borne by the College. The College will provide adequate time, without loss of salary, for the employee to make the transfer.

## EMPLOYMENT POLICIES

### PERSONNEL RECORDS

The College will maintain a personnel record on each employee of Dawson Community College. This file is the property of Dawson Community College, and it will keep personnel records confidential to the extent allowed by law. The College will notify the affected employee regarding the release of information to outside agencies. An employee may set up a time with the Human Resource Director to examine his or her personnel files during normal business hours of Dawson Community College. Neither the College nor employees may remove material existing in personnel files without mutual consent of the employee and administration. The College will not place anonymous material in personnel files. The administration will notify an employee of any adverse or questionable material placed in his/her file. The employee will have the right to submit a written response to such material. The College will attach the employee's response to the challenged material.

Employees should report changes in personal information, such as mailing address, telephone number, emergency contact information, marital status, and increase or decrease in family size, to the Human Resources office in order to maintain accurate records for tax and insurance purposes. Faculty members should maintain and update their academic training records and any special achievements or recognitions they wish recorded.

### EMPLOYMENT STATUS

In order to meet its organizational needs, Dawson Community College employs a variety of types of employees as follows:

- *Exempt* employees are those who are not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act, based upon the types of duties performed.
- *Non-Exempt* employees are those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act, based upon the types of duties performed.
- *Administrators* are any officer of the College (i.e., chief executive officer, chief academic officer, chief student affairs officer, and chief financial officer).
- *Full-Time Professional Staff* are employees who formally supervise other employees and are responsible for an administrative unit (e.g., Physical Plant, Information Technology, etc.).
- *Full-Time Classified* employees are those who the College normally schedules to work 40 hours per workweek (Mont. Code Ann. 2-18-601(7)).
- *Part-Time Classified* employees are those who the College normally schedules to work less than 40 hours per week (Mont. Code Ann. 2-18-601(10)). Employees who normally work 20 hours per week or more are eligible for College benefits.
- *Temporary Classified* employees who (a) the College designates as temporary for a definite period of time not to exceed 12 months, (b) perform temporary duties or permanent duties on a temporary basis, (c) are not eligible for permanent status, (d) the College terminates at the end of the employment period, and (e) are not eligible to become a permanent employee without a competitive selection process (Mont. Code Ann. 2-18-101(26)).
- *Short-term workers* are employees who (a) the College hires for an hourly wage, (b) will not work for the College for more than 90 days in a continuous 12-month period, (c) is not eligible for permanent status, (d) the College will not hire into another position without a competitive selection process; and (e) are not eligible to earn leave and holiday benefits (Mont. Code Ann. 2-18-101(23)).

- *Seasonal Workers* are employees who the College hires to perform duties interrupted by the seasons and who may be recalled without the loss of rights or benefits accrued during the preceding season (Mont. Code Ann. 2-18-101(22)).
- *Student Workers* are employees who (a) are enrolled in at least 12 credit hours in the semester during which the College employs them<sup>1</sup>, (b) have a minimum cumulative grade point average of 2.0 or higher<sup>2</sup>, (c) are not eligible for College benefits except for workers compensation insurance, (d) are not eligible for permanent status, (e) the College terminates at the end of each semester, and (f) are not eligible to become a permanent employee without a competitive selection process (Mont. Code Ann. 2-18-101(24)). Regarding employment during summer and winter breaks, the student worker must be pre-registered with full-time status for the following semester; enrollment during the summer is not required.
- *Teaching Faculty* are those faculty members teaching at least 15 credit hours per semester, unless otherwise waived by the administration, whose major role is in classroom instruction and academic advising of students. The administration may assign teaching faculty release time for para-curricular or administrative duties.
- *Adjunct Faculty* are those faculty who are instructional and who have less than a one-half (1/2) time load. Adjunct faculty will receive semester contracts.
- *Head Coaches* are those faculty who are at least half-time and whose primary responsibilities are to oversee aspects of College-recognized athletic programs. These faculty are given annual contracts.
- *Assistant Coaches* are those faculty who are employed up to half-time and whose primary responsibilities are to assist coaches in completion of duties related to College-recognized athletic programs. These faculty are given annual contracts.
- *Special Lecturers* are those individuals who are presenting a specific training or course of instruction that is less than a semester in length. Special lecturers will receive a contract only for the specific training or instruction they provide.

## WORK SCHEDULE

The College expects faculty members and administrators to work the hours necessary to accomplish their assigned tasks. The GFT labor agreement requires faculty members to work a minimum of 35 hours per week on campus.

Full-time classified staff members work 40 hours each week, usually in five 8-hour shifts. Normal Working Hours/standard working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The normal workweek is 40 hours. Normally, the lunch period is 30 minutes. Summer hours may vary. The workweek starts Sunday at 12:00 a.m. and ends at midnight on the following Saturday. Working hours may be altered by the College for legitimate business reasons upon reasonable notice to the affected employee(s).

Any unauthorized extension of a break is contrary to the College's rules and will result disciplinary action up to and including discharge from employment. The College will not count unauthorized extensions of authorized work breaks as hours worked.

Work schedules are subject to change, given seasonal and weekend demands. Any variations in the standard schedule for a given position must receive advance approval from the supervisor, who will advise all employees of their working hours.

In order to meet the needs of the College, supervisors will take attendance and promptness into account in performance reviews. If an employee is unable to work for any reason, he or she must contact the appropriate supervisor before the start of the workday.

#### **PERFORMANCE APPRAISALS**

Dawson Community College supervisors will strive to provide employees with informal performance appraisals on an ongoing basis, in the form of periodic feedback. In addition to these informal appraisals, supervisors will evaluate employees using a formal written performance appraisal on an annual basis.

#### **PROFESSIONAL DEVELOPMENT AND TRAINING**

Dawson Community College encourages employees to participate in job training to improve their current job skills and to obtain additional, specialized skills. When a staff member is interested in engaging in professional development, he or she should obtain a request form from the Human Resources office, complete the form, and submit it to her or his supervisor.

#### **OUTSIDE EMPLOYMENT**

The College prohibits employees from working for others and/or earning extra compensation for such employment during normal or assigned work hours of employment at Dawson Community College. Full-time faculty members may accept part-time employment outside the College so long as such outside employment does not interfere with the performance of their assigned duties or duty days.

#### **EMPLOYMENT OF RELATIVES AND DOMESTIC PARTNERS**

Relatives and domestic partners may be hired by the College if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, nieces, nephews, parents or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the College provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the College will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available.

#### **SEPARATION FROM EMPLOYMENT**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. \*See Mont. Code Ann 2-2-301 (2017)

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all College property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done in accordance with the Collective Bargaining Agreements as negotiated with the Glendive Federation of Teachers Local #3402 and the Dawson Community College Unified.

#### **CONFIDENTIALITY**

Dawson Community College expects all employees to maintain confidentiality of information as appropriate. Upon discharge from employment, employees are expected to return to the College any documents or items containing confidential information. Violations of confidentiality rules may expose employees to disciplinary action up to and including immediate discharge from employment.

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974 guarantees the privacy of student records. The College will only release information about a student, including his/her personnel file and academic record, with written permission from the student. Employees providing recommendation letters or serving as references for students should obtain a signed FERPA release form from the student prior to releasing information. Employees can obtain a FERPA release form to give to interested students from the Registrar's Office.

The Registrar may disclose directory information (i.e., name, address, telephone number, e-mail address, photograph, major, dates of attendance, enrollment status, participation in officially recognized activities/sports, height/weight of athletic team members, degrees/honors/awards received) at his/her discretion, unless students specifically request this information to be withheld. Students have an opportunity during the first two weeks of each semester to grant or deny permission to release local directory information.

Employees should caution those to whom the employee gives information about a student (e.g., a four-year institution to which he/she is applying, etc.) that the information obtained from Dawson Community College is to remain confidential unless the student grants further permission for its release. DCC will keep a record of persons other than Dawson Community College faculty and staff who request or obtain access to student files. Students may inspect their own educational records at any time.

#### **CONFLICT OF INTEREST**

The College prohibits any employee from participating in any way in a decision when a conflict of interest exists for the employee. Conflict of interest is defined as any situation in which an individual, contrary to the obligation and absolute duty to act for the benefit of the public and the College, exploits his or her relationship with the College for personal pecuniary benefit. The presence of a conflict of interest is independent of the occurrence of impropriety.

In order to avoid potential conflicts of interest, employees may not:

- use College time, facilities, equipment, supplies, personnel, or funds for private business purposes;
- act as an agent or solicitor in the sale or supply of goods or services to the College; or
- assist or receive a reward from an agent or solicitor of goods or services for the College.

If a conflict of interest or appearance of conflict is unavoidable, an employee should inform his or her supervisor immediately.

#### **EMPLOYEE COMMUNICATIONS**

The administration encourages employees to share suggestions for improvement, questions or concerns, or any work-related problem or issue. Communication between employees and supervisors are important

in developing successful and productive working relationships. Dawson Community College recognizes that problems, complaints, and misunderstandings do occur in spite of the best efforts to prevent them. When such problems arise, the College encourages employees to consult with their supervisors. Normally the supervisor is in the best position to understand the situation and to resolve the problem. If for some reason the employee does not receive a satisfactory answer or resolution, he or she may follow up with the Human Resources Director. The College, DCCU and GFT encourage employees to solve their issues at the lowest level, however, if unable to find resolution, employees may follow the appropriate grievance procedure as outlined by their respective Collective Bargaining Agreements.

## COMPENSATION POLICIES

### GENERAL COMPENSATION INFORMATION

For classified staff and faculty members, the respective labor agreements provide details on salary scale placement and compensation levels. Classified staff members may work with their supervisor to update their position descriptions. Employees who have completed their six-month probationary period, may request, in writing, changes to their current job description through a desk audit. Within 30 days, the College will either perform the desk audit or give written reasons as to why the College will not grant the request. When conducting a desk audit, the administration will re-evaluate the revised position description and place the position on the negotiated salary schedule.

### OVERTIME

The College will pay overtime pay or grant compensatory time to non-exempt employees whose hours worked exceed forty hours in a workweek. The College will require each non-exempt staff member to elect either overtime pay or compensatory time once per year. An employee may change his or her election by contacting the Vice President of Business and Finance. The College does not count paid time off that an employee does not work, such as holidays, vacation, and leaves, as "hours worked" for calculating overtime. The College prohibits employees to work overtime unless their direct supervisor or administrator has approved it in advance and in writing. Working overtime without proper authorization may result in disciplinary action up to and including discharge.

### TIMESHEETS

Each employee's timesheet should accurately reflect all time actually worked. Any employee who falsifies his or her own work hours will be subject to discipline up to and including discharge. Each employee's supervisor must sign his or her employee's timesheet before the employee submits the timesheet to Accounts Payable.

### PAY PERIODS AND PAYROLL DEDUCTIONS

Normal pay dates will be on the 10<sup>th</sup> and 25<sup>th</sup> of every month unless these days fall on Saturday, Sunday, or a holiday. In these cases, the pay date will be the last working day prior to the Saturday, Sunday or holiday.

All employee salaries will be divided into 24 installments.

Dawson Community College will deduct amounts from payroll checks as required by law, such as those for federal income tax and social security (FICA), or ordered by a court, such as garnishment of wages. Dawson Community College will also deduct amounts authorized by the employee in writing, such as for insurance premiums.

## DEDUCTIONS FROM PAY/SAFE HARBOR

Dawson Community College does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

### Permitted deductions

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the College or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

### Improper deductions

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the College will reimburse the employee for the improper deduction.

## BENEFITS POLICIES

### WORKERS' COMPENSATION BENEFITS

Dawson Community College carries workers' compensation insurance, which pays medical expenses resulting from an injury on the job. All employees must immediately report all accidents/incidents that result in injury to themselves or a co-worker to their supervisor and to the Dawson Community College Human Resources office. The employee must file an injury report before seeking medical attention, except in the case of emergencies. The injured employee must adhere to the treatment prescribed by the physician or hospital. Failure to comply with the above-described procedures may result in non-payment of medical bills and forfeiture of the temporary wage benefit.

### RETIREMENT PLANS

All employees are required to participate in the Social Security System. Employees will participate in either the Montana Teachers' Retirement System or the Montana Public Employees' Retirement System. If an employee has questions about the retirement plans, he or she should contact the Human Resources office.



## OTHER BENEFITS

The College provides employees with group insurance in accordance with the provisions of the Montana University System group insurance plans and applicable state law.

The College provides employees with the use of the athletic facilities and tuition waivers for credit courses. The College also provides free admission to athletic events and various cultural events, excluding enterprise and/or self-supporting activities/events.

## LEAVE POLICIES

### HOLIDAYS

The College will compensate full-time employees for the holidays listed below. Part-time employees receive pay for the holiday on a pro rata basis. Temporary employees are not eligible for holiday pay. The College does not treat holidays as "hours worked" to calculate overtime pay. If a holiday falls during an employee's scheduled vacation period, the College will count the day as a holiday rather than a vacation day. Employees not scheduled to work when the holiday is observed will not be compensated for the holiday (i.e. 9-month employees). A full-time employee who is scheduled for a day off on a day that is observed as a legal holiday, except Sundays, is entitled to receive a day off with pay either on the day preceding the holiday or on another day following the holiday in the same pay period or as scheduled by the employee and the employee's supervisor, whichever allows a day off in addition to the employee's regularly scheduled days off.

The College will observe the following days as paid holidays:

- New Year's Day, January 1;
- Martin Luther King, Jr. Day, the third Monday in January;
- President's Day, the third Monday in February;
- Memorial Day, the last Monday in May
- Independence Day, July 4;
- Labor Day, the first Monday in September;
- Columbus Day, the second Monday in October; \*See Below
- Veterans' Day, November 11; \*See Below
- Thanksgiving Day, the fourth Thursday in November;
- Christmas Day, December 25;
- Spring Holiday, Friday prior to Easter Sunday.
- State general election day. \*See Below

Pursuant to the DCCU labor agreement, the administration may reallocate the paid days for Columbus Day, Veterans' Day and Election Day to another date; however, employees will receive a day off with pay if that occurs. If any of the above holidays (except Sunday) fall upon a Sunday, the Monday following is a holiday.

Easter – Friday before (DCC holiday granted at discretion of President)

October - Friday (\*Trade election Day)

Wednesday before Thanksgiving – (\*Trade Columbus Day)

Thursday – Thanksgiving

Friday after Thanksgiving – (\*Trade Veterans Day)

## ANNUAL LEAVE

The College provides paid annual leave for eligible employees pursuant to the respective labor agreements. Employees should document annual leave use on their timesheets in one-quarter hour increments.

### Scheduling of Annual Leave

The dates when an employee's annual leave occurs will be determined by agreement between each employee and the College with regard to the best interest of the College, its students and each employee. An employee should request to use accrued annual leave from his or her supervisor in writing as far in advance as possible. Annual and Personal leave will not be taken on days of high activity at the College without written permission of the President. Days of high activity include: advance registrations, orientations, registrations, fee payment, in-service and graduation. The College does not treat annual leave as "hours worked" for purposes of calculating overtime pay.

Dawson Community College provides paid annual leave to full-time employees. Part-time employees who are regularly scheduled to work 20 or more hours per week will be eligible for paid annual leave on a pro rata schedule.

Employees may not take paid annual leave until they actually have earned or accrued the annual leave time. New employees accrue paid annual leave at the start of employment but may not take any annual leave until they have completed six (6) months of employment.

Generally, employees should submit leave requests to their supervisor at least four weeks in advance of the requested leave date.

Annual leave should be used in the year it is earned. Employees will be permitted to carry-over up to twice the accrued annual leave to the following calendar year, but the carry-over leave must be used by March 31 of the following year. Unused annual leave will be forfeited.

## SICK LEAVE

Sick leave means a leave of absence with pay for the following:

- a sickness suffered by an employee or a member of the employee's immediate family; or
- the time that an employee is unable to perform job duties because of:
  - a physical or mental illness, injury, or disability;
  - maternity or pregnancy-related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child;
  - parental leave;
  - quarantine resulting from exposure to a contagious disease;
  - examination or treatment by a licensed health care provider;
  - short-term attendance, at the administration's discretion, to care for a relative or household member not in the employees immediate family until other care can reasonably be obtained;
  - necessary care for a spouse, child, or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993.

Employees using sick leave should notify their supervisor as soon as possible before the start of their shift. The College may require medical certification for leaves extending more than three days.

A permanent full-time employee earns sick leave credits from the first day of employment. For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals one year. The College credits sick leave at the end of each pay period. Employees earn sick leave credits at the rate of 12 working days for each year of service without restriction as to the number of accumulated days. Employees are not entitled to be paid sick leave until the College has continuously employed them for 90 days. An employee may not accrue sick leave credits while in a leave-without-pay status. Permanent part-time employees are entitled to prorated leave benefits if they have worked the qualifying period. Less than part-time, temporary or short-term workers may not accrue sick leave.

Except as otherwise provided in Montana Code Annotated (MCA) 2-18-1311, an employee who terminates employment with the College is entitled to a lump-sum payment equal to one-fourth of the pay attributed to the accumulated sick leave. The College will compute the pay attributed to the accumulated sick leave based on the employee's salary or wage at the time the employee terminates employment with the College.

An employee who receives a lump-sum payment or who, pursuant to MCA 2-18-1311, converts unused sick leave to employer contributions to a health care expense trust account and who is again employed by any agency may not be credited with sick leave for which the employee has previously been compensated or for which the employee has received an employer contribution to the health care expense trust account.

Abuse of sick leave is cause for disciplinary action up to and including dismissal and forfeiture of the lump sum payments above described.

#### PERSONAL LEAVE

The College awards permanent, full-time, classified staff members and full-time teaching faculty members three (3) days personal leave without reduction in salary provided the employee gives two days written advance notice to his or her supervisor. One additional personal leave day will be granted for 15 years of service at DCC, and one additional personal leave day will be granted for 25 years of service at DCC for a total of 5 personal leave days. Employees must use personal leave within the year awarded. At the end of the contract year, the employee forfeits any unused personal leave. The College will not deduct personal leave from an employee's sick leave. Personal leave will not be taken on special duty days, scheduled advising periods, and registration days except under extenuating circumstances with the concurrence of the President or his/her designee.

#### FAMILY MEDICAL LEAVE

Employees are entitled to family medical leave according to the provisions of the Family Medical Leave Act of 1993 for up to 12 weeks. This leave shall run concurrently with all other leave benefits.

- *Employee Eligibility.* An employee is not eligible to take a FMLA leave unless he or she (1) has worked at Dawson Community College for at least 52 weeks; (2) worked at least 1,250 hours in the twelve months prior to the requested commencement of leave; (3) has not used all available FMLA leave in the 12 months looking back from the date the requested leave commences; and (5) there is a qualifying event.
- *Qualifying Event.* Under FMLA, there are only four qualifying events -- (1) birth and care of the employee's newborn child; (2) placement of a child with the employee for adoption or foster care; (3) to care for the employee's spouse, child or parent with a serious health condition (this does

not include in-laws); or (4) the employee's own serious health condition which prevents him or her from performing the essential functions of the job, including workers' compensation leaves.

- *Amount of Leave.* Eligible employees may take up to twelve weeks of leave during a twelve-month period. The twelve-month period is based on July 1 – June 30<sup>th</sup>. Spouses employed by DCC who request FMLA leave for the birth, adoption, or foster care placement of a child with the employee, are eligible for a combined twelve weeks between the two employees.
- *Employee Notice.* If the reason for the FMLA leave is foreseeable, the employee is to give Dawson Community College thirty days' notice. If the need for leave is not foreseeable, the employee is expected to notify Dawson Community College as soon as possible and, in no event, more than two days after knowing of the need for leave. Notice to Dawson Community College is accomplished by asking your supervisor for a Family and Medical Leave and completing a FMLA Request Form, which is available from the Human Resources Office. If the reason for the leave is a family member's serious health condition or that of the employee, the employee must complete a Certification of Health Care Provider form, which must be returned to the Human Resources Department within fifteen calendar days from the request for leave.
- *Pay and Benefits During FMLA Leave.* Generally, FMLA leave is unpaid. However, an eligible employee must use earned but unused paid time off (i.e., annual leave, sick days, etc.) during the absence.
- *Health Plan and Optional Insurance.* The College will maintain the employee's health plan insurance during the leave under the same conditions as if the employee had continued to work. This means that the employee must continue to pay for the optional coverage's he or she normally pays toward the premium or risk cancellation of health benefits coverage. The employee also has the option to suspend coverage during the FMLA leave, if the cost of premiums is a burden. The College will provide information to the employee on how and when to make premium payments in writing at the beginning of the FMLA leave. Benefits, such as sick time and annual leave do not accrue during a FMLA leave.
- *Return to Work.* The employee should notify the College of his or her intent to return to work two weeks prior to the anticipated date of return. Dawson Community College requires a "fitness for duty" certification from the employee's health care provider verifying the ability to return to work, with or without reasonable accommodation of the employee's disability, if any. If the employee returns to work prior to the expiration of available FMLA leave, the College will normally return the employee to his or her former position or a comparable position. If, however, the employee cannot return to work prior to the expiration of the employer's available FMLA leave, there is no guarantee of reinstatement. Such discharged employees are welcome to reapply for employment when they are able and willing to return to work.

#### MILITARY LEAVE

A period of absence from employment with the College occurring either during a war involving the United States or in any other national emergency and for 90 days thereafter for one of the following reasons is considered as service for the purpose of determining the number of years of employment used in calculating vacation leave credits:

- having been ordered on active duty with the armed forces of the United States;

- voluntary service on active duty in the armed forces or on ships operated by or for the United States government; or
- direct assignment to the United States Department of Defense for duties related to national defense efforts if a leave of absence has been granted by the employer.

#### **EXTENDED LEAVE**

The College may grant to an employee an unpaid extended leave of absence. Employees wishing to request an extended leave should submit their request in writing to the President.

#### **DISASTER VOLUNTEERS LEAVE**

The College may grant employees up to 15 days in a calendar year of paid leave of absence for the employee to participate in specialized disaster relief services for the American Red Cross if (a) the employee is a certified American Red Cross disaster relief volunteer, and (b) the American Red Cross has requested the employee's services.

#### **BEREAVEMENT LEAVE**

Employees are entitled to three days bereavement leave not deducted from sick leave for the death of any immediate family member. The employee must give written notice to the appropriate supervisor. Members of the immediate family include husband, wife, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, step-father, step-mother, brother, sister, or any relative living in the immediate household. The President may grant exceptions.

#### **JURY/WITNESS DUTY LEAVE**

Each employee who is under proper summons as a juror shall collect all fees and allowances payable because of the service and forward the fees to the Business Office. The College will apply juror fees against the amount due the employee from the College. However, if an employee elects to use annual leave to serve on a jury, the College will not require the employee to remit the juror fees to the College. An employee is not required to remit to the College any expense or mileage allowance paid by the court.

An employee subpoenaed to serve as a witness shall collect all fees and allowances payable because of the service and forward the fees to the Business Office. The College will apply witness fees against the amount due the employee from the College. However, if an employee elects to use annual leave to serve as a witness, the College will not require the employee to remit the witness fees to the College. An employee is not required to remit to the College any expense or mileage allowances paid by the court.

The College may request the court to excuse employees from jury duty if the College needs them for the proper operation of the College.

## STANDARDS OF CONDUCT AND CORRECTIVE ACTION

### HARASSMENT

Dawson Community College strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. Mutual trust and the absence of intimidation, oppression, and exploitation should characterize the College environment. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the College. For that reason, Dawson Community College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the College will seek to prevent, correct, and discipline behavior that violates this policy.

This policy covers all employees, regardless of their positions, and the College expects employees to comply with and to respond appropriately to ensure that prohibited conduct does not occur. The College will take appropriate disciplinary action against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or discharge from employment.

Dawson Community College in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

- *Discrimination.* It is a violation of Dawson Community College's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status. Discrimination in violation of this policy will be subject to disciplinary measures up to and including discharge from employment.
- *Harassment.* Dawson Community College prohibits harassment, including sexual harassment, of any kind, and the College will take appropriate and immediate action in response to any complaint or knowledge of violation of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, student, or any person working for or on behalf of the College. Verbal taunting (including racial and ethnic slurs) that, in the employee's or student's opinion, impairs his or her ability to perform his or her job or fully participate in the learning environment is included in the definition of harassment. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:
  - *Verbal harassment* includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping.
  - *Nonverbal harassment* includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital, or other protected status.

- *Sexual harassment* is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 prohibited under Dawson Community College's harassment policy. According to the Equal Employment Opportunity Commission, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment."

There are two types of sexual harassment. The first is **quid pro quo** harassment, where submission to harassment is the basis for employment decisions. Employee benefits such as raises, promotions, and better working hours directly linked to compliance with sexual advances are de facto quid pro quo harassment. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. The second is **hostile work environment** where the harassment creates an offensive and unpleasant working environment. Anyone can create a hostile environment in the work place, whether it be supervisors, other employees, students, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons, or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category. Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature: (a) is made explicitly or implicitly a term or condition of employment, (b) is used as a basis for an employment decision, or (c) unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment. The College does not consider courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties harassment, including sexual harassment.

#### RETALIATION

The College will not impose hardship, loss, benefit or penalty on an employee in response to: (a) filing or responding to a bona fide complaint of discrimination or harassment (b) appearing as a witness in the investigation of a complaint, or (c) serving as an investigator of a complaint. Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including discharge from employment.

#### CONSENSUAL RELATIONSHIPS

Dawson Community College strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work

environment. If there is such a relationship, the parties need to be aware that the College may move one or to both employees to a different department, or take other actions.

If any employee of Dawson Community College enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the President. Because of potential issues regarding quid pro quo harassment, Dawson Community College has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties who do not supervise or otherwise manage responsibilities over the other.

Once the employees make the relationship known to Dawson Community College, the College will review the situation with the Human Resources Director in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether the College needs to move one or both parties to another job or department. If the College determines it needs to reassign one or both of the employees, the College will afford the affected party the opportunity to apply voluntarily for any vacant position within the College. The College reserves the right to exercise the transfer and involuntary transfer clauses of the labor agreement with DCCU in this circumstance.

Employees will remain professional at all times in their relationships with students.

#### **CONFIDENTIALITY**

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is legally possible. The College will consider expressed wishes of the complaining person for confidentiality in the context of the College's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, the College and those involved in the investigation will strictly maintain confidentiality. In addition, the person(s) conducting the investigation will keep any notes or documents they write or receive confidential to the extent possible and according to any existing state or federal law.

#### **COMPLAINT PROCESS**

Dawson Community College will courteously treat any person who invokes this complaint procedure, and the College will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. The College will in no way use the act of lodging a complaint against the employee or all the lodging of a complaint to have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, the College strongly urges aggrieved employees to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and the College will treat such complaints as a violation.

##### **Complaint Procedure**

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. The employee may, but is not required to, complain first to the person he or she feels is discriminating against or harassing him or her. The employee may complain directly to his or her immediate supervisor or department manager, the Human Resource director, or any other member of administration with whom the employee feels comfortable bringing such a complaint. Similarly, if the employee observes acts of discrimination toward or harassment of another employee, the employee is requested and encouraged to report this to one of the individuals listed above.



No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Dawson Community College will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

#### **Alternative legal remedies**

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state, or federal agencies or the courts.

#### **COOPERATING WITH LAW ENFORCEMENT AGENCIES**

From time-to-time, a member of a law enforcement agency may arrive on campus to make an arrest or serve a warrant. In such cases, employees should direct the officer to the Office of the President. The President or his/her designee will ask the officer to stay by the Main Office while he/she goes to locate the individual. The President or his/her designee will escort the individual to the Office of the President or the office of the Assistant to the President where the officer can carry out his/her duties with minimal disruption.

#### **ATTENDANCE**

Dawson Community College expects regular and timely attendance from all employees. Excessive absences and tardiness burden co-workers and will be a significant factor in employee performance appraisals and in evaluating advancement opportunities.

#### **STANDARDS OF CONDUCT**

To ensure orderly operations and provide the best possible work environment, Dawson Community College expects employees to follow rules of conduct that will protect the interests and safety of all employees, students, and the College. While it is not possible to list all forms of conduct that are unacceptable in the workplace, the College provides the following examples to demonstrate what conduct may result in disciplinary action, up to and including discharge of employment:

- falsification of College records, including, but not limited to, employment application and time cards;
- theft, fraud, gambling, weapons or explosives in the workplace;
- Threatening or intimidating conduct, including fighting, horseplay and practical jokes, which adversely affect operations, damage College property, or endanger persons on the College's premises;
- use of threatening, intimidating, coercive or abusive language in the workplace;
- insubordination, refusal to comply with instructions, or failure to perform reasonable duties as assigned;
- use of College material, time, or equipment for the manufacture or production of an article for unauthorized purposes or personal use;
- use of equipment to access, produce, copy or send obscene or defamatory material;
- immoral or indecent conduct in the workplace;

- performance that does not meet the requirements of the job;
- possession, distribution, sale, transfer, use or being under the influence of alcohol or drugs in violation of the College's Drug Free Workplace Policy; and
- excessive absenteeism or leaving the College premises during working hours without permission from the supervisor.

Dawson Community College intends to address violations of the standards of conduct through progressive discipline. Progressive discipline means that, with respect to most disciplinary problems, an employee will normally be subject to a verbal warning, followed by a written warning, suspension, and then discharge from employment. Employees should recognize, however, that certain types of violations are serious enough to justify immediate suspension or even discharge from employment with no prior warning. By using progressive discipline, the College hopes that most employee problems can be corrected at an early stage benefiting both the employee and Dawson Community College.

#### APPROPRIATE ATTIRE

The College expects employees to dress in a manner that is suitable for their position and presents a positive image of the College. Employees should dress in appropriate business attire. In coordination with the Human Resources Director, Supervisors are responsible for maintaining attire standards that are appropriate for the type of work in the unit and that present a positive image of the College.

#### OFFICES AND OFFICE DECORATING

The administration will make office assignments. The College encourages employees to personalize their offices appropriately to make a comfortable working environment. Employees should send a work request to [work@dawson.edu](mailto:work@dawson.edu) to arrange for any furniture or infrastructure changes. Displaying Dawson Community College posters and colors is encouraged. Displaying the colors and information from other community colleges is strongly discouraged.

#### ALCOHOL AND DRUGS

Dawson Community College has a viable interest in maintaining safe, healthy and productive working conditions for its employees. An employee at work while under the influence of a controlled substance/illegal drug or alcohol poses serious safety and health risks, not only to the user, but also to all who work with the user. Moreover, the unauthorized use, possession, distribution, or sale of such substances in the workplace is not only unlawful, it poses unacceptable risks to the efficient operations of our College. In compliance with the Drug-Free Workplace Act of 1988, Dawson Community College is committed to provide a drug-free workplace. The unlawful manufacture, distribution, sale, possession or use of a controlled substance in the workplace or while conducting college business is prohibited.

As a condition of employment, employees must comply the College's Drug-Free Workplace policy, and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the President's Office immediately upon notice from the employee. The President's Office is responsible for notifying the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.

Violations of the Drug-Free Workplace policy will result in disciplinary action up to and including discharge from employment and may have legal consequences. At the option of the College, the administration may require an employee violating the policy to complete satisfactorily a drug abuse assistance or rehabilitation program as an alternative to discharge.

## WEAPONS

Dawson Community College prohibits all persons who enter College premises from carrying a handgun, firearm, or prohibited weapon of any kind, regardless of whether the person is licensed to carry the weapon or not. This policy applies to all College employees, contract, and temporary employees, visitors on College property, and customers and contractors on College property, regardless of any license to carry a concealed weapon. All College employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the College, whether they are on College property at the time or not, and whether they are licensed to carry a handgun or not. Employees may not carry a weapon covered by this policy while performing any task on the College's behalf. This policy also prohibits weapons at any College-sponsored functions, such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulation. This includes all firearms, knives over three inches in length, or other weapons covered by law. This policy does not include legal, chemical dispensing devices, such as pepper spray, sold for personal protection. College property covered by this policy includes, without limitation, all College-owned or leased buildings and surrounding areas, such as sidewalks, walkways, driveways and parking lots under the College's ownership or control. This policy covers College vehicles at all times regardless of whether they are on College property at the time.

### Exceptions

- *Licensed Peace Officers and Security Personnel.* Licensed peace officers working in the course and scope of their employment as law enforcement officers and employees of a contracted private security company, registered to carry firearms pursuant to Mont. Code Ann. 37-60-303, working in the course and scope of their employment, are authorized to carry loaded firearms on campus.
- *Authorized Criminal Justice Program Storage Facilities.* Faculty members teaching in the Criminal Justice Program may store rifles, shotguns, and handguns in approved storage facilities.
- *Criminal Justice Program Instruction.* Faculty members teaching in the Criminal Justice Program may use unloaded firearms with approved safety equipment engaged for approved instructional activities.
- *Transportation.* The transportation of unloaded firearms directly between a parking area on campus and the location authorized for its use, or transportation of a firearm to be stored in the College storage facility is permitted under this policy.
- *Replicas.* The use of starting pistols at athletic events, replicas in connection with authorized theatrical productions sponsored by the College, and replicas in connection with instruction in the Criminal Justice Program is permitted.
- *Display.* The display of unloaded firearms in connection with College events or events contracted under the Facility Use Policy by third parties is permitted, if the advance written permission from the College President or designee is obtained. The President or designee shall provide notice to College administrators or employees who, in his or her discretion, should be advised of the granted permission.

## SAFE WORK PRACTICES

A vital part of our continued success depends on how safely we work together as a team. Each of us is responsible for observing safe work practices. This includes wearing protective clothing, footwear, eyewear, earplugs, etc., as working conditions may require. It includes being careful while lifting and always obtaining help for heavy loads. It includes maintaining a clean and orderly environment, especially returning all tools, equipment, and materials to their proper place after use. It includes familiarizing yourself with all printed and posted material concerning workplace safety before attempting a task. It

includes refraining from horseplay and actions that might distract your co-workers. You should always ask for instructions if you are not certain how to do a job safely. Another aspect of safe work practices concerns proper maintenance and use of tools and equipment. Each of us is responsible for making sure we know how to use properly the equipment we handle in the course of doing our work. Do not attempt to use any tool or piece of equipment unless you know how to do so safely and properly. Check the condition of the tools and equipment you use at the beginning of your shift every day. Do not attempt to use damaged, broken, or improperly adjusted or calibrated tools and equipment.

If you have any questions concerning safe work practices, ask your supervisor for assistance. If you observe any unsafe work practices, notify your supervisor immediately. If you discover tools or equipment that do not appear to be in proper working order, report it to your supervisor immediately. If you are injured on the job, report to your supervisor immediately.

#### **INSPECTIONS AND INTERNAL AUDITS**

The College may conduct safety audits from time to time anywhere on College premises or in College property. Packages, lunch boxes, and other containers carried into and out of the workplace are subject to inspection by supervisors. Dawson Community College's lockers or personal storage space used by employees are subject to inspection by supervisors. Employees are required to cooperate in any inspection or audit. Failure to cooperate may result in corrective action.

#### **PERSONAL ITEMS**

Please properly secure your personal belongings during business hours. Dawson Community College is not responsible for the loss or damage of any personal items you bring on the premises.

### **EQUIPMENT POLICIES**

#### **USE OF COLLEGE FACILITIES AND EQUIPMENT**

College procedure governs the use of college facilities and equipment. See College Policy 6-3b.

#### **COMPUTERS, VOICEMAIL, EMAIL, AND INTERNET**

Dawson Community College provides computers, voicemail, electronic mail (Email) and Internet access to employees at the College's expense for their use in performing their jobs. Every Dawson Community College employee is responsible for using these tools properly and in accordance with the Computer Information System policy and usage procedure.

Dawson Community College's systems are part of the business technology platform and employees should use them for permitted purposes only. Employees should not conduct personal business by means of Dawson Community College's systems.

Employees do not have a privacy right in any matter created, received, or sent via the College's systems. The College reserves the right to monitor and access any message created, received, or sent from Dawson Community College's systems, in order to assure superior service to our students, employees and stakeholders.

Consider the proprietary or confidential nature of College and students' information before relaying it via voicemail or Email. Do not presume the receiver will keep it confidential.

Creating, sending, or forwarding voicemail or email messages that are offensive, intimidating, or hostile on the basis of race, gender, color, religion, national origin, disability, age, veteran status, or any other

legally protected status is grounds for disciplinary action up to and including immediate discharge from employment. Likewise, messages to solicit for personal business, religious, political or other matters unrelated to Dawson Community College's business is grounds for disciplinary action up to and including discharge from employment.

Dawson Community College expressly forbids the storage, transmission, or viewing of "adult materials" on any College computer or network or in any other form either on the College's premises or via College owned or leased equipment. Employees may not bring such materials onto College premises. Employees may not use the College Internet connection or even a personal Internet provider or service when accessed via College computers to access adult materials. Employees may not use a personally owned computer to connect to any College computer or the College network via modem, ISDN, or other connection, to access or transmit adult materials. Employees who receive adult materials in the workplace, in any form, must destroy the materials immediately without forwarding the materials or making copies.

#### **TELEPHONE CALLS**

The College does not allow employees to place long distance calls for personal business using a College phone. In order to ensure that the telephone is available for business purposes, employees should limit the frequency and length of all personal telephone calls. The use of personal cell phones for personal reasons should be limited to the employee's breaks and lunch period. The College understands that sometimes a personal call needs to be taken or made during other times. Supervisors will provide direction for their employees.

The College recognizes that some employees use cell phones as work phones.

#### **KEY DISTRIBUTION AND RETURN**

Employees must return keys to College property given to employees as part of their job requirements immediately upon discharge from employment.

#### **SOCIAL MEDIA ACCEPTABLE USE**

All marketing and communications is approved by the President's Office and/or their designee, the Director of Marketing and Public Relations. The College encourages employees to share approved information with co-workers and with those outside the College. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the college has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and MySpace, among others.

##### **Off-duty use of social media**

Employees may maintain personal websites or web blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the college considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

##### **On-duty use of social media**

Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference college students, employees, or vendors without express permission. The College monitors employee use of

College computers and the Internet, including employee blogging and social networking activity. Employees should not access their personal social media accounts on work time.

### **Respect**

Demonstrate respect for the dignity of the College, its President, its board, its students, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. Employees should not use social media to criticize the College or other institutions. Do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

### **Post Disclaimers**

If an employee identifies himself or herself as a College employee or discusses matters related to the College on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the College and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the College or the College's business. Employees must keep in mind that if they post information on a social media site that is in violation of College policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

### **New Ideas**

Please remember that new ideas related to work or the College's business belong to the College. Do not post them on a social media site without the President's permission.

### **Links**

Employees may provide a link from a social media site to the College's website during employment (subject to discontinuance at the College's sole discretion). Employees should contact the Web design group to obtain the graphic for links to the College's site and to register the site with the College.

Trademarks and copyrights. Do not use the College's or others' trademarks on a social media site, or reproduce the College's or others' material without first obtaining permission from the President or his/her designee.

## **LEGAL**

Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

## **BULLETIN BOARDS**

All required governmental postings are posted on the boards located in the hallway outside of Human Resources or break rooms. These boards may also contain general announcements.

Employees are able to submit notices of general interest, such as recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of

gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets. Please deliver notices to Human Resources or the Office of the President.

The College reserves the absolute right to refuse permission to post or to take down any announcement. The Human Resources department approves, posts, and takes down all notices. All notices posted by employees will be removed after 2 weeks unless otherwise stipulated.

#### SOLICITATION

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and students, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on College property at any time.

#### EMERGENCY RESPONSE

The College publishes a comprehensive emergency plan, distributes the plan to all employees, and posts the plan in classrooms and other public spaces. When an emergency occurs, employees are encouraged to **call 911** to report it and to cooperate with all emergency responders. As soon as he or she can safely do so, an employee who experiences or witnesses an emergency should also inform a College administrator.

#### EMERGENCY CLOSINGS

Dawson Community College will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

## SERVICE REQUESTS

### PHYSICAL PLANT

Employees who need to request service from the Physical Plant department should send an email to **work@dawson.edu**. Sending an email instead of making your service request in person will allow the Director of the Physical Plant Department to coordinate his or her staff and prioritize the needs of the campus.

### INFORMATION TECHNOLOGY

Employees who need to request service from the Information Technology department should send an email to **help@dawson.edu**. Sending an email instead of making your service request in person will allow the Director of the Information Technology Department to monitor system performance and allocate departmental resources appropriately.