

Employee Procedures Manual

Last Modified: *October 11, 2021*

FOREWORD

The *Weatherford College Procedures Manual* provides information to employees about employment and college operations that have been approved by the College Cabinet and/or President. Legal and Local College policies that govern the college district are in the *Weatherford College Policy Manual*, located at <http://pol.tasb.org/Home/Index/981> and also on the College web page and intranet index at Human Resources.

Any future changes in the *Weatherford College Procedures Manual* or in the *Weatherford College Policy Manual* that supersede, modify, eliminate, or add to the existing material will be posted on the college web page and will be communicated to employees. This manual supersedes all faculty and staff handbooks or procedure manuals previously published by Weatherford College.

The *Weatherford College Procedures Manual* will be updated as needed with the latest revision dates noted on the front cover.

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1 INTRODUCTION TO WEATHERFORD COLLEGE

1.1 Mission Statement

Weatherford College enriches the lives of the students and communities it serves through innovative, affordable, and accessible learning and cultural opportunities.

As a publicly supported, comprehensive community college, Weatherford College primarily serves the needs of the citizens of its service area (Parker, Wise, Palo Pinto, Jack, and Hood Counties) through teaching, research, public service, and learning experiences.

Weatherford College offers courses pursuant to a spectrum of educational goals:

- Associate of Arts degrees
- Associate of Science degree
- Associate of Applied Science degrees
- Core transfer curriculum
- Workforce Training
- Adult literacy and other basic skills
- Personal enrichment

Weatherford College maintains a friendly and respectful environment that encourages student pursuit of educational excellence, and pursuit of personal goals. The College offers counseling and guidance to help students identify and attain their goals.

Weatherford College requires professional development of all full-time employees and encourages research to seek out, develop, and implement methods to improve student learning. Weatherford College also conducts research to ensure the College offers programs that contribute to the cultural and economic well-being of the service area citizens.

Weatherford College fosters a culture that embraces diversity and inclusion. The College embraces continuous improvement through systematic and regular planning, execution, assessment, and improvement.

1.2 Organization

The official name of the College is Weatherford College of the Parker County Junior College District. The College service area, as defined by the Texas Higher Education Coordinating Board (THECB) of Texas, includes the counties of Parker, Jack, Wise, Palo Pinto and Hood. In addition to the Weatherford campus, the College also offers courses at the Education Centers in Mineral Wells and Granbury and at the Weatherford College Wise County branch campus. The following high schools in the College's service area have been approved by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as instructional sites to offer the Associate Degrees and Certificates through Dual Credit partnerships with Weatherford College:

Aledo High School
Boyd High school
Brock High School
Chico High School

Community Christian School
Decatur High School
Granbury High School
Lipan High School
Millsap High School
Mineral Wells High school
Peaster High School
Springtown High School
Weatherford High School

Organizational Charts for Governance and Administration, President’s Office, Instruction and Student Services, Financial and Administrative Affairs, Institutional Advancement, Academic Instruction, Health and Human Sciences, Teacher Education and Instructional Support, and Workforce and Economic Development may be found on the College Intranet, MyWC, under Human Resources and Payroll.

1.3 Advisory Councils and Committees

Weatherford College is committed to an Advisory Committee System (hereinafter referred to as “ACS”) that promotes effective communication among faculty, staff, and students about policy-level issues or administrative procedure. In addition, the ACS is a way to receive advice and recommendations from persons who have special knowledge about a topic or may be noticeably affected by a decision. The recommendations and advice from these persons often enhance the effectiveness of the outcomes or decisions.

Definition of “Policy-Level” Issues

There is no precise definition of a “policy-level” issue. However, they commonly are issues that include, but are not limited to: degree or certificate curricular proposals, significant instructional policies or practices, annual College budget including major facilities proposals and tuition and fees, general College policies and supporting procedures, student services policies and supporting procedures, strategic planning, and accreditation reports.

Administrative or Assigned Duties and Responsibilities

The ACS does not supplant, redirect or diminish the decision-making authority, leadership or management duties of persons in the College who have been assigned responsibilities for various functions. Persons who have proposals or concerns that are administrative, routine or operational in nature are requested to route those to responsible faculty, staff, supervisors or administrators for assistance or decisions. For professional and legal reasons, issues relating to specific personnel will not be a topic normally managed through the ACS process.

Councils and Committees

For purposes of the ACS, “councils” (this also includes the Faculty Senate) make recommendations to the College president and “committees” make recommendations to other administrators.

Roles of Committees

The role of committees operating within the ACS process is to make recommendations to responsible administrators as outlined herein. In the ACS process, if committees or administrators do not support a proposal, the committee or administrator should be willing to provide a rationale for the lack of support. In

the event a committee or administrator does not support a proposal, the person or group making the proposal may appeal the disapproval to a higher-ranking group or administrator for further consideration.

Referral of Proposals for Consideration

Proposals to be considered in the ACS process should be referred to the most logical starting place for review and action. For example, instruction-related proposals start with instructional committees. Proposals forwarded by administrators, staff or students should be referred to the committee most likely responsible for the policy, procedure, or proposal.

Representatives on Councils or Committees

For the ACS process to work effectively, representatives on Councils or Committees must accept responsibility for communicating to their peers and colleagues about what is taking place on a Council or Committee. If the Council or Committee is seeking advice about proposals, the representative should attempt to inform her/his colleagues about the proposal and seek advice. Failure to perform this communication link results in less effective communication within the College about policy, procedure or other major proposals covered in shared governance.

Policy Advisory Committees

General Principles

Chairs of Committees: The chairs of Policy Advisory Committees will be elected (or selected by consensus) by the committee and recommended to the supervising administrator, unless an exception is made by the supervising Vice President. The administrator normally will endorse the recommended person, but reserves the right not to approve the person as chair, if extenuating circumstances exist.

Committee Action: A committee can make recommendations only when a quorum of the membership is present. A quorum shall be 50% of the members, all of whom must have been approved by the supervising administrator.

Action by the Supervising Vice President: If a supervising Vice President receives a written recommendation from a Policy Advisory Committee, the Vice President must respond, in writing, within 15 working days (Monday-Friday) and advise the committee of her/his intended action. The only exceptions might be if the Vice President is on an extended absence from work or there is a College holiday period that has occurred.

Actions by a Vice President could include: (1) approval with intent to recommend to the College president; (2) return the proposal to the committee for additional work, or (3) deny approval. If the Vice President returns the proposal to the committee for further work, he/she must provide guidance regarding what aspect of the proposal should be reviewed or studied. If the Vice President denies the action, he/she must provide a rationale for the decision.

In all cases regarding having received a recommendation from a Policy Advisory Committee, the supervising Vice President must respond within 15 working days, unless extenuating circumstances exist.

Meeting Minutes or Notes: Committees will keep notes or minutes of each meeting. These notes can be “summary” notes rather than detailed minutes. The summary notes should identify agenda items and a

summary of the discussion. Any action by the Committee must be written in the notes. All committee or council meeting minutes or notes should be uploaded to the repository in myWC, Faculty and Staff, Councils and Committees.

Approval of procedures for the advisory committee system: The purposes of this ACS procedure are to enhance communication and decision making for the College. If situations need interpretation, the College president will act to resolve the matter. After consultation with representative groups, the College president may act to revise these procedures to ensure their effectiveness.

Policy Advisory Councils shall include the following:

1.3.1 President's Cabinet

Purposes: The purposes of the President's Cabinet are to (1) advise the College president regarding agenda items for the Board of Trustees, (2) share information about major activities, (3) discuss and advise the College president about major proposals, such as policy and procedure, strategic plans and goals, annual budget, selected curricular proposals, accreditation and other issues deemed to be a significant College activity or decision. Normally, Cabinet does not address routine division or department-specific administrative issues.

Membership:

- ◆ College President
- ◆ Executive Vice President of Financial and Administrative Affairs
- ◆ General Counsel
- ◆ Vice President of Instruction and Student Affairs
- ◆ Vice President of Institutional Advancement
- ◆ Executive Dean of Student Affairs
- ◆ Dean of Institutional Effectiveness
- ◆ Executive Assistant to the President

The College president chairs Cabinet and appoints members.

Meetings: The Cabinet normally meets twice monthly during the academic year. A summer schedule will be determined each spring.

Meeting Agenda, Review, and Action:

Members recommend items for the agenda, and the president creates the final agenda. The Cabinet does not vote on issues but makes recommendations to the president through discussions.

1.3.2 Dean's Council

Purposes: The primary purpose of the Deans' Council is to enhance communication about major College issues with the President. The three major purposes of the Council shall be as follows: (1) Through discussion, the Council will inform the College president about opinions and attitudes regarding significant College issues. Such issues may include, but are not limited to: strategic and annual plans, College budget, facilities plans or other significant College matters. (2) The Council members may inform each other about significant events scheduled for the near future. (3) Council members are encouraged to communicate with peers and staff about issues discussed in the Council, although the methods for doing so will be at the discretion of each

member. The Council may make formal recommendations or recommend solutions or resolve issues. In some cases, the president or his/her designee may request that an issue be referred to a specific policy or administrative committee for review.

Membership:

- ◆ Dean, Institutional Effectiveness
- ◆ Controller
- ◆ Executive Dean, Student Services
- ◆ Dean, Academics
- ◆ Dean, Fine Arts and Community Relations
- ◆ Dean, Education and Instructional Support
- ◆ Dean, Health and Human Sciences
- ◆ Dean, Workforce and Economic Development
- ◆ Dean, Weatherford College Wise County
- ◆ Associate Dean, Dual Credit & eLearning
- ◆ Associate Dean, Education Center at Mineral Wells
- ◆ Associate Dean, Education Center at Granbury
- ◆ Associate Dean and Registrar
- ◆ Associate Dean of Student Development

Terms of Service: NA

The Executive Assistant to the President will attend meetings to provide assistance to the president and provide summary notes of meetings.

Chair: An acting chair will be elected by the members of the council each year and may serve a two-year term.

Meetings: The council will meet a minimum of two times each long semester, although special meetings may be called by the chair.

1.3.3 Faculty Senate

The mission of the Faculty Senate shall be to contribute to instructor excellence and classroom quality by maintaining an effective line of communication between faculty and the administration, presenting faculty concerns to the administration, and endeavoring to resolve those concerns in a manner that will enhance institutional effectiveness.

The Faculty Senate is composed of a specific number of faculty members based on the size of instructional divisions. The faculty members of each division elect the membership. Members of the Senate are allowed to serve consecutive two-year terms. Specific details regarding eligibility, nominations, and elections are contained in the constitution of the Senate. The constitution also contains specific details regarding functions, meetings, and procedures of the Senate.

1.3.4 Staff Advisory Council

The mission of the Staff Advisory Council (SAC) shall be to serve as a consultative and

advisory group to the President representing matters of interest to the Staff. SAC shall present staff concerns and recommendations to the administration in an effort to resolve those matters in a manner that will enhance institutional effectiveness. The SAC is composed of fourteen staff members elected by their representative groups based upon job title or location. A staff member may be elected to the SAC for more than one term, but shall not serve consecutive terms.

Specific details regarding eligibility, nominations, and elections are contained in the constitution of the Staff Advisory Council of Weatherford College. The constitution also contains specific details regarding functions, meetings and procedures of the SAC.

1.3.5 Administrative Staff Advisory Council

The Administrative Staff Advisory Council (ASAC) serves as a consultative and advisory group to the President representing matters of interest to the Administrative Staff of the College. Administrative Staff includes full-time, non-faculty and non-classified employees, except that Vice Presidents are not eligible for membership. The Council presents concerns and recommendations of its membership to the administration in an effort to resolve those matters in a manner that will enhance institutional effectiveness.

The ASAC is composed of five (5) members who are elected to terms of office as provided for in the Constitution of the Administrative Staff Advisory Council.

Specific details regarding eligibility, nominations, and elections are contained in the Constitution of the ASAC of Weatherford College. The Constitution also contains specific details regarding functions, meetings, and procedures of the ASAC.

1.3.6 President's Council

Purposes: The President of the College shall meet with student organization presidents to serve the following purposes: 1) Facilitate communication between student groups and the college president concerning college issues, concerns, and achievements, 2) Discuss college events and coordinate events schedules, 3) Report planned fund-raising activities for the purpose of coordination, and 4) Recognize significant achievements of student groups.

Membership:

- ◆ College President
- ◆ Associate Dean of Student Development
- ◆ President's Executive Assistant shall attend meetings to keep appropriate records
- ◆ All student organization presidents

Chair: The College President shall serve as the chair of the President's Council

Meetings: The President's Council shall meet two times each long semester.

Policy advisory committees reporting to the Executive Vice President of Financial and Administrative Affairs

1.3.7 Student Fee Advisory Committee

Purpose: The Student Fee Advisory Committee is established to advise the governing board and administration of the institution on the type, amount, and expenditure of compulsory fees for student services under Section 54.5031(g) of the Texas Education Code. Before recommending the student fee budget to the governing board of the institution, the president of the institution shall consider the report and recommendations of the student fee advisory committee.

Membership:

- Student Representative – Place 1 (two-year term)
- Student Representative – Place 2 (two-year term)
- Student Representative – Place 3 (two-year term)
- Student Representative – Place 4 (one-year term)
- Student Representative – Place 5 (one-year term)
- Institution Representative – Place 1 Student Affairs
- Institution Representative – Place 2 Financial Affairs
- Institution Representative – Place 3 Faculty
- Institution Representative – Place 4 Faculty

Membership Appointed by: Student representatives are appointed by the Student Government; three to serve two-year terms, and two to serve one-year terms. Institution representatives are appointed by the President of the College.

Length of Service: Three students shall serve two-year terms; two students shall serve one-year terms. Institutional representatives serve as directed by the President of the institution. A student member of the committee who withdraws from the institution must resign from the committee. A vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment. A vacancy in an elective position on the committee shall be filled for the unexpired portion of the term by appointment by the president of the institution.

Chair: Appointed from among the Institution Representatives.

Meeting schedule: As needed.

1.3.8 Technology/Information Security Advisory Committee

Purpose: To assess and advise College Administrators regarding the overall technology-related needs of the College with the goal of contributing to the improvement and maintenance of accessible and quality instruction. The committee will also work to ensure that the college follows established practice to insure the security and privacy of all end-users, including employees and students.

Membership:

- Liberal Arts and Sciences
- Fine Arts
- Health and Human Sciences

- Workforce
- Education & Instructional Support
- College Web Designer
- Technology Trainer
- Student Affairs
- Financial and Administrative Affairs
- Institutional Advancement
- WCWC/ECMW/ECGB
- Institutional Research
- Dean of Institutional Effectiveness
- Executive Dean of Student Affairs
- Controller
- Executive Director of Human Resources
- Director, Technology Services, ex officio

Membership Appointed by: Supervisory Vice President, Dean, or Director of area

Length of Service: Two years with one-half membership rotating annually.

Chair: Elected by the membership

Meeting Schedule: Once each long semester and as needed

Policy Advisory Committees Reporting to the Vice President of Academic and Student Affairs are as follows:

1.3.9 Curriculum and Academic Standards Committee

Purpose: The purpose of the Curriculum and Academic Standards Committee shall be to review and recommend action regarding proposed program curricula composition and proposed program curricula modifications in accordance with established academic standards as set forth by the institution and its accrediting agencies. Other issues that impact curriculum, instructional practices, and academic standards may be brought before the committee for review and recommendation as appropriate. The Curriculum and Academic Standards Committee serves in an advisory capacity to the Vice President of Academic and Student Affairs.

Membership:

- Agriculture, Business and Communications/Behavioral Sciences/Fine Arts
- Humanities
- Math
- Social Sciences/Education/Instructional Support Faculty
- Life and Physical Sciences/Kinesiology
- Health and Human Sciences
- Health and Human Sciences
- Workforce Faculty

The following serve as ex officio non-voting members

- Instructional Dean
- Dean of Institutional Effectiveness
- Executive Dean of Student Affairs
- Library Director
- Director of Testing Center
- Student Representative

Membership Appointed by: Supervisory Deans

Length of Service: Two years, one half rotating each year.

Chair: A current faculty committee member elected by the membership

Meeting Schedule: Once per long semester and as needed

1.3.10 Library Advisory Committee

Purpose: To advise the Vice President of Academic and Student Affairs regarding library services and library holdings; to make recommendations concerning library budget allocations to instructional departments; and, to serve as liaisons from assigned departments to the library for ordering materials and resources.

Membership: Two faculty or instructional representatives from each of the following instructional divisions:

- Humanities, Fine Arts and Social Sciences
- Humanities, Fine Arts, and Social Sciences alternate
- Math and Sciences
- Math and Sciences, alternate
- Life and Physical Sciences
- Life and Physical Sciences, alternate
- Health and Human Sciences
- Health and Human Sciences - alternate
- Workforce
- Workforce, alternate
- Education and Instructional Support
- Education and Instructional Support, alternate
- Library Director
- WCWC/ECMW/ECGB
- WCWC/ECMW/ECGB, alternate

Membership Appointed by: Supervisory Deans or volunteer/voting from previous membership

Length of Service: Three years with one-third membership rotating annually.

Chair: Elected by the membership

Meeting Schedule: Once during each long semester and as needed.

1.3.11 eLearning Advisory Committee (eLAC)

Purpose: The purpose of the eLearning Advisory Committee (eLAC) shall be to review and recommend action regarding online instruction in fully-online, hybrid, and face-to-face courses. Other issues that impact online learning or online portions of hybrid and/or face-to-face courses may be brought before the committee for review and recommendation as appropriate. The committee will create standards for eLearning at Weatherford College, create and/or offer professional development opportunities to WC faculty and staff in the area of eLearning, and review online courses and supplemental course sites for compliance with established academic and accessibility standards as set forth by the institution and its accrediting agencies. The eLAC works in concert with the Curriculum and Academic Standards Committee. The eLearning Advisory Committee serves in an advisory capacity to the Associate Dean of Dual Credit & eLearning.

Membership:

- Social Sciences
- Humanities
- Mathematics
- Life and Physical Sciences
- Health and Human Sciences
- Workforce
- Education and Instructional Support
- Student Affairs
- LMS Administrator

Membership appointed by: Supervisory Deans

Length of service: Two to four years, with two members rotating each year. (Initial appointment: 8 members, all of whom serve two years. After two years, two members rotate off, and the remaining six continue. The third year, two different committee members rotate off, and the fourth year, the final two of the original members rotate off. Thereafter, two members rotate off per year.) Chair: A current faculty committee member elected by the membership Meeting Schedule: Once per full month of each long semester.

1.3.12 Student Academic Appeals Committee

Purpose: To hear student appeals for re-admission to the college as a result of being placed on academic suspension for failure to maintain academic progress according to College policy,

Membership:

- 8 faculty (4 serving with 4 alternates; one serving and one alternate from Technical area)
- Executive Dean of Student Affairs
- Executive Director of Student Outreach
- Student Counselor
- 2 Student representatives

Membership Appointed by: Vice President of Instruction and Student Services

Length of Service: 2-year terms. Four faculty will end their services in even years and four will end their service in odd years. For the purpose of this committee, the academic year begins September 1 and ends August 31.

Chair: Elected from faculty membership

Meeting Schedule: Meets regularly prior to each academic semester to hear academic suspension appeals.

1.3.13 Technical Programs Appeal Committee

Purpose: The purpose of the Technical Programs Appeals Committee shall be to hear student appeals of a disciplinary action for students enrolled in technical programs for disciplinary actions placed against them by the College and to determine the appropriateness of the action in accordance with established Weatherford College rules and regulations for the welfare of the student and in the best interest of the College. The timeline for appeals addressed by this committee is more streamlined in order to meet time constraints necessary for these programs.

Membership:

- Technical Program Faculty Place 1
- Technical Program Faculty Place 2
- Technical Program Faculty Place 3
- Workforce Supervision
- Health and Human Sciences Supervision

Policy Advisory Committees reporting to the Executive Dean of Student Affairs are as follows:

1.3.14 Safety and Crisis Management Committee

Purpose: The purpose of the Safety and Crisis Committee is to examine and evaluate health and safety-related issues and to make recommendations to the College Cabinet concerning these issues.

Membership:

- ◆ Director of Facilities
- ◆ Chief of Police, Chair
- ◆ Liberal Arts and Sciences
- ◆ 4 Instructional Representatives
- ◆ Faculty Senate
- ◆ Staff Advisory Council
- ◆ Associate Dean of Student Development
- ◆ Executive Director of Human Resources
- ◆ Health and Human Sciences
- ◆ Director of Housing
- ◆ WCWC
- ◆ ECMW
- ◆ ECGB
- ◆ College Counselor (LPC preferred)

Membership Appointed by: Representatives appointed by the vice president of respective area; others are continuing members by virtue of position. **Length of Service:** Representatives will serve two-year terms with

half of the group rotating off every year. Chair: Chief of Police Meeting Schedule: Normally, the Committee will meet two times per semester, although special meetings may be called by the Chair throughout the year.

1.3.15 Enrollment Management Committee

Purpose: The Enrollment Management Committee will serve in an advisory role to the Enrollment Management Division to develop and implement strategies within the division and throughout the campus community to manage all aspects of enrollment including, but not limited to, recruitment, admissions, advising, first year experience, academic support, student development, retention, degree completion and/or transfer.

Membership:

- Executive Dean of Student Affairs, Chair
- Executive Director of Student Success/Student Outreach
- Associate Dean of Student Development
- Director of Financial Aid
- Academic Representative Place 1
- Academic Representative Place 1 – Alternate
- Academic Representative Place 2
- Academic Representative Place 2 – Alternate
- WCWC/ECMW/ECGB Representative
- SACSCOC QEP Director
- Director, Institutional Research
- Vice President of Academic and Student Affairs
- Advising Specialist
- Institutional Advancement Representative
- Registrar
- Graphics
- Police Chief
- Faculty Senate President
- Student Body President

Membership Appointed by: Vice President of Academic and Student Affairs & Executive Dean of Student Affairs

Length of Service: Required job duty for specified Student Services positions. Representative members will be appointed by appropriate supervisor.

Meeting Schedule: To be determined. However, at least one meeting each term should be conducted at ECMW or WCWC.

1.3.16 Student Disciplinary Appeals Committee

Purpose: The purpose of the Student Disciplinary Appeals Committee shall be to hear student appeals of a disciplinary action placed against them by the College and to determine the appropriateness of the action in accordance with established Weatherford College rules and regulations for the welfare of the student and in the best interest of Weatherford College.

Membership:

- Executive Dean of Student Affairs
- Student Counselor
- Chief of Campus Police
- 2 Faculty representatives
- Athletic Director
- Director of Student Housing
- SGA representative
- WCWC/ECMW/ECGB (as necessary)

Membership Appointed by: Executive Dean of Student Affairs

Length of Services: One academic year for faculty representatives

Chair: Executive Director of Student Development

Meeting Schedule: As needed

Policy Advisory Committees reporting to the Vice-President of Institutional Advancement:

1.3.17 Scholarship Advisory Committee

Purpose: The purpose of the Scholarship Advisory Committee is to assist in evaluating all applications for privately funded scholarships and to make recommendations to the Vice President of Institutional Advancement of distribution of funds to qualified students.

Membership:

- Director of Financial Aid
- Accounts Receivable Coordinator
- Vice President of Institutional Advancement (non-voting)
- Instruction Place 1 – Liberal Arts and Sciences
- Instruction Place 2 – Fine Arts
- Instruction Place 3 - Workforce
- Instruction Place 4 – Education and Instructional Support
- Instruction Place 5 – Health and Human Sciences
- Instruction Place 6 – Performing Scholarships (Fine Arts)
- Instruction Place 7 – Athletics
- WCWC/ECMW/ECGB

Membership Appointed by: Representatives appointed by vice president of respective area; others are continuing members by virtue of position.

Length of Service: Instructional representatives will serve two-year terms. Others will continue by virtue of position.

Chair: The Director of Financial Aid. Meeting Schedule: Normally, the Committee will meet two times per semester, although special meetings may be called by the Director of Financial Aid.

1.3.18 Marketing/Promotion Advisory Committee

Purpose: The purpose of the Marketing/Promotion and Website Advisory Committee is to make recommendations to the Vice President of Institutional Advancement regarding the overall marketing and promotion strategies of the College and to evaluate the website appearance, content, and navigation.

Membership:

- Director of Communications and Public Relations (ex-officio)
- Faculty Place 1
- Faculty Place 2
- Student Affairs
- Executive Dean of Student Affairs
- Financial and Administrative Affairs Representative
- Instructional Support
- WCWC/ECMW/ECGB

Membership Appointed by: Vice President of Institutional Advancement after receiving recommendations from VP's.

Length of Service: Two-year terms, with half of the committee rotating off every year.

Chair: Elected by committee in fall for a two-year term. Meeting Schedule: Annually, or as needed.

1.3.19 Website Advisory Committee

Purpose: To advise the College webmaster and the Vice President of Institutional Advancement concerning website appearance, content, and navigation, on the college internet, college intranet and learning management system.

Membership:

- Faculty
- Faculty, Alternate
- eLearning Representative
- Student Affairs
- Student Affairs, Alternate
- Financial and Administrative Affairs
- Financial Aid
- Bookstore
- Institutional Advancement
- Technology Services
- Director of Institutional Research
- WCWC/ECME/ECGB

Membership Appointed by: Supervisory Vice-Presidents

Length of Service: Three years with one-third membership rotating off annually.

Chair: Elected by the membership

Meeting Schedule: Once during long semesters and as needed

1.3.20 Employee Recognition and Development Advisory Committee

Purpose: The purposes of the Employee Recognition and Development Advisory Committee are: (1) coordinate the recognition of employees; (2) plan employee development activities in keeping with the college's professional development policies and procedures, and (3) award employee development stipends and scholarships as allocated by the college.

Membership:

- Executive Director of Human Resources
- Institutional Advancement
- Liberal Arts and Sciences
- Fine Arts
- Health and Human Sciences
- Workforce
- Education and Instructional Support
- Instructional Staff
- Administrative Staff Advisory Council
- Staff Advisory Council
- Deans' Council
- WCWC
- ECMW
- ECGB

Membership Appointed by: Representatives are appointed by the vice president of the respective areas.

Length of Service: Two-year terms with half of the committee rotating off every year

Chair: Elected by committee in fall for a two-year term.

Meeting Schedule: Normally, the Committee will meet two times per semester, although special meetings may be called.

Policy advisory committees reporting to the Dean of Institutional Effectiveness

1.3.21 Institutional Review Board (IRB)

Purpose: The Institutional Review Board at Weatherford College is tasked under the Code of Federal Regulations, 45CFR46, with governance of research involving Human Subjects. Under this purview, the Institutional Review Board operates as a protective resource to ensure that:

- The rights and welfare of human subjects are protected;

- Risks have been considered or minimized;
- The potential for benefit has been identified and maximized;
- All human subjects only volunteer to participate in research after being provided with legally effective informed consent; and
- Any research is conducted in an ethical manner and in compliance with established standards, including handling all private information with confidentiality.

Membership: Each member has a designated alternate from their area of expertise

- Director of Institutional Research
- Liberal Arts and Sciences At-Large
- Social Sciences
- Life and Physical Sciences
- Health and Human Sciences
- Workforce
- Minority Advocate
- Counseling representative
- Community representative

Membership Appointed by: Committee Chair

Length of Service: One year

Meeting Schedule: Monthly, or as needed to review research requests.

1.3.22 Institutional Assessment Committee

Purpose: The Purpose of the Institutional Assessment Committee is to ensure the college's continuous improvement through planning and assessment by carrying out the following activities:

- Monitor the annual planning and assessment process of the college by reviewing annual improvement plans, results of assessment, and use of assessment results.
- Identify best practices and successful outcomes, as well as overall areas needing improvement. Make recommendations to the College Cabinet for replication of activities with high impact as applicable or recommendations for improvement in college assessment practices.
- Make budget recommendations to the College Cabinet regarding funding for expanded implementation of successful practices based on assessment outcomes or for additional funding needed to improve college assessment activities.
- Develop and conduct a process for recognizing and rewarding good assessment practices and successful learning outcomes at the college.

Membership: The Institutional Assessment Committee is comprised of representatives from the following:

- Education
- Financial & Administrative Affairs
- Fine Arts
- Health & Human Sciences
- Humanities & Sciences
- President's Office

- Student Services
- Workforce

Meetings: The Institutional Assessment Committee will meet no less than three times annually and as needed to review planning and assessment documentation and make desired recommendations.

1.3.23 Resource Development Committee:

Purpose: The purpose of the Resource Development Committee is to understand the resource needs of the College; identify and pursue external resources to advance college activities; and manage the acquisition of external resources in an effective and responsible manner.

Membership:

- Dean of Institutional Effectiveness
- Dean of Workforce Education
- Dean of Health and Human Sciences
- Executive Director of Student Outreach
- Comptroller
- Grants accountant
- Business office accountant
- Workforce administration
- Workforce faculty
- Health and Human Sciences faculty
- Liberal Arts and Sciences
- Academic Administrator

Meetings: Once each semester and as needed to review grants proposals.

Task Forces:

Task forces are appointed to address issues that arise periodically or routinely that do not require the organization and regular meetings of a standing committee. Following are a list of common college task forces:

1.3.24 Student Tuition Task Force (Reports to the Executive Vice-President of Financial and Administrative Affairs)

Purpose: The purpose of the Tuition and Fees Task Force is to evaluate and recommend to the Executive Vice President of Financial and Administrative Affairs tuition rates assessed by the College when changes are being considered.

Membership:

- Controller
- Administrative and Financial Affairs Representative
- Executive Dean of Student Affairs
- Instructional Dean

- Library Director
- Institutional Research
- Financial Aid
- Food Services Director
- Advising
- Distance Education Representative
- Student Government Representative
- WCWC/ECMW/ECGB

Membership Appointed by: Representatives appointed by vice president of respective area. Directors will serve by position. Length of Service: Directors will not rotate. Representatives will serve two-year terms, rotating half of the representatives every year.

Chair: The Controller

Meeting Schedule: As needed.

1.3.25 Human Resources Task Force (Reports to College General Counsel)

Purpose: The purpose of the Human Resources Task Force is to review for comment, policies and procedures that impact the employees of the College when changes are being considered.

Membership:

- Executive Director of Human Resources
- WCWC/ECMW/ECGB
- Faculty Senate
- Administrative Staff Advisory Council representative
- Deans' Council representative
- 5 Instructional representatives (One from each Division)
- Staff Advisory Council

Membership Appointed by: Director of Human Resources

Chair: Appointed by Director of Human Resources

1.3.26 Commencement Task Force (Reports to the Executive Dean of Student Affairs)

Purpose: To advise the college registrar regarding the date, time, location, speakers, and other important information for each commencement ceremony.

Membership:

- Associate Dean and Registrar
- Executive Dean of Student Affairs
- Associate Dean of Student Development
- Student Affairs staff
- Police Chief
- 2 full-time faculty members

- Institutional advancement representative

Membership Appointed by: Executive Dean of Student Affairs

Length of Service: Student services staff person, faculty and institutional advancement personnel are appointed annually.

1.3.27 Quality Enhancement Plan (QEP) Task Force and Steering Committee (Reports to the Dean of Institutional Effectiveness)

Purpose: To provide guidance to the QEP project.

Membership:

- Vice President of Academic and Student Affairs
- Director of the Quality Enhancement Plan
- Director of Institutional Research
- Remaining membership Appointed by: Administrator under whose purview the project falls

Length of Service: Duration of the QEP project (5 years)

Meeting Schedule: One meeting per long semester during the duration of the project. Special meetings may be called.

Chair: Appointed by Registrar

Meeting Schedule: As needed

2 INSTITUTIONAL EFFECTIVENESS

2.1 Planning Cycle

Institutional Effectiveness is a continuous cycle of planning and assessment resulting in continuous improvement at the college. The College Planning cycle is illustrated below.

2.1.1 Strategic Plan

The College Strategic Plan is developed in five-year intervals to guide campus-wide planning integral to accomplishing the college mission.

2.1.2 Academic Master Plan

The Academic Master Plan is developed by the instructional division of the college to guide programs in achieving desired student learning outcomes and support the College Strategic Plan.

2.1.3 Facilities Master Plan

The facilities master plan is developed by the Board of Trustees and College cabinet, based on broad-based input from all college constituents, to provide adequate facilities to support the college strategic and academic plans

2.1.4 Annual Improvement Plans

Work units at the college develop Annual Improvement Plans (AIPs) to support the overall college strategic plan and the achievement of student learning outcomes as specified in the Academic Master Plan. The Office of Institutional Effectiveness serves as the resource to departments for developing their AIPs and provides technical assistance in using the online planning and assessment system.

2.2 Assessment

The process of assessment at Weatherford College follows a specific timeline to enable planning units to use assessment results for budgeting and planning purposes. The following timeline establishes deadlines for assessment processes; however, assessment is best used as a continuous improvement process and results, findings, and related actions may be entered into the online planning system at any time to support a continuous improvement process.

**Planning, Assessment, and Budgeting Timeline
August through January**

Budget	Budget adopted for coming year	Budget Year Begins, Sept 1				
Non-Resource AIP	*Cumulative Action Plans used to establish outcomes/objectives finalized for coming year by August 15 *Implement Action Plans to meet					
Resource-based AIP	Outcomes/Objectives and begin collecting data for Assessment with the beginning of the Fall Semester				Finalize Fall data collection, analyze data and report findings in the Annual Improvement Plan (AIP)	All Instructional Units Update action plans based on Fall data and program reviews. Analyze data and report findings in the AIP

**Planning, Assessment, and Budgeting Timeline
February through July**

	February	March	April	May	June	July
Budget	Resource Allocation requests Due by End of Month	Budget Revisions	Budget Revisions	Administrative Budget Revisions		
Non-Resource				Update Action Plans based on Spring Data and report findings in the AIP	Revise Action Plans for next cycle	Revise Action Plans for next cycle
Resource-based	Work Units submit resource allocation requests based on findings reported in December	Revise Action Plans and Submit data-driven budget modifications	Update Annual Improvement Plans (AIP) based on Spring Data and enter findings in Compliance Assist online. Use Cumulative-to-date data to request final data-driven revisions to budget	Revise AIP for next cycle	Revise AIP for next cycle	

2.3 Instructional Program/Department Self-Assessment

The Weatherford College Instructional Program/Department Self-Assessment is a process of reflection, study, and analysis conducted by the teaching faculty in each academic discipline and career technical program. The departmental self-assessment focuses on administrative processes that impact the department's efficacy in delivering instruction.

Critical departmental demographics and data will be provided to departments in January reflecting instructional activities conducted during the previous calendar year. Following in-depth analysis of the information provided, departments should develop recommendations in areas considered in need of improvement. These recommendations may be incorporated into the non-student learning outcomes objectives in the Annual Improvement Plan (AIP) or used as justification for budget requests regarding facilities, equipment, personnel, and other items not linked directly to student learning outcomes in the AIP.

Following is a list of data to be provided to departments. Additional data may be included upon request by the Department Chair or Program Director, based upon availability.

- Students enrolled in courses
- Total contact hours generated by students enrolled in departmental courses
- Number of classrooms assigned
- Number of full-time faculty
- Number of part-time faculty
- Percent of sections taught by FT faculty
- Full-time faculty equivalents taught by part-time faculty
- Number of face-to-face classes
- Number of online classes
- Number of two-way video classes
- Number of sections taught face-to-face off campus
- Number of face-to-face dual credit classes
- Number of credit hours taught by each faculty member
- Number of contact hours taught by each faculty member
- Class fill rate (number of seats filled/number of seats allocated)
- Grade distributions (drop rates, completion rates, success rates)
- Completion/drop rate by classroom
- Total tuition, fees, and contact hour funding generated by CTE majors and non-CTE majors enrolled in CTE course
- Contact hour funding and tuition and fees collected per academic rubric, based on average T/F rate
- Program completion rates if applicable
- Drop rates by classroom

2.4 SACSCOC Substantive Change Procedure

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is recognized by the U.S. Department of Education as an agency whose accreditation enables its member institutions to seek eligibility to participate in Title IV programs. To maintain its recognition with the U.S. Department of Education, the SACSCOC has incorporated federal requirements into its substantive change policy and procedures. Some of

those requirements specify that an institution seek and receive approval prior to the initiation of a substantive change so that the change can be included in the institution's scope of accreditation

Institutional Obligations:

1. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with its substantive change policy and, when required, seek approval prior to the initiation of changes.
2. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion. Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:
 - Any change in the established mission or objectives of the institution
 - Any change in legal status, form of control, or ownership of the institution
 - The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
 - The addition of courses or programs of study at a degree or credential level different from that included in the institution's current accreditation or reaffirmation.
 - A change from clock hours to credit hours
 - A substantial increase in the number of clock or credit hours awarded for successful completion of a program
 - The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
 - The establishment of a branch campus
 - Closing a program, off-campus site, branch campus or institution
 - Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
 - Acquiring another institution or a program or location of another institution
 - Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
 - Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Institutional Responsibilities

Each accredited institution is expected to follow the reporting requirements of the substantive change policy outlined on the SACSCOC website at <http://sacscoc.org/SubstantiveChange.asp>

The initiation or revision of programs not offered for academic credit and that are not eligible for federal financial aid does not require reporting; however, such programs are subject to review at the time of reaffirmation.

Reporting the Various Types of Substantive Change

The submission of notifications and substantive change requests to SACSCOC will be the responsibility of the Institutional SACSCOC Liaison. Reporting proposed program or institutional changes in a timely manner to the SACSCOC Liaison is essential for compliance and continuation of accreditation and federal financial aid.

For those changes listed above that occur at the departmental level, notification shall be made from the appropriate Dean to the SACSCOC liaison as soon as program development, course or location changes, or program closure is proposed. The SACSCOC liaison shall receive copies of Curriculum and Academic Standards Committee meeting minutes as an additional means of communication regarding proposed program and/or curricular changes. Notifications of proposed substantive changes to the SACSCOC liaison must be made in sufficient time for submission to the SACSCOC – by January 1 for Summer II and Fall implementation and by July 1 for Spring and Summer implementation.

Proposed changes occurring at the institutional level will also be communicated to the SACSCOC liaison through regular cabinet meetings and College Board meeting minutes.

2.5 Procedure to Ensure Adequate Presentation to Each DOE-Recognized Accrediting Agency

SACSCOC requires member institutions holding accredited status from more than one U.S. Department of Education recognized institutional accrediting agency (<https://ope.ed.gov/accreditation/Agencies.aspx>) to keep each agency apprised of any change in its status with one or another agency. Any institution seeking or holding accreditation from more than one USDOE recognized institutional accrediting agency must represent itself accurately to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each USDE-recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency.

Weatherford College program directors and/or other College administrators must ensure that the college is represented accurately to each DOE-recognized accrediting agency, and notify the Weatherford College SACSCOC Liaison of any changes in accreditation status as soon as possible so that proper notifications to all such agencies can be made.

3 ACADEMIC PROCEDURES

3.1 Advising

Faculty members are responsible for assisting with student advising. The Office of Student Services provides training and advising guides. All faculty assisting with student advising must attend advising training.

3.2 Course Substitutions

Students needing to make course substitutions to degree plans must obtain permission from the department chair. The department chair is responsible for notifying the registrar's office, in writing, that the substitution has been approved. The Course Substitution Form (located on myWC) will be used for this purpose and may be initiated by the department chair or the registrar's office.

3.3 Permit to Register for Students on Academic Suspension

Members of the student appeals committee must complete the Permit to Register for Students on Academic Suspension form for students who have been approved for readmission. The student is instructed to present the form at registration. The form states the conditions of re-admission, including recommendations for specific courses.

3.4 Classroom Procedures and Grading

3.4.1 Student Authentication and Integrity standards for Online Courses

In order to uphold the integrity of online classes and ensure the validity of the grades earned, Weatherford College has implemented the following Identity Verification Policies:

Students in fully online classes will send a photo of themselves holding a picture ID with their name on it to the instructor of record for the class. Any sensitive information on the ID should be covered up or otherwise obscured.

Students in online classes are required to be familiar with and adhere to Weatherford College's Academic Integrity Policy as outlined in the Student Handbook:

<https://www.wc.edu/campus-resources/conducts-grievances/academic-integrity> .

And student determined to have violated these policies is subject to disciplinary action.

Instructors of online classes will design course assessments in a way that encourages student learning and discourages violations of the Academic Integrity Policy. Each department may devise a policy with additional requirements that align with the course subject matter and earning objectives. These additional requirements may include – but are not limited to – requiring the use of a plagiarism detection program (e.g., Turnitin) and/or requiring that exams be administered through a remote proctoring service.

3.4.2 Master Course Syllabi

Syllabi for all sections of a course shall be uniform unless approved by the appropriate Department Chair and Instructional Dean. All instructors are required to have a syllabus for each of the courses and laboratories they teach. Students will be provided a URL address for the master course syllabus on the first day of each class. An electronic copy of the master syllabus for each course must be posted at the Instructional Information Website by the 7th class day of the semester within which the course is taught. Each Department Chair is responsible for updating and maintaining these documents. Master syllabi will be reviewed and modified as required annually each spring semester. Each master syllabus will be prepared for publication on or before May 31 of each year.

Students will also be provided information on how to access the master syllabi and other information on the College website.

The master syllabus for each course will contain the following information:

- Course Title
- Course Rubric and Number
- Course Description
- Textbooks, including ISBNs, and other student resources required and/or recommended for the class
- Course learning outcomes/proficiencies/competencies as applicable
- Grading criteria
- Attendance policy
- ADA Statement*
- Academic Integrity Policy

*The following statement shall be included in the master syllabus for each course:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office of Disabilities located on the upper floor of the Student Services Building on the Weatherford College Weatherford Campus to request reasonable accommodations. Phone: 817-598-6350 Office Location: Office Number 115B in the Student Services Building, Weatherford College, 225 College Park Drive, Weatherford, TX.

3.4.3 Course Outline

Instructors are to provide a course outline to students on the first day of each class they teach. Instructors should submit an electronic copy of the outline for each course to the Department Chair on or before the first-class meeting of each semester. Instructors will provide students with the following information in the course outline.

- Instructor Name
- Class meeting times, location, and test dates
- Instructor office hours and location
- Instructor office telephone and email address
- Specific course assignments, evaluations, and important dates
- Process for determining the final grade

3.4.4 Academic Integrity Policy

The following statement will be included in the master syllabus for each course:

Academic Integrity is fundamental to the educational mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

3.4.5 Early Warning Referral

Faculty members are responsible for notifying student services when a student is in danger of failing a course due to excessive absences and other academic concerns by submitting an early warning referral to student services at the following link: <https://mie.wc.edu>. Students will receive an automated email message with a follow-up from student services to discuss their status and intervention as appropriate.

3.4.6 Student Absences

Regular class attendance is integral to student success. Therefore, faculty will encourage regular class attendance by stating both the attendance requirements and the consequences for noncompliance in each course syllabus. For some courses taught through distance learning, attendance requirements are not suitable. In these situations, faculty will state alternative expectations in the course syllabus for student success, along with consequences for noncompliance. In addition to being detrimental to student success, excessive student absences may jeopardize a student's federal financial aid, obligating the student to repay funds received.

Students who are not college ready based on Texas Success Initiative standards, are required by local procedure to attend their developmental classes or program. Excessive absences of five or more from developmental classes will result in a grade of "EW." The grade of "EW" has the same grade point value as a "W."

Participation in College-sanctioned activity is considered an excused absence, provided that students complete the Excused Absence Form, have it signed by the activity advisor, and present it to all instructors prior to the impending absence. For students in dual-credit classes, high-school-and-/or UIL-sponsored absences will also be considered excused absences, provided that, prior to the impending absence, students provide instructors with signed documentation from the activity advisor.

In the case of work missed due to an excused absence, when it is feasible to submit work early, students will be permitted the opportunity to do so, provided that before the absence occurs they 1) supply their instructors with documentation of the absence and 2) make arrangements with their instructors to make up the work missed. If the nature of the missed work cannot be adequately reproduced outside of the class, instructors should note how the absence may be expected to impact the student's progress in a course. The activity advisor shall consider the instructor's comments while determining if the student should participate in the identified activity.

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or to complete an assignment scheduled for that day within a reasonable time after the absence if, the student provided advance notice to the instructor of the date(s) of the absence (Weatherford College Policy FC-legal). The notice shall be in writing and shall be delivered by the student personally to the instructor of each class. A student who is excused under this section may not be penalized for the absence, but the

instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. (Education Code 51.911)

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Vice President of Instruction and Student Services. The student and the instructor shall abide by the decision or the chief academic officer or his or her designee.

Instructors shall also excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. (Education Code 51.9111(c); 19 TAC 4.9(a)-(b))

3.4.7 Course Evaluation

All courses are to be evaluated by the students enrolled each semester in accordance with HB 2504, Texas Education Code § 51.974. Course evaluations will be considered in instructor evaluations along with course attrition rates; the extent to which student learning outcomes were met; and grade distributions. The appropriate department chair is responsible conducting instructor evaluations.

3.4.8 Classroom Assignments, Testing, and Final Examinations

For all courses, testing procedures and assignments should be consistent with institutional standards and the requirements stated in the official course syllabus. Details concerning the administration of the tests and assignments (i.e. the number per semester, mode of delivery, location and time of testing or due dates for assignments) will be clearly stated in the instructor's course syllabus.

For proctored exercises for face-to-face classes, the instructor of record will be the first choice as proctor. In all cases, testing is inclusive in prescribed course contact hours and opportunities for instructor-proctored testing must be provided during normal class/lab times. The instructor of record is responsible for scheduling facilities for testing.

For online or hybrid dual-credit classes, exams may be administered by proctors who meet the proctoring requirements as outlined on the WC "Proctor Agreement: Dual Credit" form. Approved proctors must have a signed form on record with WC's office of Dual Credit & eLearning, and the office of the Associate Dean of Dual Credit & eLearning will maintain a list, updated annually, of approved proctors at high school campuses.

Final examinations will be given during the final week of the semester. A final examination schedule will be published in the registration guide and will be available in the Office of Student Services and on the College Website. The final examination schedule varies from the regular schedule of classes and must be followed. The only exception to this practice is departmentally graded multi-section finals for which special permission has been granted to conduct the first stage of examination the week prior to final exams week.

3.4.9 Incomplete Grade

Students who have been achieving passing work in a course (with a minimum “C” average) but who are unable to complete all required work before the end of the semester due to uncontrollable circumstances may be given a temporary grade of “I” or incomplete. Students must contact the course instructor to request assignment of the Incomplete grade prior to the end of the semester. The student and instructor must document and agree to all terms and conditions for completion of coursework on the Incomplete Grade Form prior to receiving approval from the department chair and dean to grant an Incomplete grade. Grades of “I” not removed according to these conditions by the end of the sixth full week following the close of the semester in which the incomplete grade was granted will be permanently recorded as the grade that would have been awarded with the incomplete work scored at a value of “0.”

3.4.10 Grade Assignments and Submission

All instructors are required to assign grades in letters as follows: Grades assigned by instructors are: A, B, C, D, F, S, U, P, or I. Grades transcribed by Student Services are: AU, CR, EW and W.

A	Superior (90-100)
B	Good (80-89)
C	Average (70-79)
D	Passing (60-69)
F	Failing (Below 60)
S	Satisfactory Completion of Continuing Education Course
U	Unsatisfactory Completion of Continuing Education Course
P	Passed
I	Incomplete
AU	Audit
CR	CLEP and articulated credit
W	Withdrawn or dropped from College with no academic penalty
EW	Administratively Withdrawn from Class with GPA impact of 0.0

All instructors are required to enter all student final course grades in Campus Connect on or before the grade submission deadline identified for each semester. Instructors awarding a grade of “F” must also post the last day of academic activity/attendance for the student. Public posting of grades is prohibited to ensure the protection of student privacy. Grades will be available online to the students at the close of each semester.

3.4.11 Grading Standard

Grades awarded by Weatherford College shall be based on the scholastic performance of each student receiving those grades. Scholastic achievement shall be determined by each student’s demonstration of learning as it relates to the defined outcomes for each course and program of study in which the student is enrolled.

3.4.12 Extra Credit Standards

Each instructor shall decide whether to provide extra credit opportunities to students within their assigned course(s). If an instructor chooses to provide extra credit in a course, that extra credit opportunity must be:

- Related to the learning objectives of the course;
- Designed to demonstrate each student's academic abilities;
- Associated with a value clearly identified in the course grading system;
- Fair and equitable, providing a reasonable opportunity to all students;
- Designed such that if an extra credit activity involves a monetary cost to the student, a no-cost alternative with an equal amount of credit must also be made available.
- Is never a quid pro quo such that monetary expenditures made by a student directly influence that student's grade.

3.4.13 Grade Change

Instructors who need to change a student's grade due to errors in calculation, posting, or in response to a grade dispute must complete a Grade Change Form and forward the form to the Department Chair and Division Dean for required signatures. The form must then be forwarded to the Registrar's Office so that official records may be corrected and the student notified.

3.4.14 Record and Grade Dispute

Students disputing an official record must complete a record dispute form available in the student services office. Students are allowed one calendar year from the last day of the term in which a grade was earned to initiate steps to dispute the accuracy of the record.

The student services office addresses disputes involving drop dates or entry errors such as grade transposition or data entry. If a student disputes an earned grade he or she must address it with the instructor. If the instructor determines that a different grade should be awarded, a grade change form will be sent to the Registrar's Office.

3.4.15 Special Support Services Accommodation Documentation

Instructors must use the Special Support Services Accommodation Documentation form to record occasions when special accommodations were made for students in their classes. This form is required only for students who present an accommodation plan from the special populations' office to the instructor. The completed documentation form must be forwarded to the special populations' director at the end of each semester.

3.5 Course Development

These guidelines have been created in order (1) to identify the procedures necessary to implement courses in an organized manner; (2) to provide those faculty members who are contemplating the development of courses with sufficient information concerning the requirements of such an undertaking; and (3) to ensure that the courses are of the highest quality.

The purpose of course development at Weatherford College is to provide quality instruction and course content to students, regardless of geographical location, utilizing delivery methods such as Internet, hybridized, two-way video, and traditional classroom instruction.

Goals to be accomplished include:

- To provide students with the most current and convenient course of study in this rapidly changing technological environment.
- To provide students with equivalent access to Weatherford College counseling, registration, financial aid, and learning services.
- To provide Weatherford College faculty with comprehensive training in course development and implementation.
- To make available support personnel who will provide daily maintenance and support tasks for the Web server and instructional equipment.

3.5.1 Training Workshops

Weatherford College will strive to provide professional development opportunities on or off campus for faculty contemplating development of credit and/or non-credit courses. The objectives of such workshops will be to provide potential instructors with sufficient information regarding (1) creation of highly effective educational components, regardless of delivery mode; (2) teaching methods appropriate to various delivery modes; and (3) copyright regulations.

3.5.2 New Program/Course or Substantial Change in Program/Course Proposal

New program or course development begins with preparation of a proposal for development. A developer or developers proposing a new program or course shall deliver a written proposal to the Department Chair. Each proposal shall include at least the following information: (1) the projected enrollment; (2) the projected adverse effect, if any, on the enrollment in existing courses (3) the required supplies, equipment, and technical support needed for course development; and (4) the potential new market and other potential benefits to be derived.

The Chair, Dean, and Curriculum and Academic Standards Committee then review each proposal prior to submission to the Vice President of Instruction and Student Services for final approval. Converting a traditionally taught course to an alternate modality must begin with the completion of a similar proposal process. The obligations of each approving body are described herein:

The Department Chair – whose signature indicates that he/she (1) will monitor the progress of the course during the development stage and will provide appropriate direction when progress is lacking; (2) will assume the responsibility for the general supervision of the course; (3) will labor to procure necessary institutional support; and (4) approves the instructor to teach the course

The Division Dean – who indicates his/her acceptance or rejection of the course development plan as described in the proposal.

The Curriculum and Academic Standards Committee (New Courses ONLY) - whose signatures indicate recognition of the appropriateness of inclusion of the program or coursework in the college inventory of instructional offerings.

The Vice President of Instruction and Student Services– who authorizes or rejects the proposal for program or course development.

Before a proposal is advanced to the next phase, all parties, whose signatures appear on the proposal form, should have a clear understanding of (1) the normal time line from development to implementation and (2) the release time and/or compensation which may or may not be approved. The deadline for submitting proposals to the department chair is during the scheduled in-service week of the semester prior to the semester the class will be offered.

3.5.3 Intellectual Property Rights

In any instance when a faculty member wishes to retain intellectual property rights for a newly developed course, an agreement of intellectual property rights must be made between the employee and the College **before** a course is developed. In all other cases, it is assumed that Weatherford College shall retain intellectual property rights to all coursework created by Weatherford College employees for use in Weatherford College courses.

The following provision shall apply to courses developed independently:

“Employment Requirements and Restrictions: Conflict of Interest,” Section D, Intellectual Property Rights, No. 1. A faculty member who develops a course exclusively on his/her personal time and uses only his/her personal equipment, software, and materials may retain intellectual property rights to such coursework. However, the employee is obliged to secure an agreement for use of this material in instruction for the College prior to teaching the course. Any additional compensation for use of these materials must be stipulated in the agreement prior to the start of the course.

The faculty member retains full rights to the course, with the option of taking the course if he/she leaves the employment of Weatherford College. All costs incurred in filing for copyright or patent shall be borne by the faculty member. They may also enter into a contractual agreement as an individual with a third party to sell the course.

The following provision shall apply to courses developed with the support of the college:

“Employment Requirements and Restrictions: Conflict of Interest”, Section D, Intellectual Property Rights, No. 2. The College supports the instructor by providing the facilities, equipment, materials, software, support, and/or training necessary for the instructor to develop the course.

In this model, Weatherford College retains full rights to course ownership. This may include, but is not restricted to, assigning a teacher other than the developer to teach the course before or after the employee’s affiliation with the College ends. All costs incurred in filing for copyright or patent shall be borne by the College. If the work is sold, board policy will be followed regarding employee compensation.

A student shall retain all rights to work created as part of instruction or using College District technology resources.

3.5.4 Deadlines for Submission of New Course

Requirements for developing new courses must be met by the following deadlines if a course is to be listed in a class schedule and taught during the upcoming semester:(1) To be listed in the fall class schedule no later

than March 1; (2) To be listed in the spring class schedule no later than October 1; and (3) To be listed in the summer class schedule no later than February 1.

3.6 Course Offerings

3.6.1 Course Equivalency

All classes of a common designation (Rubric and Course Number) shall be considered equivalent regardless of mode of delivery unless approved otherwise by the Vice President of Instruction and Student Services.

3.6.2 Course Minimum and Maximum Enrollments

While there is no standard for class size that can be applied to all courses, there are broad norms for effective course offerings. A Weatherford College course will be considered viable at an enrollment of 10. Occupancy for classes will average 22 – 27 students. The maximum enrollment limit for a standard lecture course will be 30 - 35. Weatherford College also offers large lecture classes (such as Government, History, Sociology, and Psychology) with enrollment limits of 45 – 60 students per section. It is incumbent upon the department offering coursework to defend deviations from established norms. Reasons for increased or decreased enrollment standards would include:

1. Efficacy of instruction/learning
2. Limitations of instructional resources
3. Student demands for coursework
4. Regulatory agency standards
5. Facility occupancy limit

The Department Chair is responsible for recommending course enrollment limits to the Instructional Dean. The Vice President of Instruction and Student Services has final authority to approve or modify course enrollment limits.

3.6.3 Limitations on Dual Credit Student Enrollment

Dual credit students are subject to the same course load restrictions as any other WC student. Course loads over 16 SCH require the approval of the Executive Dean of Student Services (or VP of academic and Student Affairs) and a recommendation from the high school counselor. No student may enroll in more than 20 SCH. All requests must be made no later than the last business day before the first day of the semester for which the request is being made.

3.6.4 Criteria for Class Viability

The decision to hold or cancel a class rests in the authority of the Instructional Dean, Vice President of Instruction and Student Services. The following criteria (in no order of preference or "weight") will be used to determine class status:

1. Frequency of course offerings: The course offered only once in an academic year, every semester, or in both summer sessions.

2. Necessity for degree or certificate completion: Students will not be able to graduate or complete necessary requirements if a course is cancelled and there are no viable options available to the student.
3. Enrollment: Student enrollment must allow for effective teaching and learning in each section provided across the discipline while allowing the college to maintain reasonable cost of operations.
4. Cost of operations: Parameters that are reviewed include lab assistants, supplies, equipment and salaries.
5. History of attrition: The administration reviews reporting data to determine how many students are still in this class on the 12th class day and at the completion of the course.
6. New initiative/new course/new program: Enrollment criteria may be applied less stringently to courses that are new or offered during alternate time frames. This will allow new initiatives opportunity to develop to their potential.

3.6.5 Oversized Classes

The Vice President of Academics and Student Services may, at her or his discretion, overfill a class by up to 10% beyond its established maximum if the additional enrollments will not overfill the classroom in which the course is taught. Faculty will receive no additional compensation for overfill of 10% or less beyond the established course enrollment limit.

If demand and the physical space will allow for an overfilling of greater than 10% beyond the established course enrollment limit, the vice President of Academics and Student Affairs shall request authorization to exceed the 10% limit. This request shall follow established communication channels including the appropriate dean, chair or director, and faculty member for this course. If the faculty member agrees to the greater overfill, the faculty member shall be compensated at a rate equal to 50% of the established adjunct compensation rate for the course. Administrative selection of faculty and courses for oversized classes shall be guided by factors to include student demand, student success data, and faculty performance data relative to the course involved. Oversize status has no effect on course contact hours or load unit calculations.

The institution may offer large enrollment sections to maximize use of human resources and meet anticipated demands for specific courses. Large enrollment sections shall be offered such that the enrollment limit for the course increases by 100% or as near to 100% as circumstances allow and providing that the Department and Dean confirm that large enrollment modality is not anticipated to negatively impact student learning and success. Faculty teaching planned large enrollment courses shall be compensated at 100% of the established adjunct rate once the large enrollment class reaches an enrollment greater than 30% above the established enrollment limit for the course. Administrative selection of faculty and courses for oversize classes shall be guided by factors to include student demand, student success data, and faculty performance data relative to the course involved. Large enrollment status has no effect on course contact hours or load unit calculations. Each faculty member is limited to a maximum of two (2) large enrollment courses per long semester and one (1) large enrollment course per each summer and mini semester.

3.6.6 Schedule of Classes

The class schedule constitutes the primary duty assignment for teaching faculty at the College. Instruction should begin and end at the scheduled time. It is understood that testing situations may create exceptions. Reasonable effort will be made to assign faculty to evening classes on a rotating basis. Where feasible, each faculty member should be given the opportunity to teach any course in the department for which he or she is qualified.

3.7 Textbooks

3.7.1 Textbook Ordering

Department Chairs shall notify Texas Books by April 15th prior to the fall semester; November 1st prior to the spring semester; and by April 1st prior to summer semesters concerning the title, publisher, and number of ISBN numbers for textbooks needed for each course scheduled.

3.7.2 Textbook Adoption

All sections of a single course shall use the same textbook. Exceptions shall require the approval of the Department Chair and the Instructional Dean. Where multiple full-time instructors teach a course, those instructors shall act as the textbook selection committee for the course.

Each department is responsible to adopt the textbook and/or published instructional materials best suited to a given course, regardless of author, publisher, or other considerations. Potential for financial gain shall not enter into any such decision. Once adopted, a text will remain in use for a minimum of three years. Exceptions shall require the approval of the department chair and the dean. A text must meet the following standards to be considered for adoption:

1. The volume must be peer-reviewed/refereed.
2. A publication house must publish the volume at its own expense.
3. The text must be available for adoption at two or more institutions of higher education.

3.7.3 Faculty Authorship of Textbooks

A faculty member developing instructional materials to be sold to Weatherford College students in association with coursework shall receive written approval from the College President in accordance with Weatherford College Policy DBD(LOCAL) on conflict of interest using the appropriate form. A faculty member may not receive any commission or royalty for his or her published books or notes used in classes that do not meet the conditions above.

3.8 Instructional Calendar

An instructional calendar will be maintained in a web-based format. The Executive Assistant to the Vice President of Instruction and Student Services will maintain the calendar and may be contacted by Department Chairs and Deans to note deadlines and to schedule meetings and events.

4 INSTRUCTIONAL SUPPORT SERVICES

4.1 Library Services

The Weatherford College Library provides instructional support for students with 36 computers plus 20 NetBook laptops for library checkout. Students may access online resources through the library catalog at <http://www.wc.edu/library/> to search over 64,000 books, 300 journals, newspapers, media, and electronic books. From the webpage students may access resources from on-campus or off-campus using their username and password. Approximately 60 authoritative databases, limited to full text and professional journals, may be researched. Access to other library catalogs allow students to access area university libraries where they can request books through InterLibrary Loan or use their TexShare Card to check out materials at participating libraries using their student ID. Student access to online faculty reserves may be found under Course Reserves. The APA Style Formatting and Style Guide provides a link to style manuals as well. Additional assistance using databases may be viewed under Orientation & Tutorials. Library staff is one of the most valuable resources available to assist students with login issues, word processing, Internet issues, and other library procedures. Study carrels and tables provide internet access to allow students to use laptops and enjoy the nearby coffee bar. Several DVDs and audio CDs are available for one week check outs in this area. The circulation counter is the site for faculty printed reserves and the place to pick up printouts. The cost of printouts and the copy machine copies are \$.10. Students may view video material in the Media Center when they miss a class film.

Faculty resources include all of the above plus the checkout of instructional equipment, media materials and assistance with multimedia presentations. Lamination service is available in the Media Center. Instructors may request library instruction by a professional librarian preferably with a 48-hour notice. All library services available at the main campus are available from off campus locations. Books and media may take an extra day to acquire from the other campuses.

4.1.1 Collection Development Guidelines and Procedures

The Weatherford College Library supports the college curriculum by providing a core of introductory materials in the areas of study. Area library collections are complementary to the College's collection. College and university collections and regional United States document depository libraries fill in-depth and retrospective research needs. Because these facilities are accessible to Weatherford College patrons, the library does not attempt to duplicate collections.

4.1.2 Selection Process

The selection of library material for each subject area is the responsibility of individual faculty and the librarians. The librarians select reference materials, supplemental materials for deficit subject areas; and materials for off campus sites. Each instructor may request books or AV materials through their division's Library Representative. A materials order card is filled out or an email is sent with as complete information as possible and given to the library representative. The representative submits the order and catalog to the Technical Services Librarian, who has the acquisitions assistant check the submission for duplication and researches vendors' databases to obtain the material at reasonable costs and compliance with this document.

Each division is responsible for determining the focus of acquiring materials that most effectively serve their program. As a rule, textbooks will not be purchased for the collection. Computer software will not be purchased using library collection funds due to copyright and software licensing issues.

The fulfillment of academic curricular needs is the first criterion against which any potential item is evaluated. Specific considerations in choosing individual items include the following:

- Appropriateness of level of treatment (e.g. Is the material accessible to students? Is it anticipated that the material will be used for term papers, supplementary reading, etc.?)
- Strength of present holdings in same or similar subject areas
- Relevancy to the college's curricula
- Response to reference requests/questions
- Holdings of earlier editions
- Currency and accuracy of information
- Availability of other material on the subject in the library
- Recommendation in standard reviewing sources or standard bibliographies.
- Price and demand
- Format
- Reputation of vendor
- Duplication – single copies per campus are normally collected unless there is a need for multiple copies.
- Special features, uniqueness
- Paperbound vs. hardbound. Hardbound is preferred unless material is judged to be transitory or cost prohibitive.
- Terms or conditions attached to the item that affect use (copyright, licensing, public performance rights)
- Materials created for/or resulting from campus/college events, with permission

4.1.3 Gifts

The library welcomes gifts of materials and monetary donations from individuals, organizations, publishers, and other entities. Gifts are accepted with the understanding that gift materials are used and/or disposed of at the discretion of the librarians (generally, books that are old, yellowed, worn, and/or marked are not added to the collection). Gift materials are subject to the same weeding policies as the rest of the collection. Receipt of gift material is acknowledged in writing and memorial donations are identified as such. The library is not responsible for assessing the value of any donated materials for tax purposes. The Office of Business Affairs should be notified whenever gifts are received.

The library will purchase textbooks for reserve use only. Faculty may place personal copies on reserve in the library for students' use.

Serials differ from monographs in that a serial subscription is an ongoing financial commitment. In addition, serials prices have historically increased at a rate that far exceeds such standard economic indicators as the Consumer Price Index and great care must be taken to ensure that the Library's ongoing commitment to serials does not consume a disproportionate share of the total acquisitions budget. Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- support of present academic curriculum
- strength of the existing collection in the title's subject area
- present use of other serials in this subject area

- projected future use
- cost
- reputation of journal and the publisher
- inclusion in a reliable indexing source
- availability online/electronically through reliable and reputable sources
- avoidance of redundancy across formats
- number of recent interlibrary loan requests for this serial

In addition to the general selection criteria, the following criteria will be used in selecting library online resources (databases and electronic books).

- Technology Services approval
- ease of installation
- navigation/user interface
- screen design
- quality of text content
- licensing requirements
- hardware requirements
- provisions for updating
- expected use
- price/relative cost in relation to the budget and other available materials
- stability

Requests for non-print materials (audio-visual materials, CD-ROMs, digital resources, etc.) are evaluated on the same basis as are monographs, and the Library's ability to provide the equipment and support required in order to use the material.

4.1.4 Preservation

One advantage of the weeding process is the opportunity to check the condition of most books. If an item needs to be rebound, the condition of the paper is reviewed by the Library Director to determine if binding is an option. If the item is valuable or pertinent to the collection, steps are taken to preserve the material and shelve the item in Special Collection as space allows.

4.1.5 Special Collections

The Special Collections and Archives of the Weatherford College Library shall be maintained to house those materials that pertain to the history of Weatherford College, its faculty, administrators and students, the city of Weatherford, Parker County; the State of Texas, and rare and/or historic materials that support curricula of Weatherford College. These materials may include, but are not limited to, books, manuscripts, pamphlets, newspapers, college records, photographs, slides, memorabilia, government documents, maps, audio tapes, and video tapes.

4.1.6 Storage

Due to lack of shelf space, WC Library does not store materials. Books withdrawn from the collection are sent to the college auction or discarded if beyond repair and removed from college inventory.

4.1.7 Materials Withdrawal Policy

Weeding (de-selection) of all formats is done continuously with the recognition that weeding is an integral part of active library collection management. Weeding helps keep the collection accurate, timely, and relevant to current college programs and student needs, and within the mission and changing goals of the library. Weeding will follow guidelines provided by the American Library Association and other national and local library authorities. General considerations include amount of use, last date of use, currency/relevancy, and physical condition.

These guidelines will be modified where necessary to match the needs, goals and mission of the Library and the college. The Library does not seek to maintain a comprehensive, research-level collection. Book selection criteria given above will be followed when weeding a subject area.

Department chairs will be notified when non-book materials or references have been selected for weeding. A 30-day response time will be provided. The responses will be used to assist the librarians in making final decisions regarding disposal. Materials weeded will be replaced with more current or better condition materials as funds allow.

Withdrawn materials are sorted for discard or for the College's annual auction.

Weeding is done during, or as near to, the yearly inventory process as possible. The following criteria are reviewed in the decision to pull a book from the collection:

1. Duplicate copies
2. Obsolete books
3. Superseded editions
4. Books that exhibit mold, bug infestation, dirty, shabby, worn out, etc.
5. Books with small print, brittle paper, and missing pages
6. Unused, unneeded volumes of collected sets
7. Periodicals with no available indexes
8. Frequency of circulation

Historical books may be moved to the Special Collections Room if the book is worn, out of print or valuable, and if it fits the focus of the Special Collection.

At the recommendation of faculty, the Acquisition Assistant will search for availability and order replacements for worn items. If the item is not available, the instructor or Librarians review possible replacements for that subject area.

As stated in The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding, published by the Texas State Library, "...it is important to remember that guidelines are not intended to act as a substitute for professional judgment calls and common sense."

The process of weeding the collection is consistent with the *library mission statement*.

4.2 Academic Support Center

The Academic Support Center located in LART provides students the learning tools and resources necessary to be successful in their field of study. It functions as a resource to help students strengthen their academic

performance. Services and programs designed to achieve this goal include workshops on study skills, developmental support, tutoring, testing, videos, books, and study guides. Developmental tutorials are coordinated through the Academic Support Center. A well-equipped computer lab with a full-time support staff is available to help students using the Academic Support Center.

4.3 Testing Center

The Testing Center is located within the Jack Knight Building. The Weatherford College Testing Center is dedicated to providing examinees the opportunity to test fairly and under conditions conducive to achievement. The testing center administers national and state standardized tests, such as GED, ACT, CLEP, TCOLE and TSI. The testing center administers local tests, such as Accuplacer, [TEAS, Virtual College of Texas, and campus faculty tests](#). The testing center is also available for students and community members to have tests proctored while taking on-line or correspondence courses from other colleges or universities. All fees must be paid by cash or money order. For more information, contact the Testing Coordinator at 817-598-6383.

In order to ensure test integrity and adequate space for testing, the following guidelines have been established.

- The only tests that should be scheduled in the testing center are for online classes or make-up exams. We do not proctor tests for face-to-face classes in the absence of the instructor.
- Please do not end your tests on Tuesday or Saturday.
- Prior to testing please distribute to all students, a copy of the Student Guide for use of Testing Center.
- Re-tests and make-up tests are at the direction of the instructor who should submit instructions on the appropriate form.
- Please make arrangements with Disability Services for students requiring individual assistance or special testing needs. These students (and only these students) must schedule appointments for special accommodation testing.
- Tests must be submitted to the Testing Center at least two working days before students are expected to start taking them.
 - Only instructors may submit or pick up tests.
 - Please do not send student workers with tests or to pick up tests.
- Please send enough copies of your paper test for administration.
 - We will accept and print email copies only in emergencies.
- Please include the instructor's name on each copy of the test. In busy times, this will ensure the completed test gets returned to the correct file.
- A Test Administration Instruction form must be submitted for each group of tests. Instructors are encouraged to send a roster of students for each class. Please have dates and times of test availability coincide with testing center hours.
- Students are allowed only those supplemental materials listed by instructors on the Test Administration Instruction form.
- Because of the high numbers of students, please do not ask students to turn in homework assignments with the test or ask TC staff to hand out information to students after completing the test.
- Because of the high numbers of students, we cannot time tests.
- The following procedures are in place for students suspected of academic dishonesty:
 - The incident will be reported to the Director of Testing.
 - An Academic Integrity Violation Report will be forwarded to the Director of Testing, the student's instructor, and the respective dean.

When assigning passwords for online classes, please do not use your name, the course designation, course number, course term, upper case letters. Passwords should change each semester. Use one short, off-the-wall, all lower-case word, example: river.

The Student Guide for using the testing center is on the Moodle website.

4.3.1 Weatherford College Calculator Procedure

- 1) For any Weatherford College course in Economics, Mathematics, or Physical Sciences where a calculator is required, no more than a scientific calculator is needed. Below is a picture of all approved scientific calculators. Any of these calculators have the capabilities to perform any required functions across all disciplines at Weatherford College where calculators are used. A calculator with fewer capabilities may not allow the student to solve all the problems in the class.
- 2) Any person with a calculator that is not on the approved list may seek instructor approval in order to use the calculator they currently have. It is at the instructor's discretion whether or not the calculator will be allowed. The calculator must be a stand-alone calculator. The TI-nspire calculator is not allowed. Phone or watch calculators are not allowed.
- 3) In some courses, calculators may have been limited or removed entirely in order to effectively teach the objectives set by the state. Courses that do not allow calculators include MATH 0314, MATH 0332, and MATH 0342. Classes where calculators are limited include MATH 1314, MATH 1316, MATH 1324, MATH 2412, and MATH 2413.

Below is a list of approved calculators:

**SCIENTIFIC
CALCULATORS
PERMITTED FOR ALL
EXAMS**



Canon F-604



F-710



Casio FX-260SLR(PK)



SLR(SCH)



Casio FX-82MS



FX-85MS



Sharp EL-501X(B)(GR/WH)



Sharp EL-531X(B)(GR/WH)



TI-30XS (Multiview)



TI-30X IIB



TI-30X IIS



TI-30Xa

(NO variation of Models; NO Plus or Pro)

4.4 Center for Research and Writing

The Center for Research and Writing (CRew), located in the College Library, is designed to facilitate research, collaboration, and discovery for our learning community. Students, faculty, staff, and other constituents will use the CRew and its electronic and human resources to facilitate their exploration of topics of interest, to define their scope of inquiry, to identify appropriate use of resources, and to create original research products. Content-specific specialists will be available to provide assistance in research methodologies and information technology.

5 PERSONNEL: FACULTY

5.1 Faculty Qualifications

The minimum qualifications for all personnel must be in compliance with the latest SACSCOC Principles. The following personnel qualifications information is provided to help colleges and schools ensure excellence in instruction and career development services for students as well as effective program and course administration. It is the responsibility of each faculty member to provide the Department of Human Resources with official documentation of all credentials required by the College and/or by accrediting agencies.

Degrees and graduate credit hours held by faculty members, whether full time or part time, must have been earned at a U. S. regionally accredited institution or its foreign equivalent. The individual faculty member must supply the college with equivalency documentation for credentials from without a U.S. regionally accredited institution. It is the responsibility of Weatherford College to verify equivalency of degrees or credit hours granted by foreign institutions. Documentation of equivalency must be kept on file as long as the faculty member is employed by the institution.

Faculty must be recruited and appointed by Weatherford College prior to the start of instruction. Institutional records must document academic preparation including official transcripts, work experience, other appropriate qualifications (i.e., certificates, licensure, etc.), and complete justification for any exceptions to the requirements of SACSCOC.

Adjunct faculty must meet the same requirements for credentials, professional experience, and scholarly preparation as their full-time counterparts teaching in the same disciplines. Official transcripts must be submitted prior to start date, in accordance with local policy.

5.1.1 Qualifications of Academic Transfer (ACGM) Course Instructors

Faculty teaching courses that are components of associate degree programs designed for college transfer or from which substantial numbers of students transfer to senior institutions, shall have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. The Vice President of Instruction and Student Services shall justify all exceptional cases in writing with appropriate documentation.

5.1.2 Qualifications of Workforce Education (WECM) Program Instructors

The minimum qualifications for all workforce education program personnel must be in compliance with the latest SACSCOC Principles. The following personnel qualifications information is provided to ensure excellence in instruction and career development services for students as well as effective program and course administration. It is the responsibility of Weatherford College to assure that the qualifications of faculty teaching in state-funded workforce education programs and courses (credit and continuing education) are in compliance with the current requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), regardless of the teaching circumstances (i.e. full time, part time, off-campus, out-of-district, distance learning, and third-party contractual).

Faculty teaching courses in areas that are components of associate degree programs not usually leading to college transfer must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree must be at the same level at which the faculty member is teaching.

Non-degree certificate occupational courses may be taught by faculty members with some college or specialized training, but with an emphasis on competence gained through work experience. In all cases, faculty members will have special competence in the fields in which they teach. Applicants will be required to furnish documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

5.1.3 Qualifications of Developmental Education Faculty

Faculty who teach in developmental programs are required to hold a minimum of a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in their discipline or graduate training in developmental/remedial education.

5.2 Faculty Documentation of Credentials

Upon employment, the new faculty member's supervisor shall complete and sign a Summary and Evaluation of Faculty Credentials form. This form is filed in the employee's personnel folder in the Department of Human Resources. The Department of Human Resources is the official depository for all official faculty records, including evaluations and disciplinary documents.

It is expected that Department Chairs will conduct and submit to the Instructional Dean a review of each faculty member's personnel file for accurate documentation of transcripts, certifications, licensures, academic preparation, work experience, other appropriate qualifications (i.e., certificates, licensure, etc.) as needed. The Department Chair shall also maintain the proper information on the electronic faculty roster by submitting updates each semester to the Department of Institutional Effectiveness.

5.3 Faculty Workloads

The full-time workload for a Weatherford College employee is based upon an expectation of a 40-hour academic workweek. Weatherford College exists to serve its students. Faculty members are expected to arrive to their classrooms in advance of class start times, to meet and greet students as they arrive for class, and to conduct each instructional session according to the institutional schedule. The instructional schedule for nine-month faculty members during any academic year consists of two semesters of approximately 16 weeks each, including examinations and advising periods. Full-time faculty attendance obligation begins on the first day of fall in-service activities continuing through graduation. Following the Weatherford College winter break, faculty members are required to resume service upon the first day of in-service activities through the College graduation. Full-time faculty members are required to request and receive, in writing, permission to be absent from in-service or graduation activities. Granting of excused absence from a required event is at the discretion of the appropriate dean. Each faculty member is required to maintain a twenty-five (25) hour per week work schedule on site at the location to which they are assigned their primary teaching responsibilities unless otherwise approved by the Department Chair and appropriate Instructional Dean.

5.3.1 Distribution of Workload

The full-time faculty workload shall include:

1. Assigned Teaching – Fifteen (15) hours of classroom instruction.
2. Office Hours – Ten (10) office hours during which the instructor will be available for student conferences.
3. Preparation and Development Hours – Fifteen (15) hours per week to conduct professionally related activities including administrative committee meetings, course preparation, grading, tutorials, and advising.

While instructional schedules are dictated by demand for courses, all Weatherford College employees are expected to routinely maintain availability for professional activities (e.g. conduct class preparations, curriculum development, course development, teaching, grading, office hours, committee appointments, advising) during normal business hours. In such cases when an instructor is required to participate in professional activities beyond normal business hours (teaching night classes, traveling, evening advising), it is expected that the employee will adjust their 40-hour workweek accordingly.

5.3.2 Assigned Teaching Load Hours

Assigned teaching load hours are those hours during which an instructor is in contact with students in a classroom environment. This classroom may be physical or virtual. An instructor teaching online or hybrid coursework may elect to meet their assigned teaching load hours away from the college facilities upon approval of the Department Chair and Instructional Dean. No instructor teaching online coursework will be permitted to exceed more than 60% of their assigned teaching load in this mode without approval of the Department Chair and Instructional Dean. Any exception to the above load assignments must be documented in writing and approved by the Vice President of Instruction and Student Services.

5.3.3 Faculty Overloads

Full-time instructors may teach no more than a two-course overload each long semester without written approval from the Instructional Dean and the Vice President of Instruction and Student Services.

5.3.4 Office Hours

Each faculty member is obliged to schedule, post, and maintain a regular schedule of a minimum of ten (10) office hours per week on-site at the location to which they are assigned primary teaching responsibilities. These hours should be distributed throughout the 5-day work week in a manner conducive to serving the needs of the students. As such, the following guidelines should be applied in scheduling office hours:

1. Office hours before 8am may only precede the instructor's first class by thirty (30) minutes.
2. On-site office hours may not extend beyond the course ending time for the final face-to-face courses each day at the instructional site (typically, 9:30pm).
3. The college encourages instructors teaching once-a-week classes to schedule a minimum one-half (1/2) hour of office time immediately before each class session.
4. Office hours must be exclusive of instructional hours including transfer times.
5. Instructors teaching evening or weekend classes should be available one-half (1/2) hour immediately before each class session. While instructors are encouraged to make themselves

available immediately following evening classes, office hours may not be scheduled after 9pm without Department Chair and Instructional Dean approval.

6. Instructors teaching internet/hybrid courses have the same office hour requirements as those teaching traditional coursework.

Faculty office hours must be approved by the Department Chair and Instructional Dean. Exceptions to the aforementioned guidelines must be approved by the Vice President of Instruction and Student Services. Faculty members will notify the appropriate Department Chair or Instructional Dean and the switchboard operator of any absence during posted office hours. Such notification should include the anticipated time of return.

A FT instructor teaching a lab-based course during a long semester, when the lab-based instruction is calculated for teaching load at the .5 rate per contact hour, may reduce her or his office hour requirement as follows:

For each contact hour of lab, the employee may reduce the total office hour requirement for the same semester by .33 clock hours to a maximum reduction of 4 office hours per long semester. Every FT faculty member, regardless of teaching load or other professional assignment, must maintain a minimum of 6 face-to-face office hours during each long semester.

Example: If Instructor A teaches 4 courses with labs per week, the Instructor may reduce her or his office hour requirement to 6, the minimum for all FT faculty.

Instructor A Teaching Schedule:

Rubric	Number	Section	Lecture	Lab	Load Units	Clock Hours	Office Hour Reduction	Time on Task
BIOL	2401	W01	3	0	3	3	--	3
BIOX	2401	W01	0	3	1.5	3	-1	2
BIOL	2401	W02	3	0	3	3	--	3
BIOX	2401	W02	0	3	1.5	3	-1	2
BIOL	1403	W01	3	0	3	3	--	3
BIOX	1403	W01	0	3	1.5	3	-1	2
BIOX	2421	W01	0	3	1.5	3	-1	2
Total			9	12	15	21	-4	17

While the reduction in office hours for lab instructors does not produce an exact correspondence in time on task with a pure lecture-based instructional load, it does significantly decrease the clock hour demands on those faculty members who teach student contact-intensive, lab-based courses.

5.3.5 Instructor Schedule

The Department Chair shall determine the teaching schedule for each member of the faculty. Instructional schedules, including class meetings and office hours, must be posted on or near the instructor's office door, listed in the course outline, and sent electronically to the Departmental Secretary within the first week of classes each semester.

5.3.6 Department Chair Workload

All department chairs will be on 10-month contracts with the exception of those employees already assigned 12-month contracts as required by their field of instruction. The instructional load of all department chairs will be 9 load-units during each long semester and 16 office hours for a total of 25 hours per week.

Department Chairs on 12-month contracts will have the same loads as 10-month chairs since 12-month contracts are typically awarded for program and instructional responsibilities in association related directly to their degree or certificate as required by state licensure agencies (State Board of Nursing, and Respiratory Care, etc.). Consideration for course load reductions will be given on a case-by-case basis by the Division Dean and approved by the Vice President of Instruction and Student Services.

Department Chairs are allowed to teach one course as an overload each long semester. These courses are to be taught during the evening after five or on weekends or online. Department Chairs are allowed to teach two courses for an overload during the Summer I session either during the day, evening, or online and teach only one course for an overload during the Summer II session either during the evening hours or on online.

DEPARTMENT CHAIR CONTRACT LENGTHS:

10 month – August 1st through May 31st

12 month – September 1st through August 31

5.3.7 Program Director Workload

All Program Directors will be on a 12-month contract. The instructional load will be 9 load-units each long semester with 16 office hours per week. Summer loads will be 9 load-units during the contiguous summer semesters with 13 office hours per week.

Program Directors are allowed to teach one course as an overload each long semester and one course overload over the summer semesters. Program Directors for Associate Degree and Bachelors School of Nursing are required by the Texas Board of Nursing and Rule 215.6 (f) to carry no more than a teaching load of 3 clock hours per week.

PROGRAM DIRECTOR CONTRACT LENGTH:

12 month – September 1st through August 31st

5.3.8 Part-time Faculty Workload

Based on the current Teacher Retirement System of Texas (TRS) calculations for part-time employment, Weatherford College has established a maximum number of 19 clock hours per week for adjunct instruction. The following guidelines describe the workload by the institution's most common terms:

16-week term (fall and spring) – each course shall generate 1 clock hour of lecture or lab with an associated clock hour of preparation and student meetings per each hour of instruction. This 1:1 ratio typically results in a maximum 9 semester credit hour (SCH) teaching load for lecture-based instruction. A 3 SCH lecture-based course would generate 6 clock hours during a 16-week term. A course (such as a science class) with 3 hours of lecture and 3 hours lab per week would generate 12 clock hours in a 16-week term.

8-week term (flex) – Each course taught in the 8-week term shall generate clock hours twice as fast as in the 16-week term. A 3 SCH lecture-based course would generate 12 clock hours during an 8-week term. Because the typical lecture/lab science course would generate 24 clock hours over the 8 weeks, adjunct faculty may not teach both lecture and lab in a flex term.

6-week term (summer) – Each lecture or lab-based course taught in the 6-week term shall generate clock hours at a rate of 2.67 times faster than in the 16-week term. As such, a 3 SCH lecture-based course would generate 16 clock hours during a summer term.

No adjunct employee may teach a course of less than 5 weeks in duration.

NOTE: If an adjunct will teach courses with overlapping terms, such as teaching a 16-week class as well as an 8-week class, the department head must contact Payroll and/or Human Resources prior to assigning the courses and the first-class meeting to ensure the employee will not exceed the maximum number of hours permitted.

Below are charts for the different terms with weekly and daily hours calculated based upon the number of hours taught during each of the different terms:

Fall and Spring 16-week classes:

Contact Hours	Instruc hours		Office/ Prep/Dev		Hours/ week	Hours/ day
1.00	1.00	+	1.00	=	2.00	0.400
1.50	1.50	+	1.50	=	3.00	0.600
2.00	2.00	+	2.00	=	4.00	0.800
2.50	2.50	+	2.50	=	5.00	1.000
3.00	3.00	+	3.00	=	6.00	1.200
3.50	3.50	+	3.50	=	7.00	1.400
4.00	4.00	+	4.00	=	8.00	1.600
4.50	4.50	+	4.50	=	9.00	1.800
5.00	5.00	+	5.00	=	10.00	2.000
5.50	5.50	+	5.50	=	11.00	2.200
6.00	6.00	+	6.00	=	12.00	2.400
6.50	6.50	+	6.50	=	13.00	2.600
7.00	7.00	+	7.00	=	14.00	2.800
7.50	7.50	+	7.50	=	15.00	3.000
8.00	8.00	+	8.00	=	16.00	3.200
8.50	8.50	+	8.50	=	17.00	3.400
9.00	9.00	+	9.00	=	18.00	3.600

Fall Flex and Spring Flex 8-week classes:

Contact Hours	Instruc hours		Office/ Prep/Dev		Hours/ week		Hours/ day
1.00	2.00	+	2.00	=	4.00		0.800
1.50	3.00	+	3.00	=	6.00		1.200
2.00	4.00	+	4.00	=	8.00		1.600
2.50	5.00	+	5.00	=	10.00		2.000
3.00	6.00	+	6.00	=	12.00		2.400
3.50	7.00	+	7.00	=	14.00		2.800
4.00	8.00	+	8.00	=	16.00		3.200
4.50	9.00	+	9.00	=	18.00		3.600

Summer I and II 6-week classes:

Contact Hours	Instruc hours		Office/ Prep/Dev		Hours/ week		Hours/ day
1.00	2.67	+	2.67	=	5.33		1.067
1.50	4.00	+	4.00	=	8.00		1.600
2.00	5.33	+	5.33	=	10.67		2.133
2.50	6.67	+	6.67	=	13.33		2.667
3.00	8.00	+	8.00	=	16.00		3.200
3.50	9.33	+	9.33	=	18.67		3.733

5.3.9 External Instructional Activity Load Value (Clinical/Practicum and Preceptor Instruction)

The following are recommended load values for clinical, practicum and preceptor external activities. Several factors were taken into consideration in making these recommendations. The type of supervision required, the ratio of instructor to student required by the accrediting agencies, and the amount of time the instructor spends at the sites were used to determine the values.

<u>Program</u>	<u>Type of External Activity</u>	<u>Ratio</u>	<u>Load Credit</u>
Associate Degree Nursing	Clinical	1:10	Hour for Hour (1:1)
	Preceptor	1:24	Hour for Hour (1:1)
Bachelor of Science in Nursing	Preceptor	1:24	Hour for Hour (1)
Vocational Nursing	Clinical	1:10	Hour for Hour (1:1)
	Preceptor	1:24	Hour for Hour (1:1)
Radiologic			

Technology	Clinical/Practicum	1:10	2/3 Load Value
Sonography	Clinical/Practicum	1:8	2/3 Load Value
Respiratory Care	Clinical	1:6	2/3 Load Value
OTA	Clinical/Practicum/Preceptor	1:20	2/3 Load Value
PTA	Clinical/Practicum/Preceptor	1:20	2/3 Load Value

<u>Program</u>	<u>Type of External Activity</u>	<u>Ratio</u>	<u>Load Credit</u>
Substance Abuse Counseling/Human Service Provider	Practicum	1:20	2/3 Load Value
Phlebotomy	Clinical/Practicum	1:10	2/3 Load Value

5.4 Summer Instructor Pay

Due to the compression of the educational schedule and increased demands on instructors during summer courses, Weatherford College uses a different pay rate to compensate full-time instructors for this period. Summer Instructional Compensation requires that the employee meet the conditions for compensation above and beyond those associated with instruction of coursework. Faculty members on nine-month or ten-month contracts are to receive \$800 per load unit. For purposes of calculating load units and office hours, physical education activity classes will count as three (3) lecture load units. Department chairs are restricted from teaching during the Summer II session except for an Internet or an evening class.

Weatherford College offers this additional compensation with the understanding that the employee will maintain a schedule of office hours and related professional activities in accordance with the established standards for full-time instructional staff. As such, employees compensated at this higher rate will be expected to:

1. Schedule, post, and maintain two office hours per week.
2. Serve on administrative committees as assigned during the period of extended instruction.
3. Assist with student advising.
4. Conduct all class sessions according to the established meeting schedule.

Full-time employees may opt to teach summer courses and be compensated at the adjunct pay rate so long as it meets with the approval of their supervisor and the instruction does not interfere with their regular duties. When choosing this option, the employee is bound to meet the terms of service established for adjunct instruction. Compensation for teaching a mini-semester course will be the same as adjunct instruction.

5.5 Faculty Absences

Instructor student interaction is foundational to the educational mission of the college. Therefore, faculty members are expected to meet all classes and office hours for the duration scheduled. Faculty absences shall be calculated in four-hour increments. A faculty absence from all assigned duties for a workday will be calculated as eight hours regardless of duration of that absence. It is the faculty member's responsibility to inform the college of anticipated absences via an Absence Report Form and to make arrangements for appropriate coverage of coursework. When unable to meet a class/office hour, a faculty member must notify the appropriate Departmental Office as far in advance as possible. When the departmental supervisor is not available, the faculty member is required to notify the Instructional Dean's Office. The Department Chair is responsible for locating a qualified substitute for the class, for making alternative arrangements, or for cancelling the class meeting. The Instructional Dean assumes these responsibilities in absence of the Department Chair. The Departmental Secretary/Administrative Assistant will prepare an Absence Report Form for each faculty member at the time of the absence. Upon return to work, a faculty member is required to review, sign, and submit the Absence Report Form to the Department Chair.

5.5.1 Excessive Absence

Excessive faculty absences negatively impact students and may create hardships for the college. Weatherford College reserves the right to modify personnel assignments when excessive absences negatively impact students or create a hardship on the institution.

5.5.2 Unexcused Absence

Failure to notify the appropriate party constitutes unexcused faculty absences. Unexcused absences will result in disciplinary action.

5.5.3 Tardiness

All faculty members are expected to be prompt and prepared for class meetings and to meet classes punctually and regularly. Tardiness is unacceptable and will result in disciplinary action.

5.6 Early Class Dismissal

It is against the policy of the college for classes to be dismissed early unless scheduled tests absorb half of the period. A ten- or fifteen-minute quiz does not justify early dismissal of a class. Inappropriate Early Class Dismissal will result in disciplinary action.

5.7 Outside Employment of Faculty

All full-time employees are advised that outside commitments must be limited to the extent necessary to assure the same quality of performance and quantity of work as may reasonably be expected of a full-time employee with no such outside obligation. Full-time faculty must acquire written approval from their Department Chair and Instructional Dean before working for any other institution or business. Generally, an instructor teaching an overload at Weatherford College is discouraged from teaching additional courses at

other institutions. Individuals who assume outside obligations sufficient to be deemed in violation of this standard will be required to reduce these obligations immediately to an acceptable level.

5.8 Faculty Rank

In order to reflect the level of expertise that members of the faculty represent as they interact with peers through professional organizations and the community at large, the title of instructor, assistant professor, associate professor, and professor will be determined and awarded based on the level of education obtained, documented professional development, and years of teaching at the college level. An instructor may choose not to participate in the faculty title process and retain the title of instructor. Faculty rank will not be used to determine faculty compensation, and the college will not award tenure to any faculty member.

5.8.1 Points Requirements for Titles

Rank	Points Required for Rank
Instructor	<20
Assistant Professor	20-31
Associate Professor	32-44
Professor	>45

5.8.2 Possible Points

5.8.2.1 Education

Associates Degree receives	5 points
Bachelor's Degree receives	10 points
Master's Degree receives	18 points
Master's Degree +30 semester hours in field receives	23 points
Master's Degree +60 semester hours in field receives	27 points
Doctoral Degree receives	30 points

5.8.2.2 Years of Experience

Each year of full-time higher education teaching experience	1 point
Each year of full-time professional experience related to teaching field	1 point
Each year of full time K-12 teaching experience in field	0.5 point

These are the same guidelines that human resources use for payroll purposes.

5.8.2.3 Service

Points from the service activities from the following list will be added to a faculty member's education and experience points. All service items are to be items that are performed outside of or beyond what is required by the faculty member's job description.

*D = Documented

V = Verified

Major Academic Contribution or National Leadership Role (3 points/item)	
Example	D/V
Author of a peer reviewed report, article, book chapter, or other solicited contribution to an edited work relevant to field/discipline.	D
Peer reviewed book publication relevant to field/discipline.	D
Holding office in a national or international organization relevant to professional field/discipline.	D
Writing a funded grant proposal.	D
Performing/creating musical, theatrical, or artwork presentations that are performed at or exhibited at the professional level.	V
Editor or some other position for a peer reviewed academic or professional journal.	D
Serving on a national board.	D
Academic Contribution or Leadership Role at State Level or Above (1 point/item with a maximum of 3 points /year)	
Holding office in a state or regional organization relevant to professional field/discipline.	D
Presenting at state, national, or international professional conference relevant to field/discipline.	D
Serving on a committee in a state, regional, national, or international professional organization relevant to field/discipline.	D
Obtaining/maintaining personal certification/licensure beyond professional requirements in relevant field/discipline. (This is awarded per certificate/license not by the year.)	D
Writing and submitting grant proposal.	D
Producing college/field-related research projects.	D
Manual or multi-media material relevant to field/discipline.	D
Development of new techniques or equipment, etc. for use in field/discipline.	V
Serving on local, state, or regional boards.	D
Chair/director of department.	D
Local Academic Contribution and Leadership Roles (0.5 points/item with a maximum of 1.5 points/year)	
Attending a professional conference. <i>(Maximum 1/year)</i>	D
Performing/creating musical, theatrical, or artwork presentations beyond job requirements.	V
Associate or Assistant departmental chair as officially recognized by the college.	D
Chairing a college committee.	D
Mentoring/evaluation of new and adjunct faculty, as assigned.	D
Sponsoring student organization.	D
Faculty senator.	D
Serving on local boards.	D
Coordinating charitable activities.	V
Developing and coordinating recruiting or community events.	D

Other Service Activities (0.1 points with a maximum of 1 points/year)	
Membership in local, state, regional, national or international organization relevant to professional field/discipline. <i>(Maximum of 3/year)</i>	D
Presenting at a local professional conference relevant to field/discipline	D
Participating on a departmental committee.	D
Assisting in recruitment, retention, and accreditation activities. <i>(Maximum of 1/year)</i>	D
Assisting/leading in the interviewing selection of new faculty. <i>(Maximum of 1/year)</i>	D
Participating in peer evaluation and observation.	D
Serving on a college committee.	D
Officially representing the college at professional, educational, and/or business functions. <i>(Maximum of 1/year)</i>	D
Being involved in community outreach programs sponsored by WC. <i>(Maximum of 1/year)</i>	V
Presenting/volunteering at college-wide events. <i>(Maximum of 1/year)</i>	V
Volunteering in the community. <i>(Maximum 5/year)</i>	V
Participating in/organizing department, division, or college sponsored community outreach. <i>(Maximum 3/year)</i>	V
Participating in k-12 initiatives. <i>(Maximum of 1/year)</i>	V
Representing the college at professional, educational, and/or business functions.	V
Using your professional expertise to benefit outside constituencies. <i>(Maximum of 3/year)</i>	V
Book review in peer reviewed journal relevant to discipline.	V

*Documentation can include emails, minutes, programs, copies of articles, copies of paperwork etc. Verification can be provided by other employees of Weatherford College.

5.8.3 Initial Placement

Initial assignment of title would take place in the spring of 2013 following the proposed calendar below. A committee appointed and overseen by the Faculty Senate will distribute, collect and evaluate initial title assessment forms, information regarding education and years of service. Service points will be awarded for all past peer reviewed publications produced while employed at Weatherford College. All other service points will be awarded from the fall of 2012 forward. New faculty hired after the system is in place will be assigned initial titles by the committee within two weeks after hiring.

5.8.4 Advancement

Each year faculty will have the opportunity to advance in title. It is the responsibility of each faculty member to maintain a record of service activities along with Faculty Title Report (Appendix X). The following schedule will be used. The committee will collect and verify the Faculty Title Report for faculty wishing to request advancement. Department Chairs and Deans are also eligible for faculty title advancement. Department Chairs and Deans requests will be made to the committee. Any denial will be given in writing as to the reason for the denial and will be based upon a lack of documented proof for required points necessary for title or rank change, or other documented justifications. Faculty will be provided the opportunity to appeal a denial by meeting with the Faculty Title committee and providing the documentation, or individual validation to

substantiate a change in the appeal. The committee will make final approval of the decision. The following schedule will be followed:

Fourth Monday in March	Request with documentation due to the Faculty Title Committee
Third Monday in April	Faculty notified of title advancement.
Fourth Monday in April	Faculty denial appeal due.
Commencement Luncheon	Announcement of new titles

5.8.5 Faculty Rank Title Committee

The Faculty Rank Title Committee will consist of 9 members, five members will be from Academics, and four members will be from Technical Programs. The committee member will be nominated and selected by Faculty Senate. Committee members' terms will be for three years and are not to exceed a maximum of 2 consecutive terms. The committee members' terms will be staggered. The committee will consist and vote for a Chair, Vice Chair, and Secretary elected yearly from within the committee by the committee. The committee must have a quorum of five for an official vote and the decisions will be based on a simple majority.

5.8.6 Publication

Faculty titles will be published in the college catalog and on the faculty web pages. A record of faculty titles will be kept on the Faculty Senate page and in the Office of Institutional Advancement for credentialing purposes. Faculty Titles can be used on signature lines, business cards, on name placards, professional functions, and while representing the college.

5.8.6.1 Faculty Title Report Form

The Faculty Title Report Form found in MyWC, must be used to document appropriate title.

5.8.7 Faculty and Academic Freedom

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free of institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times by accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

6 Employment

6.1 Equal Opportunity Employment

The College District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation terms, conditions, or privileges of employment on the basis of any of the following protected characteristics: race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation or gender identity.

6.2 Employment Status Definitions

A **full-time** employee is one whose employment is based on a 40-hour workload and a written contract or appointment letter. Benefits are authorized.

A **part-time** employee is one who works nineteen (19) or fewer hours per week. No benefits are authorized. Some part-time employees are limited to a maximum of fourteen (14) hours per week if there is no full-time equivalent for a position.

A **student** employee is one who is currently registered or preregistered for the next semester for at least six (6) semester credit hours at Weatherford College and works nineteen (19) or fewer hours per week. No benefits are authorized.

A **work-study** employee is a student who works nineteen (19) or fewer hours per week who is participating in a state or federally funded program. No benefits are authorized.

An **adjunct** employee is one whose total hours worked during the workweek should not exceed nineteen (19). No benefits are authorized. Refer to the Part-time Faculty Workload section of the manual for an explanation of the maximum number of courses an adjunct may teach during the different terms throughout the year.

6.3 Filling Vacancies

When a position becomes available, a posting request must be submitted online at: <https://jobs.wc.edu/hr/>. Paper applications are no longer accepted. All application packets are submitted through the College's online application system.

The Department of Human Resources will advertise the vacancy according to the sources requested by the hiring department. Postings are publicly posted for a minimum of ten (10) business days. (Weekends and holidays are not considered business days.) Departments may request that a vacancy be posted to campus-employees only. The campus-only postings are posted for a minimum of three (3) business days. In rare circumstances, a position vacancy notice may be waived. This requires detailed documentation and justification to be submitted, along with the online posting request, through the department's chain of command, with final approval given by the President. Vacancy information may be obtained on the Weatherford College job posting website at <https://jobs.wc.edu/>.

6.3.1 Application Screening, Interviews and Search Committees

The Department of Human Resources screens online application packets for full-time staff positions. Full-time staff application packets that meet the minimum requirements are forwarded to the hiring supervisor for review. The Department of Human Resources does not screen online application packets for faculty positions. Faculty application packets are forwarded directly to the hiring supervisor for screening/review. The Department of Human Resources does not screen online application packets for part-time positions. It is the responsibility of the search committee chair and/or hiring supervisor to ensure only qualified applicants are selected for interviews.

Search committees should be established for full-time faculty and administrative/professional positions. Hiring supervisors will indicate search committee members for each position when creating the online posting request. Search committee membership will be approved as the posting request is approved, with final approval given by the College President. Those employees selected to participate in a search committee will be required to complete the College's online training course regarding interviewing. This training will be required annually and must be completed prior to interviewing candidates.

The search committee chair for faculty positions will distribute the *Instructional Candidate Interview Packet* for each committee member to complete. The search committee chair for staff positions is responsible for creating interview questions and documenting on the *Interview Analysis Form* prior to interviewing. The Department of Human Resources is available to assist the Search Committee Chair with creation and/or review of interview questions. Each search committee member will document ratings on the form for each candidate interviewed. The search committee chair is responsible for obtaining all forms after the interviews and forwarding to the Department of Human Resources. These documents are kept on file for two years.

6.3.2 Criminal and Other Background Records Check

Weatherford College considers all positions as security-sensitive. Criminal background checks are conducted on all candidates selected for hire. Existing employees who move to a new position will also be subject to a background check. All information obtained in the background check is considered privileged and confidential and may not be released or disclosed. If conviction information appears on the background check, the type of conviction will be evaluated based on the position for which the candidate has applied. A conviction may not automatically disqualify a candidate for a position. Each is reviewed on a case-by-case basis.

Faculty and Staff who work at one or more secondary education site may be required to complete an additional background check to comply with state standards of these institutions.

6.3.3 Employment Offers

Once interviews have been conducted and a minimum of three (3) references have been checked, the hiring supervisor creates the hiring proposal on the online application system. Once the candidate is at "BG Check" (background check) online, the Department of Human Resources will submit the criminal background check on the final candidate. The Department of Human Resources will inform the hiring supervisor when the background check is complete.

For full-time positions, once the hiring proposal is approved by the President, the Department of Human Resources will extend an offer of employment.

6.3.4 Grant Employees

Weatherford College positions that are filled for a specific time by grant funds follow the same employment policies and procedures required in the employment of regular Weatherford College positions. All Weatherford College policies and procedures apply to grant employees except where noted in this manual and/or the employee's contract. Grant managers should work closely with the Budget Office in preparing estimated costs for various levels of personnel and related benefits. All grant-funded employment agreements are contingent upon receipt of federal or state funding to support the grant. Continued employment beyond the grant period and/or stipulated contract ending date is not guaranteed or implied.

6.3.5 Dual Credit Employees

Instructors who are employed by the independent school districts and are hired by the College to teach dual credit classes are paid through the school district payroll. Application materials are reviewed by the Associate Dean of Dual Credit and eLearning. The Associate Dean of Dual Credit and eLearning completes the faculty credentialing document. The original application packet (application, transcripts/certifications and faculty credentialing form) is noted as dual credit and is forwarded to the Department of Human Resources. Department chairs must generate a purchasing requisition to reimburse the school district for college-related instructional costs.

6.3.6 Work Study Positions

It is the policy of the College to employ work-study students before hiring part-time students paid with local tax dollars. However, in accordance with federal regulations, work-study students may not be used to displace employees or impair existing service contracts. Students cannot work within both work-study and part-time programs simultaneously. In addition, students will not be allowed to transfer from work-study positions to part-time positions and back to work-study. The reverse is also true. Students working part-time will not be allowed to transfer to work-study and then back to part-time positions.

Work-study students (federal and state) are employed on campus to assist in the various administrative or departmental offices. The actual duties vary depending on the specific department needs as outlined in the request for student workers. Attempts are made to match the student's career goals with specific jobs. Students are also encouraged to get involved in community service activities. WC has students who are placed as reading or math tutors at area elementary schools (America Reads and America Counts Programs.) These positions are coordinated through the Academic Support Center with input from the Financial Aid office.

The maximum number of hours a work-study student will be allowed to work is nineteen (19) hours per week unless the Financial Aid office grants special permission to the supervisor. These hours may not exceed the total amount of financial aid funds the student has been awarded. Students will be allowed to work between semesters if approved by financial aid to do so. Students may also work in the summer months as long as they are eligible through the FAFSA and they are either enrolled in a minimum of one three-hour class or show intent to enroll in the following semester. Work-study students are not eligible for benefits. These positions may not combine with other Weatherford College positions.

To request a work-study student, the supervisor must complete and return a written request for student assistance to the Financial Aid Office. Specific duties, skills, and the desired work schedule should also be

noted. After the interview, the department should notify the Financial Aid Office in writing of a desire to hire. Work study job postings remain open and additional students are referred until the Financial Aid Office receives notification that a student has been hired and has completed all required new-hire documentation. For more detailed information on the federal or state work-study programs, please contact the Financial Aid Office.

All work-study students must process through the Financial Aid office, the Department of Human Resources and the Business Office before starting work.

6.4 Nepotism

No employee of the college shall be hired or promoted into any position that would encompass supervisory responsibilities, including hiring, evaluation, advancement and compensation decisions and/or recommendations, of any other employee who is related by blood within the third degree, or by marriage within the second degree.

If two employees establish a personal relationship that would result in the type of work relationship described in the paragraph above, one of the two employees will, by mutual agreement, be reassigned, if possible, to a like position. If no suitable position is available, one of the two employees will be asked to resign his or her position with the College. Weatherford College Policy DBE (Local)

6.5 Volunteer/Intern Process

Departments may employ volunteers or interns on a limited basis. Volunteers or interns must complete a Volunteer/Intern Application packet. A criminal background check must be performed before employment begins. The volunteer or intern must also complete the required online training courses.

6.6 New Employee Process

The Department of Human Resources is responsible for coordinating appointments for all new hires. This process may begin before the employee's first day of work, but must be completed on the first day of work before the employee engages in any work activity. During this appointment, new hires will complete the appropriate employment packet. Eligible employees will be given information regarding insurance benefits and will be scheduled for an additional appointment to complete necessary insurance and retirement enrollment forms within seven (7) business days.

New hires are required to bring the necessary documentation supporting their employment eligibility rights to be employed in the United States. Any employee who cannot provide this documentation within three (3) business days of hire will be released from employment.

For positions that require a degree, original/official transcripts confirming the degree must be sent to the Department of Human Resources within 30 days of hire.

Weatherford College is required by law to report all new hire information to the Texas Attorney General's Office not later than twenty (20) days after the date of hire.

Upon hire, new employees will be assigned multiple online training courses to complete within 30 days of hire. Each year, employees will be assigned training courses to complete. These required online training courses are a condition of employment. Failure to complete will lead to disciplinary action, up to and including termination. Individual department supervisors will conduct a departmental orientation to assist new employees in the cultural assimilation process.

Full-time employees must attend the New Employee Orientation (NEO) session hosted by the Department of Human Resources. NEO is a half-day session that includes presentations by different departments to ensure new employees have a basic understanding of the College operations.

6.7 Exit/Transfer Process

Employees leaving employment of the College must complete the *Exit/Transfer Checklist* form. Employees who transfer to a different department on campus should also complete the *Exit/Transfer Checklist* form.

Contract employees who resign/retire before completion of their contract should give the appropriate notice as detailed in the employment contract, which currently is 30 days' notice. Final pay will be prorated based upon the actual days worked if the contract period is not completed. Non-contract employees who resign/retire should give at least two weeks advance notice. Contract and non-contract employees should submit a resignation/retirement letter to their supervisor, which will then be forwarded through the department's chain of command, including the President. The President will then forward the original letter to the Department of Human Resources for inclusion in the personnel file.

An employee's supervisor should complete an *Employee Status Change* form, attach a copy of the resignation/retirement letter and send through the department's chain of command as soon as possible to ensure proper final payment to the employee. The employee should contact the Department of Human Resources to schedule an Exit Interview either before or on the last day of employment.

Benefits will terminate at the end of the month in which the employee last worked. For example, if a contract/non-contract employee resigns/terminates employment with the College as of May 15, benefits will end on May 31. Employees will be eligible to continue certain benefits through COBRA. COBRA information will be mailed directly to the employee by the Employees Retirement System of Texas (ERS).

6.8 Personnel Files

The Department of Human Resources maintains all official personnel files for employees. An employee and/or supervisor may review his or her file during regular office hours by scheduling an appointment with the Department of Human Resources. The file must be reviewed in the Department of Human Resources.

6.8.1 Public Information

Public information includes name, sex, ethnic background, salaries, titles, and dates of employment of all employees and officers of the district. An employee or officer may choose whether to allow public access to his/her home address and telephone number, Social Security number and whether an employee has family members, by written request to the Department of Human Resources. GCA (Legal).

6.8.2 Release of Information

Requests for information concerning current or former employees must be directed through the Department of Human Resources. Information released will include title(s) and employment dates only.

6.9 Progressive Discipline

At-will employees (non-contract) may be dismissed at any time for (1) any reason not prohibited by law or (2) for no reason, as determined by the needs of the College. DM (Local) Contract employees may be dismissed for good cause before the completion of the term fixed in his or her contract. Before any contracted employee is dismissed, the employee shall be given reasonable notice, in writing, of the proposed action and the grounds, set out in sufficient detail to fairly enable him or her to show any error that may exist. DMAA (Local)

Department supervisors are responsible for their employees being informed of the policies and procedures to be followed, the standards of conduct to be met and the job performance to be achieved. Employees are fully expected to acquaint themselves with the policies and procedures and standards of conduct and performance of their departments. Employees who do not assume the responsibilities set out by these policies, procedures and standards may be subject to disciplinary actions, up to and including dismissal.

6.9.1 Basic Principles

While the principle of progressive discipline found in this procedure is not required, it is encouraged as a good management practice when practical. In addition, if progressive discipline is chosen, not every step must be taken in each case. Failure to follow procedures as outlined will not create claims based on failure to meet standards of procedural due process.

With progressive discipline, an employee faces increasingly stricter disciplinary measures if satisfactory improvement does not occur after the disciplinary process is initiated. Any dismissal must be in compliance with federal and state law and approved by the College President. Nothing in this procedure shall be construed as modifying any employee's "at-will" status. This procedure does not apply to employees who are within their ninety-day introductory period.

6.9.2 Grounds for Disciplinary Action or Dismissal

Acts that may result in disciplinary action or dismissal include, but are not limited to: violation of college policy or procedure, excessive absenteeism, unauthorized leave or absences, misuse of property/equipment, inadequate job performance, inadequate job knowledge, or misconduct. DMAA (Local)

6.9.3 Types of Disciplinary Action

The following are disciplinary actions a supervisor may take with an employee:

- Verbal counseling
- Written warning
- Suspension with or without pay
- Dismissal

The Department of Human Resources must be consulted before any supervisor takes disciplinary action. If circumstances warrant, the President may designate another person to perform the duties of the Human Resources officer. All disciplinary actions will be documented in writing (including verbal counseling sessions) and placed in the employee's personnel file. Both the employee and the supervisor should sign the counseling documentation. If the employee refuses to sign the counseling documentation, the supervisor will note that on the documentation. The employee may immediately provide a written personal response to the disciplinary documentation, which will also be placed in the personnel file.

6.9.4 Appeal of Dismissal

At-will employees (non-contract) and contract employees who are dismissed may file an appeal to the Board per Weatherford College Board Policy. (DMAA (Local))

6.10 Complaint Procedure

A supervisor may initiate a formal complaint process in keeping with institutional obligations under the Americans with Disabilities Act and Title IX as well as inherent obligations to report possible abuse or criminal activity. A written record of any report and any action taken will be created and maintained by the person receiving the complaint. In cases of formal complaints, records regarding student complaints will be forwarded to the Executive Dean of Student Services and records regarding employee complaints will be forwarded to the Director of Human Resources.

6.11 Statement of Ethics

In order to express more adequately the affirmation of our professional responsibilities, we the Board of Trustees, administration, staff, and faculty members of the College do adopt, and hold each other and ourselves subject to the following standards of ethical behavior:

- We will treat all persons with respect, dignity, and justice, without discrimination based upon race, religion, color, sex, age, disability, national or ethnic origin, or veteran status.
- We will strive to help each student realize his or her full potential as a scholar and as a human being.
- We will, by example and action, encourage and defend the unhindered pursuit of truth by teachers, administrators, non-academic personnel, any other higher education employees, and students supporting the free exchange of ideas, observing the highest standards of academic honesty, integrity, scholarship, and respect for other viewpoints.
- We recognize the necessity of many diverse roles in the educational enterprise and will work in a manner that enhances cooperation and collegiality among students, faculty, administrators, and nonacademic personnel.
- We will recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might harm, embarrass, or violate the privacy of any other person.
- We will maintain competence through continued professional development, demonstrate that competence through consistently high-quality performance, and enhance that competence by accepting and appropriating constructive criticism and evaluation.
- We will exercise the highest professional standards in the use of time and resources.
- We recognize the needs and rights of others as embodied in the College and will fulfill our respect, employment agreements with the College both in spirit and in fact, give reasonable notice upon

resignation, and neither accepts tasks beyond the scopes of one's qualifications nor assigns tasks to unqualified persons.

- We will support the goals and ideals of the College and shall act in public and private affairs in a manner that will bring credit to the College.
- We will observe the stated rules and regulations of the College, reserving the right to seek revision.
- We will participate in the governance of the College by accepting a fair share of committee and College responsibilities.
- We will support the right of all to academic freedom and due process and defend and assist those accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may reasonably be maintained.
- We will not support the continuation in higher education of an individual known to be persistently unethical or professionally incompetent.
- We will accept the rights and responsibilities of citizenship while avoiding use of the privileges of public position for private or partisan advantage.
- We will not engage in verbal or physical conduct that denigrates or shows hostility toward any individual or group that has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or otherwise adversely affects an individual's employment or academic opportunities.
- We will refrain from any consensual relationship of an amorous or sexual nature with college district students or between persons of authority or subordinates, recognizing that this behavior compromises the special trust between the college district and the citizens it serves.

7 EMPLOYEE PERFORMANCE EVALUATIONS

7.1 Introductory Period Review

Full-time classified and administrative/professional employees begin work under a ninety-(90) calendar day probationary period. The probationary period for campus police officers is 180 days. Current employees who are reclassified and/or promoted are subject to a new probationary period review. Near the end of the introductory performance period, the employee's supervisor evaluates the employee's performance. This evaluation is used in determining continued employment potential. Upon successful completion of the probationary period, employees are removed from the probationary status. Certain employee benefit rights are now made available to employees who successfully complete their probationary terms.

It is the responsibility of the supervisor to submit an introductory period review form to the Department of Human Resources two (2) weeks prior to the end of the probationary period. While on probationary status, the employment relationship may be terminated without advance notice for any reason not otherwise prohibited by law. Recommendations for probationary termination require approval by the President. Successful completion of the probationary period does not imply any changes in pay.

7.2 Annual Staff Performance Evaluations

The primary purpose of the evaluation process is to maintain a high-quality educational program. The evaluation process focuses on the professional growth and development of each employee as an individual in relationship to the position description, to the institution, and to departmental/divisional goals and priorities.

The evaluation process is continuous and is to be conducted in an atmosphere of open and honest communication between each employee and his/her supervisor. Each employee is responsible for providing his/her supervisor with evidence of professional accomplishments during the year, and likewise, each supervisor is responsible for assessing those accomplishments and for ensuring that personal, departmental/divisional, and institutional goals and objectives are being met. Conducted in an atmosphere of mutual trust and respect, the evaluation process should be a growth experience for all College employees. This evaluation process and professional growth plan is used in the determination of contractual status, including termination, probation, and renewal.

When the process has been completed, the appropriate supervisor forwards the evaluation documents to the Department of Human Resources for inclusion in the employee's personnel file. During the annual evaluation process, both the supervisor and employee review, and update if needed, the position description. Weatherford College requires all employees to participate in professional development activities that are specified by the institution to meet institutional needs or government mandates. In addition, other professional development needs that are necessary to fulfill the employee's professional growth plan, as determined by the employee and his/her department chair or supervisor, may be required.

Part of the evaluation process includes a record of each employee's participation in the professional development activities required by Weatherford College, and those employees who do not fulfill this part of their job responsibilities will have this noted in their professional growth plans. Records will be maintained by the employee and submitted to their supervisor for inclusion with the evaluation materials.

7.3 Annual Faculty Performance Evaluations

The purpose of faculty evaluations is to promote a student-centered environment, improve instruction, enhance internal communication, and encourage professional development. The evaluation system is intended primarily for formative use. The scope, criteria, procedures, and other information are available in the document *Weatherford College Faculty Evaluation System*. All faculty members participate in the evaluation system with the exception that part-time faculty members are not required to complete the Professional Growth Plan phase. Faculty evaluations are maintained in personnel files in the Department of Human Resources.

7.4 Upward Performance Evaluations

Upward performance evaluations are conducted by direct reports for employees in positions at the dean level and above. In the fall semester, Human Resources sends notice to the direct reports requesting an upward performance evaluation form be completed. Upward performance evaluations are anonymous. Completed upward performance evaluations are submitted to the Department of Human Resources for compilation into a summary report, which is then sent to the employee being evaluated and the employee's supervisor. The supervisor should then review the summary with the employee.

8 EMPLOYEE RECOGNITIONS

8.1 Longevity Service Awards

Full-time faculty and staff who have completed service achievements are recognized by the College beginning with the fifth year and every five years thereafter.

8.2 Other Recognition Awards

Staff Members of the Semester are awarded during both the spring and fall semesters.

Staff Member of the Year is selected from the staff members of the semester recipients.

Staff Member of the Year, Faculty Member of the Year, Faculty Member on the Rise and Staff Member on the Rise recipients are awarded at the College Holiday Awards Dinner each year.

9 WORK ENVIRONMENT

9.1 Drug Free Workplace

It is the goal of Weatherford College to maintain a drug-free workplace. Because it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance, these activities are prohibited on the campuses of Weatherford College. Employees who violate this prohibition will be subject to disciplinary sanctions.

9.1.2 Smoking/Tobacco Use

The College District prohibits the use of any type of tobacco products, including the use of electronic cigarettes or other electronic vaporizing device, on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products shall be permitted in private vehicles parked on College District property provided any residue is retained within the vehicle.

9.2 Freedom from Discrimination, Harassment and Retaliation

The College District prohibits discrimination and harassment against any employee on the basis of race, color, religion, gender, national origin, age, disability, genetic information or any other basis prohibited by law.

Retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness or otherwise participates in an investigation is prohibited.

An employee who believes that he/she has been or is subjected to any form of discrimination, harassment or retaliation should immediately bring the matter to the attention of his/her immediate supervisor. However, an employee shall not be required to present the matter to a person who is the subject of the complaint. It is recommended that the employee submit the complaint in writing. Any College District supervisor who receives such report shall immediately notify the Department of Human Resources.

The College District shall promptly take appropriate disciplinary and/or corrective action if any prohibited or unlawful conduct occurred. Actions may include, but are not limited to, verbal or written warnings, probation, suspension or termination. The College District may also take action even if the conduct did not rise to the level of prohibited or unlawful conduct. Intentionally filing a false claim, making false statements or refusing to cooperate during the investigation is grounds for disciplinary action, up to and including termination.

9.3 Guests and Visitors in the Workplace

Weatherford College considers itself a family-friendly environment. Family, friends, and other guests are welcome for short visits. However, insurance liability and the job responsibilities of the employee necessarily limit visits to college office areas to short periods of time. Noise levels and work interruptions must be kept to a minimum to ensure a productive work environment.

9.4 Free Speech Area

A community member or organization may use the College's Memorial Plaza for peaceful public assembly or demonstration without prior permission.

Public assembly, discussion, or demonstration shall not disturb or interfere with a program, event, or activity approved prior to the public assembly, discussion, or demonstration, and shall not materially and substantially interfere with College District activities or the rights of others.

9.5 Campus Carry

Weatherford College employees may carry a concealed handgun on or about their person on campus property under the guidelines established by state law and college procedure. State law requires individuals who choose to carry a concealed firearm to maintain a current License to Carry (LTC). The firearm shall be concealed while on campus property, properly holstered with appropriate trigger guard, and maintained on or about their person at all times.

State law does not authorize the storage of firearms on college property, except for employees who are required to live on campus and licensed TCOLE officers. State law does allow the storage of a firearm within a personal vehicle.

State law and Weatherford College procedure designate the following areas on campus as "exclusionary zones" or areas where the carry of a firearm is prohibited. Exclusionary zones will be properly designated with appropriate signage.

1. Concealed firearms shall be prohibited in facilities where athletic sporting events occur. These include the following locations at all times: Roger Williams Ballpark, Stuart Field, and Betty Jo Crumm Graber Athletic Center. Offices within these buildings are not restricted areas.
2. Concealed firearms shall be prohibited within Coyote Village student apartments, with the following exceptions:
 - a. Concealed firearms are permitted in common areas such as lounges, lobby, and study areas.
3. Concealed firearms shall be prohibited at scheduled or special events, with appropriate signage, with approval by the college president or designee.
4. Occupants of an office to which the occupant has been solely assigned and is not open to the public shall be permitted, at the occupant's discretion, to prohibit the concealed carry of a firearm in that office. Restriction of the concealed firearm applies to both the office occupant and visitors entering the office. Occupants who choose to exercise this discretion must provide appropriate notice and properly display a "gun free" decal provided by Weatherford College Police Department. If the occupant's duties ordinarily entail meeting people who may be license holders, the occupant must make reasonable arrangements to meet license holders who choose to carry in another location at a convenient time.
5. Concealed carry of a firearm shall be prohibited at formal disciplinary hearings.
6. Concealed carry of a firearm shall be prohibited in patient-care areas, including those in which professional mental health services are provided.
7. Concealed carry of a firearm shall be prohibited within Weatherford College Testing Centers.
8. Concealed carry of a firearm shall be prohibited within College vehicles for students and employees.

Improper carry of a firearm can result in disciplinary action up to termination and possible citations. Improper carry of a firearm includes, but is not limited to, bringing a firearm into a designated exclusionary zone, intentional or unintentional display of a firearm, firearm not contained on or about the person, or carrying a firearm without a license to carry.

A Weatherford College employee who discharges a firearm on campus is not covered by Weatherford College insurance for any resulting damage unless they are acting in their normal duties assigned by the college.

10 COMPENSATION AND BENEFITS

10.1 College Pay Plan Structure

The College maintains position classification and pay structures for all jobs. Jobs are grouped into position classifications and pay range structures in the following full-time categories: Faculty, Administrative/Professional and Classified. Part-time employees are grouped in the following categories: Student, Work-Study, Part-time staff and Adjunct faculty.

Each Administrative/Professional and Classified position is assigned to a pay grade that determines the minimum to maximum pay range for the position. Jobs are assigned to pay grades on the basis of job qualifications and required skills, job duties and responsibilities defined by the College and competitive job market prices. No employee will be paid more than the maximum rate for his/her pay grade without approval of the President.

Pay structures for teaching and non-teaching positions are reviewed annually and adjusted as needed. The College participates in a variety of salary surveys and uses the results of those surveys and benchmark positions as one tool to gauge the equity of the pay plan structure.

Employees will be paid no less than the current minimum wage in accordance with the federal Fair Labor Standards Act (FLSA).

10.2 Job Reclassification

A job reclassification occurs when the same position is moved to a higher or lower pay grade. An upward or downward reclassification will result in a greater or lesser potential for pay advancement over time. Jobs may be reclassified due to an increase/decrease in job duties and responsibilities assigned by the supervisor, restructuring, a need to improve internal pay equity with other related jobs or a significant change in the external job market.

Requests for position reclassifications are to be completed and submitted through the appropriate chain of command by March 1 of each year. The supervisor must update the job description with the proposed changes for the position title, job responsibilities, etc. Documentation must include how and/or why the position has changed on the *Request for Job Classification Review* form.

If the vice president/president approves and signs the *Request for Job Classification Review* form, the documentation is forwarded to the Department of Human Resources to perform a job study. A job study may include comparing the proposed changes to existing titles within the approved pay structures, comparing position information to other colleges and other salary survey data available.

Based on the results from the study, Human Resources will then submit a recommendation to the President, who will discuss the recommendation with Cabinet. Cabinet will consider the feasibility of the reclassification and whether or not such a change would be fiscally prudent and whether or not resources can or should be reallocated in an alternative direction. The President has the final authority to approve or not approve a reclassification request.

Human Resources will notify the supervisor of the President's decision. Approved changes will normally become effective on September 1 of the new fiscal year. If the Board of Trustees has approved a general salary increase for the new fiscal year, an employee who will be reclassified will receive the reclassification increase only.

10.3 Job Descriptions

All full-time positions must have job descriptions on file in the Department of Human Resources. Job descriptions are reviewed and updated by both the employee and supervisor as needed, but no less than annually as part of the annual performance evaluation process.

10.4 Promotion

A promotion occurs when an employee is assigned to a different job in a higher pay range. Pay adjustments for promotions will begin with the effective date of the new assignment, which is normally the beginning of the new fiscal year. If the Board of Trustees has approved a general salary increase for the new fiscal year, an employee who will be promoted will receive the promotion increase only – not both.

10.4.1 Promotion Calculation

A promotion increase is based on an employee's current base pay, less any stipends paid for supplemental duties. Salary calculation for a promotion will be determined by these guidelines:

- a. If the employee's current base pay rate is less than the midpoint for the new position, the increase shall be 8% of the new midpoint. Example: if the midpoint of the new position/grade is \$14.00, then $\$14 \times .08 = \1.12 increase.
- b. If the employee's current base pay rate is more than the midpoint for the new position, the increase shall be 4% of the new midpoint. Example: if the midpoint of the new position/grade is \$14.00, then $\$14 \times .04 = \0.56 increase.

If an employee moves to a different pay structure (example: from classified to administrative/professional), the pay adjustment will be treated as placement of a new employee.

Consideration will be given to the pay of other employees in the same grade. The standard promotion increase may be reduced accordingly to maintain internal pay equity. No employee will be paid less than the minimum of the new pay grade.

10.5 Demotion

A demotion occurs when an employee is reassigned to a different job at a lower pay grade level. Demotions may be voluntary or involuntary. General salary structure changes are not considered demotions.

10.5.1 Demotion Calculation

A reduction in pay as a result of a demotion will be made at the discretion of the President. When a pay reduction is made for demotion, the employee's base pay rate will be reduced to an amount between the minimum and maximum of the new pay grade. The pay adjustment for demotion will begin with the effective

date of the new assignment. Pay adjustments may also be made for a longer or shorter work year associated with the change in assignment.

10.6 Lateral Move

A lateral move is when an employee transfers to a different position within the employee's current pay grade. An employee should have no expectation of retaining their current salary with a lateral move. Transfer salary should be sensitive to internal equity concerns of employees in the same pay grade and/or same title. Departmental budget will also be a determining factor of the employee's salary for the new assignment. As with any position, an employee must meet the minimum qualifications of the new assignment.

10.7 General Pay Increase

General pay increases are given to employees to reward continued service to the College. The President may recommend to the Board of Trustees a general pay increase as part of the annual budget process. Budget recommendations for general pay increases will be based on available revenue, changes in minimum wage laws, competitive job markets and college compensation objectives. Employee pay increases will be based on the budget approval by the Board of Trustees.

Employees must have worked for the College for at least three months (hired prior to June 1 of each year) to be eligible for a general pay increase unless exceptions are granted by the President. An employee's performance must be satisfactory to receive a general pay increase unless exceptions are granted by the College President.

10.8 Placement of New Employee

Faculty: Hiring rates for new faculty are based on education level and total years of full-time teaching experience. Credit is given for part-time teaching experience as one point for every two years of teaching experience. Credit for teaching experience gained in an ISD setting is calculated as one point for every two years of ISD teaching experience. In the areas of Health and Human Sciences and Public Safety Professions, regular full-time employment experience is calculated as one point for every one year of experience.

Administrative/Professional and Classified Staff: Hiring rates are determined individually based on job requirements and the candidate's related qualifications and full-time experience. Credit is given for part-time experience as one point for every two years of related experience. Starting salaries that are above the midpoint may be offered only for hard-to-fill positions with the approval of the President.

Hiring rates should be sensitive to internal equity concerns of other employees in the same job and/or same pay grade. Departmental budget will also be a factor when determining hiring rates.

10.9 Individual Pay Actions

The President may make special adjustments to individual employee salaries. Examples include, but are not limited to, correcting an identified pay problem or compensating an employee for a change in assigned job duties.

10.10 Exemption Types (FLSA)

Jobs are classified as exempt or nonexempt in accordance with the requirements of the federal FLSA. The Department of Human Resources will determine the classification of each position based on a description of assigned job duties and the method of compensation.

10.10.1 Non-Exempt Status

Classified, part-time staff, student and work-study positions are non-exempt and paid on an hourly basis. Non-exempt employees may not “volunteer” hours in the same or similar work as in their current College position. All time worked by a non-exempt employee must be reported accurately each day and included on an approved time card. All hours worked over 40 in any given week must be reported and compensated at one and one-half times the hours worked, either in compensatory “comp” time or paid wages. Supervisors hold the primary responsibility for ensuring that time worked by employees is accurately documented and employees are paid or compensated for all time worked at the College.

10.10.2 Exempt Status

In order to be classified as exempt, the employee’s primary duties must fall under one of three types of exemptions: executive, administrative or professional, as defined by FLSA, and compensated on a salary basis. Faculty and Administrative/Professional employees are exempt. Exempt employees are held accountable for accomplishing the responsibilities of their position. Specific hours need not be documented on a time card, but absences must be documented. There are no paid wages or compensatory time hours for hours worked over 40 each week for exempt employees.

10.11 Non-teaching Work Hours/Defined Work Week

For purposes of FLSA compliance, the workweek for employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday. Full-time non-teaching employees normally are scheduled to work eight hours per day Monday through Friday. Summer hours are Monday through Thursday from 8:00 a.m. to 5:30 p.m. with a 45-minute lunch period, commencing the week after graduation and ending the week of In-Service. Schedules may be altered for an individual to cover extended operational hours in the evenings and on the weekends. If a regular work schedule differs from the normal Monday through Friday workweek or the normal eight-hour day, a memorandum approved by the appropriate vice president should be forwarded to the Department of Human Resources for inclusion in the employee’s leave file. This information will be used to audit leave reports and time cards.

10.12 Compensatory Time

As a condition of employment, the employee knowingly and voluntarily agrees to the compensatory time policy of the College.

An employee who is subject to the overtime provisions of the FLSA is entitled to compensation for the hours worked over 40 in the defined work week either by:

- Allowing (or requiring) the employee to take compensatory time off at the rate of one and one-half hours for each hour of overtime;

- At the discretion of the College, in cases in which granting compensatory time off is impractical, the employee receiving pay for the overtime at the rate equal of one and one-half times the employee's regular rate of pay for each hour of overtime.

Paid leaves (including comp time) are NOT counted as hours worked in determining overtime hours.

Hours worked beyond the normal eight (8) hours per day, but balanced by working fewer hours on another day within the same workweek, are not paid at the overtime rate as long as the total hours worked within the workweek do not exceed 40 hours. No employee shall accrue compensatory time during any week unless the hours worked exceeds 40 hours. Actual hours worked in excess of 40 hours shall be compensated at time-and-one-half.

An employee who works overtime without prior approval is subject to disciplinary action, but shall be compensated in accordance with the FLSA.

10.12.1 Travel and Overtime

For one day local travel, work time begins when the employee reaches the first work site. Attendance at local meetings is recorded on the time card from the time the employee is scheduled to arrive at the meeting, not when the employee leaves home to travel to the meeting. Employees who go to their offices at the regular time and then leave for a meeting may record the travel time on the time card. Travel from one work site to another, which is incurred in the course of conducting college business, is allowable and therefore reimbursable. Travel time from the last work site to the college is recordable; however, travel time from the last work site to home is not.

For travel away from the local area that involves an overnight stay, travel time during normal hours of 8 a.m. to 5 p.m. may be recorded on the time card. This applies to all days of the week, not just weekdays. Travel after normal working hours is not recorded as time worked.

10.12.2 Compensatory Balance

Each employee should not accumulate compensatory balances exceeding 60 hours. Supervisors are responsible to ensure comp time is used within ninety (90) days of being earned. Supervisors are responsible for approving all overtime before it is worked. Supervisors are also required to manage overtime and keep it at a minimum level.

Compensatory time balances must be used before personal and vacation leave.

10.13 Timesheets

Employees who are eligible for comp time (overtime) pay under the FLSA and are paid on an hourly basis must complete a time card.

10.13.1 Guidelines for Part-time Employee

- Time cards are submitted electronically through self-service on an every two week pay period end date schedule.

- Time cards must have hours recorded on a daily basis showing actual time worked. The time card is a legal document that certifies that hours recorded are a true and accurate record of the actual hours worked.
- No College employee or supervisor has the authority to request, require, or suggest that an employee should falsify a time card by inaccurately recording hours.
- Any employee with questions concerning completion of the time card should contact the Payroll Department.
- Overtime is not authorized for part-time personnel.
- Repeated violations will require the supervisor to receive disciplinary actions.
- Employees and supervisor should double-check daily and weekly totals on the time card to ensure its accuracy.
- Completed time cards are to be submitted by employee by 10:00 a.m. and approved by the supervisor by 5:00 p.m. on time card due dates.

10.13.2 Guidelines for Full-Time Employee

- Time cards are submitted electronically through self-service on an every two week pay period end date schedule.
- Time cards must have hours recorded on a daily basis showing actual hours worked. The time card is a legal document that certifies that hours recorded are a true and accurate record of the actual time worked. On days where the college has an early release, i.e. 7-hour days, the additional paid hour not worked is recorded as “Early release”. This allows the college to capture documentation of all hours paid to the employee.
- No College employee or supervisor has the authority to request, require, or suggest that an employee should falsify a time card by inaccurately recording hours.
- Any employee with questions concerning completion of the time card should contact the Payroll Department.
- Weekly time worked and reported in excess of 40 hours per week is credited for compensatory time. The appropriate supervisor must approve time in excess of 40 hours per week. It is the responsibility of each supervisor to ensure that unauthorized time worked in excess of 40 hours per week is included on the time card accurately, but documented as being unauthorized. Repeated instances of unauthorized time worked in excess of 40 hours per week should be processed as a disciplinary action.
- Employees and supervisors should double-check daily and weekly totals on the time card to ensure the accuracy as well as to verify that absence days have been reported.

- Completed time cards are to be submitted by employee by 10:00 a.m. and approved by the supervisor by 5:00 p.m. on time card due dates.

10.14 Direct Deposit

All College employees are required to participate in a direct deposit process with their bank, savings and loan, or credit union. Direct deposit allows the employee's entire paycheck to be wired to one account or split between multiple accounts.

Employees must complete a direct deposit authorization form. The completed form must be accompanied by a voided personal check. The direct deposit form must be received in the Payroll Office prior to the payroll cut-off date for a particular pay period. Direct deposit for that account remains in effect until the Payroll Office receives a new direct deposit authorization form.

If changes are needed in accounts or financial institutions, the employee should complete a new form and forward it to the Payroll Office prior to the payroll cut-off date for a particular pay period.

10.14.1 Payroll

Payroll advices are available electronically on the myWC website. Employees are paid monthly, no later than the 25th of each month. Employees are paid 12 times per year. If payday falls on a non-business day, payment is made on the preceding work day. Paydays may occur earlier in the months of March, November, and December because of holiday scheduling.

Managers and supervisors are charged with the responsibility of forwarding completed *Payroll Notification* forms to the Payroll Office before the 15th of every month or the last working day prior to the 15th of the month.

10.14.2 Medicare and Social Security

Full-time employees, except TRS retirees, do not participate in the Social Security system. All employees hired after March 31, 1986, are required to contribute 1.45% of their salary as Medicare tax. The College contributes an equal amount. Student employees may be eligible for an exemption from Social Security and Medicare. To be eligible a student must meet both criteria: 1) be enrolled at least half-time 2) be employed in a non-career position (not eligible for benefits). Contact payroll for additional information.

10.14.3 Extra Service Compensation/Multiple Employment

All extra pay, except overload pay, must be accomplished outside the individual's regular work schedule and approved by the appropriate supervisor and vice president prior to beginning the second job.

10.15 Insurance Benefits

Eligible full-time employees receive benefits through the Texas Employees Group Benefits Program, which is managed by the Employees Retirement System of Texas (ERS). Information regarding health, dental, disability, life and other insurance benefits can be found by visiting the ERS web site at: www.ers.state.tx.us.

The Department of Human Resources will provide eligible employees with an ERS new employee benefits booklet upon hire.

Once the initial new hire enrollment period has expired, there are only certain times of the year when an employee can make changes to insurance selections, such as within 31 days of a qualifying life event (i.e. marriage, divorce, birth) or during the annual enrollment period in July of each year. It is important that the employee immediately notify the Department of Human Resources when experiencing any changes in status.

10.15.1 Voluntary Cancer and Specified Disease Insurance

Voluntary cancer and specified disease insurance are offered to employees through a local Allstate financial representative. This policy pays directly to the insured, unless otherwise assigned, and pays in addition to any other insurance held by the employee. Coverage may be continued after employment cessation by direct payment to the insurance company. Coverage does not replace employer's group benefits; it supplements coverage held by the employee.

10.16 Retirement Plans and Investment Programs

Enrollment in a retirement plan is a condition of employment for full-time employees. Membership in the Teacher Retirement System of Texas (TRS) begins on the first day of employment, unless the employee qualifies for and elects to participate in the Optional Retirement Program (ORP).

10.16.1 Teacher Retirement System of Texas (TRS)

Employment that makes you eligible for membership in TRS is:

- regular employment in a single public, state-supported educational institution in Texas that is expected to last for a period of 4½ months or more,
 - for one-half or more of the standard full-time workload, and
 - with compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

An employee of a public, state-supported educational institution in Texas is considered to meet these requirements if the employee's customary employment is for 20 hours or more each week at a single employer and for 4½ months or more in one school year. Employment with an institution of higher education, including community and junior colleges, meets these requirements if the member's employment is expected to continue for more than one full semester or continues for more than one full semester in the same school year.

The following types of Texas public education employees are not required or permitted to participate as active members in the retirement plan:

- a TRS retiree,
- higher education faculty members and other eligible employees who elect to participate in the Optional Retirement Program (ORP),
- an employee of an institution of higher education who is required to enroll concurrently as a student in the employing institution as a condition of employment and who has no other membership eligible employment

- a substitute, as defined by TRS rules (to be considered a substitute, the individual must be serving temporarily in a position currently held by another employee and paid at a rate-of-pay that does not exceed the rate for substitute work established by the employer), or
- a person employed on a temporary basis (less than 4 ½ months), part-time (less than one-half time), seasonal, or irregular basis.

10.16.2 Optional Retirement Program (ORP)

Each employee in an eligible position may elect to participate in ORP instead of TRS. ORP is a portable defined contribution retirement plan authorized under Section 403(b) of the Internal Revenue Code. The College is responsible for notifying each newly eligible employee that he or she is eligible for ORP and securing the employee's written acknowledgment.

Enrollment in the program is solely at the discretion of each eligible employee. The College assumes no liability or responsibility for the income tax aspects of ORP, the terms and provisions of any contract issued there under, monitoring of the financial stability of carriers, or the market condition of the participants' investments. College employees are specifically prohibited from advising other employees in these various aspects of ORP.

To be eligible to participate in ORP, an employee must be in a position that:

- satisfies job-related criteria established by the Texas Higher Education Coordinating Board (THECB), as interpreted by the Departments of Human Resources and Payroll;
- is budgeted for 100 percent time for at least four and one-half months; and
- does not require student status as a condition of employment.

Each eligible employee is allowed 90 days from the date of employment or eligibility to elect to participate in ORP. If this election is not made on or before the first day of employment, a new employee is required to become a member of TRS with the right to change to ORP within 90 days and apply for a refund of the employee's TRS contributions. Any eligible employee not exercising the irrevocable one-time option to participate in ORP during the 90-day period is thereafter required to continue membership in TRS.

Weatherford College follows the THECB guidelines in all aspects of ORP administration and participation.

10.16.3 Employee and Employer Contributions

Both employee and employer contributions rates to TRS and ORP are determined by the Texas Legislature. Current contribution rates are as follows:

	Employee Contribution	Employer Contribution
TRS	8.0%	7.75%
ORP	6.65%	If enrolled <u>after</u> September 1, 1995: 7.18%. If enrolled <u>prior to</u> September 1, 1995: 8.49%.

10.16.4 Tax-Deferred Annuity

Eligible employees have the option to contribute to a tax-deferred annuity/tax sheltered annuity. No employer contributions are made for this voluntary election. Employees may select a provider from the current *Authorized Carrier List*.

Enrollment in the program is solely at the discretion of each eligible employee. The College assumes no liability or responsibility for the terms and provisions of any contract issued there under, monitoring of the financial stability of carriers, or the market condition of the participants' investments. College employees are specifically prohibited from advising other employees in these various aspects of TDAs.

10.17 Holidays

The College holidays are as follows:

- Labor Day
- Thanksgiving Break (as published in the College catalog)
- Winter Holiday Break (as published in the College catalog)
- Martin Luther King, Jr. Day
- Spring Break (as published in the College catalog)
- Good Friday
- Memorial Day
- Independence Day (when Independence Day falls on a scheduled work day)

An employee must be in a paid leave status for at least half of the scheduled work day immediately before the holiday begins in order to receive holiday pay. An employee who leaves employment on the last workday before a holiday will be paid for the holiday if it falls within the same pay period as the employee's last workday.

10.18 Employees Registering as Students

Weatherford College employees may register for as many courses as they desire outside normal working hours. College employees are also eligible to register for courses conducted during normal working hours, subject to Supervisor/Department Chair approval, and following the provisions outlined below.

10.18.1 Requirements to Enroll in Courses during Work Hours

Any full-time employee is eligible to request permission to register as a student at Weatherford College and attend classes held during the employee's normal working hours. The request is made by completing the *Request to Attend Courses During Normal Working Hours* form. The course load must not exceed four credit hours in any semester or summer session unless an exception is granted. Time off from the regular work week to attend classes depends on satisfactory arrangements being made before registration.

Weatherford College allows the employee to use compensatory time, vacation or personal leave time to cover missed work. The lunch hour may be used to make up missed work with permission of the supervisor. Class attendance must not interfere in any way with the accomplishment of duties or the work of the department or unit.

An employee may be permitted to enroll in more than four credit hours per semester or summer session in courses that meet during normal working hours provided a concise written justification is approved by the appropriate Vice President. Eligible employees may audit courses subject to the same restrictions that apply to courses taken for credit. Employees may also attend short courses with the appropriate administrative permission.

10.18.2 Tuition Assistance

Policy:

Weatherford College encourages all employees to take classes to improve their knowledge level and skills.

Weatherford College full-time employees, members of the Board of Trustees, and their dependents are eligible for tuition-free attendance. Additional lab fees and books are the responsibility of the employee and family.

Part-time employees who work for the college at least 14 hours a week are eligible for a maximum of four hours of tuition-free attendance during each long term after completing ninety (90) days of continuous employment. Dependents of part-time employees are not eligible for this benefit.

Procedures:

- Benefit is available to any full-time employee, spouse of full-time employee or dependent child (per IRS guidelines) of a full-time employee, WC Board members and their dependents. Part-time employees may receive no more than 4 hours maximum tuition exemption for fall or spring credit classes only.
- Benefit is for tuition only in state-funded courses. In addition, non-state funded Continuing Education (Community Education) courses, three-peat courses and courses taken for audit are not approved since no state funding is received for these courses.
- Grant funds received after “Count” day in any semester in which the waiver is applied will be used to pay back the waiver that was previously received.
- Recipients of the waiver will be required to maintain Satisfactory Academic Progress as outlined by the Financial Aid Office in order to continue eligibility for the waiver program.
- Fees and books are the responsibility of the employee and his or her family. Used books may be borrowed, based upon availability, from Texas College Bookstore and returned when the course is completed. A limited number of books are available each term.
- Application is made on the Faculty, Staff and their Dependents Tuition Waiver Form (located on MyWC under “Financial Aid Forms”). This form must be completed each semester and turned in to the FAO no later than the official count day of the term for which they are requesting assistance.
- Supervisors are required to sign the application form to verify that the employee is full-time, or an eligible part-time employee, and he/she is entitled to the benefit. Also, this is to verify that the supervisor is aware of any class times that the employee is taking. (Supervisors should refer to 10.17.1 of the Employee Procedures Manual-Requirements to Enroll in Courses during Work Hours for additional information.)
- The top portion of the WC employee’s latest IRS return must be submitted with the application to verify the student’s dependent status. The Executive Vice President of Financial and Administrative Affairs must approve any exceptions to this requirement.
- The FAO calculates the eligible amount of tuition upon receipt of the form and posts this credit to the student’s account. The credit is automatically applied to the corresponding tuition charge by the Business Office payment system (SBR).

- Reporting for IPEDS reports are done annually by FAO.
- The policy and procedures for this benefit will also be published in the FAO Policy and Procedure Manual.

10.19 Professional Development

Weatherford College defines reimbursable professional development as discipline-related seminars, conferences or other suitable purpose (e.g. continuing education credits, licensures, certifications, tuition for advanced coursework, etc.) as recommended by the supervisor and approved by the supervising dean, if applicable, and vice president. This procedure applies to all full-time employees. Application for coursework reimbursement is made on the *Professional Development Course Approval Form*.

10.20 Unemployment Compensation

Texas law provides that under certain conditions weekly payments may be made to unemployed individuals from an unemployment insurance fund contributed to by employers under the Texas Unemployment Compensation Act. The objective is to aid unemployed persons while they are looking for work by providing weekly income for a stipulated period of time. Weatherford College pays the entire cost of this benefit.

10.21 Workers' Compensation

All Weatherford College employees are covered under the Worker's Compensation Act of Texas. Texas Workers' Compensation Insurance pays for medical treatment and provides compensation for loss of earnings when an employee has been injured in a job-related accident. The College pays the entire cost of this insurance. Employees are required to follow the general safety rules provided by the College and their supervisor. Employees will use College-provided safety equipment. Failure to follow safety rules or to use protective equipment can result in disciplinary action.

10.21.1 Reporting Injuries

Employees are required to report work-related injuries to their immediate supervisor before leaving the work site. All on-the-job accidents or injuries must be reported in writing to the Department of Human Resources, regardless of whether medical treatment is sought.

If medical treatment is required for an on-the-job accident, the employee should seek immediate treatment. However, in order for claims under this coverage to be valid, it is the responsibility of the injured employee to notify the Department of Human Resources and their supervisor. The immediate supervisor is responsible for investigating the accident and reporting the findings on the Weatherford College accident/incident report form. This form must be forwarded to the Department of Human Resources within 48 hours of the accident/incident.

10.21.2 Reporting Fraud or Abuse

The Texas Workers' Compensation Act provides a toll-free telephone number (1-800-452-9595) for reporting violations of any occupational health or safety law. The College shall not suspend, terminate, or otherwise discriminate against an employee for making a good faith report of a violation of an occupational health or safety law. The commission also has an ombudsman program to assist injured workers and persons claiming death benefits in obtaining benefits under the Texas Workers' Compensation Act.

11 LEAVE PROGRAM

Full-time staff and faculty are eligible for certain leave benefits according to their employment term, i.e. 9-month, 12-month, etc. All appropriate paid leave available to an employee must be exhausted before leave without pay (LWOP) is initiated. An employee in a LWOP status may be responsible for paying his/her portion of the insurance premiums where applicable. Vacation and other leave benefits do not accrue during a full month of LWOP.

An employee who does not return from a LWOP status on the designated date is considered voluntarily terminated effective on the last day of approved leave or the last day of actual work, whichever is later.

An employee who has not notified his/her supervisor of an absence for more than three consecutive days is considered to have abandoned/voluntarily resigned their job.

Leave accrual for sick and vacation hours occurs on the 15th of the month. Therefore, a new employee who begins on or before the 15th of a month, or an employee who terminates on or after the 15th of a month, receives leave accrual for the month.

When the College closes early during regular work hours due to a weather emergency, early release for a holiday, etc., employees on approved leave for that day will not have such leave restored to their balances.

11.1 Service Date

An employee's service date is the first date of full-time non-temporary employment with Weatherford College that has been unbroken by a period of unemployment or ineligible employment with the College. The service date is the basis for calculating service date-based benefits, such as vacation accrual rates, contracts, and service/recognition awards.

11.2 Bereavement Leave

Eligible employees may use up to 40 business hours within a two week period on each occasion of the death of the following family members: spouse; son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*; parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee; sibling, stepsibling, sibling-in-law; grandparent, grandparent-in-law, and grandchild; any person who may be residing in the employee's household at the time of illness or death.

Employees are allowed up to two hours to attend the funeral of family and non-family members that do not meet the criteria stated in the above paragraph.

Use of bereavement leave is reported on the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.3 Birthday Leave

Effective September 1, 2009, Cabinet members approved Birthday Leave for all full-time employees. All eligible employees will be granted one day off, with pay, in recognition of their birthday. If the employee's birthday falls on a non-work day or they are unable to take off on the actual date of their birthday, both the employee and the supervisor will work together to determine an appropriate day to use the leave. Birthday leave should occur during the month of the employee's birthday. Each supervisor is responsible for ensuring that the department operations will not be negatively affected by the absence.

Birthday Leave is tracked by each supervisor. Therefore, no *Absence Report Form* is necessary to document the absence. On the timesheet, classified employees should indicate the number of hours missed for the workday in the "Other Time" column and "Birthday" in the "Description" column.

11.4 Family and Medical Leave

Employees who have been employed for at least 12 months (not necessarily consecutive months) and have worked for the College at least 1,250 hours during the preceding 12-month period may be eligible for up to 12 weeks of family and medical leave (FMLA) per fiscal year (September through August) for qualifying medical reasons. Requests for leave by employees not eligible for FMLA will be governed by applicable College policies (e.g. use of accrued leave, leave without pay, etc.)

11.4.1 Reasons for FMLA Leave

An employee who meets the applicable time of service requirements may be granted FMLA leave consisting of appropriate accrued leave and unpaid leave for a period up to twelve (12) weeks per fiscal year for any of the following reasons:

- The birth of the employee's child and in order to care for the child;
- The placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child or parent who has a serious health condition;
- A serious health condition that renders the employee incapable of performing the essential functions of his or her job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies include short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and additional activities, provided that the College and employee agree that the leave shall qualify as an exigency and agree to both the timing and duration; and,
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. (up to 26 weeks.)

The entitlement to leave for birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of birth or placement.

11.4.2 Serious Health Condition

A "serious health condition" that entitles an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or,
2. Continuing treatment by a health care provider for a period of incapacity for:
 - a. More than three consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes treatment two or more times by or under the supervision of a health care provider (i.e. in-person visits, the first within seven days and both within 30 days of the first day of incapacity) or one treatment by a health care provider (i.e., an in-person visit within seven days of the first day of incapacity) with a continuing regimen of treatment (e.g. prescription medication, physical therapy; or
 - b. Pregnancy or prenatal care; or
 - c. Treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity; or
 - d. A permanent or long-term condition for which treatment may not be effective and for which the employee or family member is under the continuing supervision of a health care provider. The employee or family member need not be receiving active treatment; or
 - e. The purpose of receiving multiple treatments by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive full calendar days if not treated.

11.4.3 Health Care Provider

For FMLA leave purposes, a "health care provider" is defined as any of the following:

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices.
2. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state (meaning that the provider must be authorized to diagnose and treat physical or mental health conditions without supervision by a doctor or other health care provider) and performing within the scope of their practice as defined by state law.
3. Nurse practitioners, nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law.
4. Christian Science Practitioners who are listed with the First Church of Christ, Scientist in Boston, Massachusetts.
5. Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.
6. A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his or her practice as defined under such law.

11.4.4 FMLA Leave Entitlement and Use

An eligible employee's FMLA leave entitlement is limited to a total of 12 work weeks of leave per fiscal year – September through August. An eligible employee's FMLA leave entitlement for military caregiver leave is limited to a total of 26 workweeks of leave during a single 12-month period. This single 12-month period begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

If both spouses are employed by the College, a combined total of FMLA leave of 12 weeks may be taken due to the birth, adoption or placement of a child, or to care for a parent with a serious health condition (or 26 weeks to care for a covered service member with a serious injury or illness). No more than 26 workweeks of leave may be taken during any single 12-month period.

An employee will be required to use all eligible accrued paid leave as part of his/her 12 weeks. FMLA leave runs concurrently with paid leave. If an employee has less than 12 weeks of accrued paid leave, the remainder of the leave will be unpaid. An employee may request to use accrued compensatory time during FMLA leave. However, an employee will not be required to use compensatory leave as part of FMLA leave.

When a single holiday occurs during a week, the week is designated as FMLA leave. When the College is closed for five consecutive working days or longer (winter break and spring break), the week will not be designated as FMLA leave.

An employee on leave is required to report periodically (every 30 days) on his/her status and intention to return to work. An employee is encouraged to keep his/her supervisor informed about his/her intention to return to work.

Use of FMLA leave is reported on the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.4.5 FMLA Intermittent Leave/Reduced Leave Schedule

An employee may request intermittent leave or a reduced leave schedule due to a qualifying exigency or, if medically necessary, because of the serious health condition of the employee, the serious health condition of the employee's spouse, child or parent, or for military caregiver leave.

Intermittent leave for the birth or adoption/foster care purposes of an employee's child and in order to care for the child must be by mutual agreement between the employee and the College District and approved by President.

When intermittent leave or reduced leave schedule is medically necessary and foreseeable, the employee must make a reasonable effort to schedule the leave for planned treatments so as not to unduly disrupt the College's operations. If the treatments would be disruptive to the work schedule, the College may alter the employee's existing job or require the employee to transfer temporarily to an available alternative position which provides equal pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. The alternative position must not create a hardship for the employee. When an employee takes intermittent leave or reduced leave schedule, only the amount of leave actually taken may be counted toward the employee's leave entitlement.

11.4.6 Benefits during FMLA

An employee will be retained on the College insurance plan under the same conditions that applied before leave commenced unless the employee chooses not to continue the insurance coverage. An employee's portion of the insurance premiums will be deducted from any pay received during the FMLA absence. If portions of an employee's FMLA leave are unpaid, premium payments must be received by the first of each month. If the payment is not received within 30 days of the due date, all insurance will be terminated except those fully paid by the employer contribution. The College must provide written notice to the employee that the payment has not been received. This notice must be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

When the employee returns from FMLA leave, the employee is entitled to be reinstated to coverage on the same terms as before taking the leave. The employee may not be required to meet any qualification requirements imposed by the plan, including any new preexisting condition waiting period, to wait for open enrollment or to pass a medical examination to obtain reinstatement of coverage.

11.4.7 Failure to Return from FMLA Leave

If the employee is able to return to work after FMLA leave has been exhausted or expires but chooses not to do so, the College may recover from the employee its share of health plan premiums during the employee's unpaid FMLA leave.

11.4.8 Restoration to Employment Following FMLA Leave

An employee eligible for FMLA leave will be returned to his/her same position held when the leave commenced or to an equivalent position with equivalent pay, benefits and other terms and working conditions of employment. The employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

11.5 Jury Duty

Weatherford College recognizes and complies with federal and Texas laws with respect to employee reinstatement when jury service is complete. Employees will receive full pay and benefits while serving on jury duty. Employees are allowed to retain the fees paid by the courts. Employees are required to return to work immediately after the court recesses for the day if there is reasonable time left in the workday.

Use of jury duty leave is reported on the *Absence Report Form*. The jury summons should be attached to the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.6 Personal Leave

Full-time twelve-month employees may use up to 24 hours of authorized sick leave as personal time each fiscal year. Employees who work fewer than 12 months may use up to 16 hours of authorized sick leave as personal time each fiscal year.

Use of personal leave is deducted from an employee's sick leave balance. Use of personal leave is documented on the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.7 Sick Leave

Full-time employees accrue sick leave at the rate of eight hours per month per contract length. Employees may carry over up to 480 hours of accrued, unused sick leave from one fiscal year to the next.

Employee Term	Days Earned/Year	Hours Earned/Month	Hours Earned/Year
12 month	12 days	8 hours	96 hours
10.5 month	10.5 days	8 hours	84 hours
9 month	9 days	8 hours	72 hours

Sick leave can be used for an employee's illness or doctor appointment or for an immediate family member's illness or doctor appointment.

In no case may an employee be granted sick leave time that has not yet been earned. Employees needing more sick leave than has been accrued may request vacation time or compensatory time, if applicable, or leave without pay.

During the period after resignation/retirement notification and the final day of employment with Weatherford College, sick days can only be used for sick days or as otherwise noted in policy and procedures.

11.7.1 Sick Leave Requests

Employees who are sick or who must use sick leave must notify their supervisor as early as possible and by method of notification as the supervisor requests. Sick leave absences, including scheduling for doctor appointments, should be approved in advance by the employee's supervisor, when possible, in order to minimize the disruption of the efficiency of operations for the department.

Employees who have been absent for more than three consecutive working days must present a return to work release from their physician before returning to work. Employees who have work restrictions imposed by their physician must report this information to the Department of Human Resources prior to returning to work. The statement should include the dates of absence, the date the employee is released to return to work, any restrictions recommended and the time period for these restrictions and/or limitations.

11.7.2 Two Hour "No Charge" Rule

The College practices a two-hour "no-charge" rule when using sick leave which allows an employee to be absent from work for up to two hours for one occurrence per day and not deduct the time from the employee's sick leave balance, as long as the request is approved in advance by the employee's supervisor. This is primarily to assist with medical appointments that cannot be scheduled outside of the workday. However, it must be understood that the two-hour rule must be used for sick leave purposes only and cannot be combined with early release.

11.7.3 Use of Sick Leave

Faculty employees will report sick leave absences in accordance with the following guideline:

Sick Time Use	Actions Authorized
1-4 hours on any one day	4 hours
Over 4 hours on any one day or an entire day's obligation	8 hours

Classified and Administrative/Professional employees may report sick leave absences in a minimum of one quarter (1/4) hour increments.

Use of sick leave is reported on the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.8 Sick Leave Bank

The Sick Leave Bank (SLB) is a catastrophic sick leave contribution program funded by employees for fellow employees and shall be administered by the Department of Human Resources. It exists and continues through the generosity of full-time College employees.

11.8.1 Sick Leave Bank Definitions

Catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation.

A catastrophic illness or injury is defined as that of a serious nature, not a passing disorder or a temporary ailment. Examples include coma, cancer, leukemia, heart attack or stroke. A catastrophic illness or injury is usually life-threatening and may leave significant residual disability. A catastrophic illness or injury usually involves high costs for hospitals, doctors, and medicines and may incapacitate the person from working, creating a financial hardship.

Prolonged period of time means 20 consecutive calendar days or more.

Immediate family member, for the purpose of the SLB, include those individuals related by kinship, adoption or marriage or Texas Department of Protective and Regulatory Services-certified foster children. Immediate family includes only individuals who are living in the same household as the employee or, if not in the same household, are totally dependent on the employee for personal care of services on a continuing basis. Employees may use SLB hours to care for an immediate family member only under circumstances for which an employee would be eligible to use regular sick leave, if available.

Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

Sick Leave Bank, or SLB, means the accumulated sick leave hours donated by employees for utilization in accordance with this procedure.

Sick Leave Bank Administrator shall be the Director of Human Resources or designee.

11.8.2 Sick Leave Bank Eligibility

Full-time employees who are eligible for College District benefits, have completed 12 months of continuous employment and exhausted all accrued vacation, sick and compensatory time (if applicable), shall be eligible to apply for SLB hours.

For purposes of the SLB, pregnancy or elective surgeries will not be treated as a catastrophic illness except where severe illness and prolonged complications arise.

In no case may SLB hours be requested for an injury or illness related to a workers' compensation claim.

SLB hours are used in the same manner as sick leave earned by the employee in the course of employment. SLB hours granted are subject to College policy/procedure on use of sick leave. Abuse of sick leave shall be subject to disciplinary action, up to and including termination.

11.8.3 Sick Leave Bank Donation

To donate sick leave time to the SLB, an employee must submit the SLB form to the Department of Human Resources.

Donations to the SLB are strictly voluntary and confidential.

Employees may not revoke their donation once the contribution has been credited to SLB.

Employees may not designate their donation for use by a specific employee.

Employees are not required to donate to the SLB before applying for use of SLB hours.

Employees may donate up to 40 hours of accrued sick leave per year, provided the donation would not result in the employee's sick leave balance to fall below 120 hours at the time of the donation. Donations must be in 8-hour increments.

Employees must have completed 12 months of continuous employment before making a donation to the SLB.

A call for donations will be conducted one time per year during the month of October.

The SLB administrator will credit the SLB with the amount of time donated by an employee and will deduct the corresponding amount of time from the employee's sick leave balance.

11.8.4 Sick Leave Bank Withdrawal

Applications to withdraw sick leave time from the SLB must be submitted on the SLB form and filed with the Department of Human Resources. The form must be accompanied by a statement from the licensed practitioner treating the employee or family member listing the general nature of the illness or injury, prognosis and expected recovery date. Incomplete applications will not be processed.

The SLB administrator will consider applications in the order in which they are received and will approve or deny an application within ten (10) working days after receipt.

SLB hours must be requested before the hours are needed. State law prohibits the retroactive granting of sick leave or SLB hours.

If the SLB request is approved, an employee may withdraw up to one-third of the total amount of time in the bank or a maximum of up to 360 hours, whichever is less, for each catastrophic illness or injury.

The SLB administrator will credit the employee's sick leave balance by the number of SLB hours approved and will deduct the corresponding amount of time from the SLB balance.

Accrued sick leave and/or vacation hours are not credited to an employee until the first day that the employee returns to work. An employee who is continuously on SLB will not have accrued sick or vacation hours credited until the employee returns to work.

Use of SLB hours run concurrently with the Family Medical Leave Act (FMLA). The use of SLB hours does not extend the FMLA leave.

11.8.5 Returning to Work After Use of Sick Leave Bank

Prior to the employee's return to work, a statement from the licensed practitioner treating the employee must be submitted to the Department of Human Resources. The statement must include the date that the employee is able to return to work. The statement must also specify what limitations, if any, exist to the employee's ability to perform his or her job duties or pose a threat to the safety of employees or others.

Any unused balance of SLB hours granted to an employee will be returned to the SLB upon return to work.

11.9 Vacation Leave

All full-time, benefits-eligible employees who work on a twelve-month basis are eligible for vacation leave.

Eligible employees may take vacation leave only after successful completion of an initial 90-day new employee probationary period; 180-day probationary period for new campus police officers. Vacation hours will accrue during the initial 90 day/180-day probationary period although the employee is not eligible to use the vacation hours until the end of the initial probationary period. An employee who terminates employment prior to completion of the new employee probationary period has no accrued vacation credit.

Eligible employees accrue vacation hours each month based on years of service completed on September 1 of any year.

11.9.1 Vacation Leave Requests

Vacation day requests should be approved by the employee's immediate supervisor at least ten (10) working days in advance of the starting date. Vacations and paid holidays can be used together. An employee's entitlement to earned vacation is based on the employee's date of hire, otherwise known as the anniversary date. Hourly employees will accrue hours based on actual hours worked each pay period.

Years of Service	Hours accrued each year
0 – 4.99	80
5 – 9.99	88
10 – 14.99	96
15 – 19.99	104
20 +	120

11.9.2 Vacation Leave Reporting

Classified and Administrative/Professional employees may report vacation leave in a minimum of one quarter (1/4/) hour increments. **12-month faculty employees** will report vacation leave in accordance with the following guidelines:

Vacation Time Used	Actions Authorized
1-4 hours on any one day	4 hours
Over 4 hours on any one day or an entire day's obligation	8 hours

In no case may an employee be granted paid vacation leave time that has not yet been accrued. Employees needing more vacation time than has been accrued may request personal leave or compensatory time, if applicable, or leave without pay.

Use of vacation leave is reported on the *Absence Report Form*. Classified employees will also document the time used on the time sheet.

11.9.3 End-of-Year Carry Over

Employees may carry over up to 120 hours of earned vacation from one fiscal year to the next. There are no exceptions to the carry-over maximum. Leave used earlier in the year cannot be changed to a different type of leave at a later date to avoid losing vacation hours.

11.9.4 Vacation Accrual at Termination of Employment

Employees are eligible to receive pay for their accrued unused vacation hours if the employee retires or terminates employment with the college and the employee meets the following two (2) conditions:

- Provide Weatherford College with at least two (2) weeks advance notice in writing
- Leaving under favorable conditions

11.9.5 Leave Balance Priority

A leave without pay situation will occur only after all eligible paid leave time has been used. Comp time hours must be used prior to vacation or personal leave hours.

11.10 Voting in Public Elections

Employees are expected to vote **before or after** working hours. If this is not possible, the employee may request (in advance) from the immediate supervisor needed time off not to exceed two (2) hours. Employees are asked to plan ahead and vote absentee.

11.11 Weather-Related Absence

If the college, campus or a center is closed for an entire day due to inclement weather, the employee will not be charged for the time missed from work. A non-exempt employee will document on the time sheet the reason for the absence, such as “campus closed – weather” and list the hours missed from work in the “Other” column. No absence report forms are needed to document a weather-related absence from a non-exempt or exempt employee.

Weather or emergency essential employees, such as Police Department and Food Services employees, who are required to work when the college, campus or a center is closed will be paid at their regular rate of pay.

The College recognizes that an employee may choose to take leave during inclement weather when the college, campus or a center is not closed. The employee must use accrued leave time to document the absence. If the employee does not have accrued available leave, the employee will be placed in a leave without pay status for the time missed from work.

12 TRAVEL

12.1 Travel Expense

Per IRS Publication 15, Section 5 Wages and Other Compensation. Employee business expense reimbursements, such as travel and mileage requests, must adequately be accounted for within 60 days after expenses are incurred. If these expenses are not substantiated within this time period, they may be reported as income on the employee's W-2 and subject to withholding. In order to follow these guidelines, all travel and mileage reimbursement requests must be submitted within 60 days of incurrence.

12.1.1 Meals

A per diem allowance will be paid to all employees of Weatherford College traveling on College business, instead of expenses actually incurred for meals. The employee shall be reimbursed based on the GSA Meals & Incidental (M&IE) per diem rates by city or county location shown on the table of this link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates> .

M&IE Total – the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner & incidentals – separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Meal amounts will be deducted from trip for meals provided.

First and last day of travel – amount received on the first and last day of travel equals 75% of total M&IE.

Meals provided while attending conferences or other WC business use with overnight stay will not be reimbursed. A copy of the business agenda is required to be included with your Travel Request form upon return from the trip. This will be used to determine if any meals were provided, which must be deducted from the allowable reimbursement. Meal receipts are not required. College credit cards cannot be used for meal charges, except by the President and Vice-Presidents and student travel. Allowances in excess of those rates established by the GSA would have to be included as gross wages on the employee's W-2 form and be reported as if wage income

Travel requires the employee to be on college duty and overnight stay for meal allowances to be paid. DPS supervisors, a proxy or higher ranked supervisor will be required to approve, sign, and certify time of departure and return on the travel request form. If an employee is required to attend a formal breakfast, luncheon, or dinner function as a part of College business without overnight travel, the cost of the meal will be reimbursed to the employee. For example, if attending a seminar and the luncheon was part of the function it will be reimbursed. If there is not a set luncheon and everyone is on his or her own, the meal will not be reimbursed. Trips of instructors or coaching staff in charge of student travel on field trips, official judging teams, athletic teams, etc., where the employee is required to eat with his/her students, the meal will be reimbursed with required original, itemized receipts. No charges for alcoholic beverages will be allowed.

Guests - If, while in travel status, a meal is paid for by an employee for other employees, the names of the others must be shown on the reimbursement request, and itemized receipts are required. Reimbursement of expense for guests, other than fellow employees, will not be allowed unless prior approval has been obtained from the appropriate supervisor.

12.1.2 Lodging

Weatherford College will allow payment by college credit card or reimbursement of lodging expenses for college business use only with the original, itemized receipts at the GSA per diem rates by month and year (excluding Texas sales tax) for the primary destination which may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> . Find the rate by city or county or state location and print the appropriate page showing the rate to be attached to the Travel Form.

Cities not appearing on the GSA table may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website. Hotel lodging rates will be allowed if held at the conference hotel. If you choose to stay at other hotels charging more than the GSA allowable rate, you will not be reimbursed for any overage and must pay the difference yourself. When two (2) employees share a hotel room, each one may claim either ½ the double occupancy rate charged or up to the allowed GSA per diem rate.

Club accounts or W.C. Foundation funds are not restricted to the Travel Policy of allowable GSA rates for lodging charges.

When requesting the reservation for lodging, ask for the current allowable GSA rate. Please ensure the rate provided during the reservation is the correct rate as provided in the GSA table. The GSA rates provided are for transient/individual travel ONLY and do not apply to conference and group meetings. If you do not cancel a reservation or notify a hotel of an early checkout by the specified deadline, you will be personally responsible for paying the fees to guarantee your reservation for late arrival so it will be held for you until midnight when necessary. Some hotels may charge the credit card at the time of reservation instead of waiting until check-in. A purchase order is required before making a reservation if using the Weatherford College Visa credit card.

When checking into a lodging establishment, please be prepared to show your employee ID card as a form of identification as proof that you are entitled to the GSA rate. If you do not provide your ID, the lodging establishment may refuse to give you the GSA rate.

Charges allowed include room, city/county/out-of-state taxes, local or business-related phone calls and internet hookup approved by the supervisor upon return. Expenses that will not be reimbursed include Texas state sales tax, personal long-distance phone charges, room service/mini bar food and drinks and pay-for-view movies. Please use a Texas Hotel Occupancy Tax Exemption Certificate to avoid state tax being charged, as these charges will not be reimbursed. This form is available on myWC in the Purchasing folder. It is the responsibility of the employee to contact the hotel if tax is charged and provide the necessary documentation to remove the charges. All taxes paid to hotels outside the State of Texas will be reimbursed.

12.1.3 Registration

Registration fees are reimbursable as a travel expenditure with receipt attached to the travel request form. Registration fee requests can be processed in advance and the original registration form must be forwarded with the requisition to the Purchasing Specialist. This expenditure may be paid using a Weatherford College purchase order number, check issued directly to the vendor or reimbursed to the employee upon return from the trip, with an original receipt. A WC credit card may be used if this is the only accepted form of payment. If membership fee is required at the time of registration, this expense should be separated on the requisition

and charged to the Membership Dues account number 53150. This expense should not be entered on the Travel Request form.

12.1.4 Mileage

The college will reimburse an employee for the mileage incurred during the use of a personally owned vehicle. The mileage allowance for all personally owned vehicles used for college business that has advance approval from the appropriate supervisor is currently fifty-eight cents (\$0.58) per mile. The state's reimbursement rate, which is updated January 1st of each year, will be considered. Funds budgeted for travel expenditures that include mileage for use of personally owned vehicles shall not be expended unless a Travel Request or Mileage Log form is completed, signed, and approved by the employee and appropriate supervisor. Mileage is paid in whole numbers (rounded to nearest number).

The standard round-trip mileage allowance for off-campus travel to various sites has been calculated and is on tab 2 of the Travel Request form and Mileage Log. The shortest route between points must be used. An employee may not be reimbursed for mileage between a residence and a place of employment unless the travel is necessitated by extraordinary circumstances. Local travel within the city limits of your primary work place location will not be reimbursed. Any expenses that are related to the operation of a personally owned vehicle are not allowed.

12.1.5 Travel Advances

Travel advances will only be issued for amounts of \$100 or more. All advance travel requisitions should be completed, signed by the employee, and submitted to the appropriate supervisor for approval and signature. A copy of the completed Travel Request form must be attached to all requisitions required for travel. The requisition should be approved and pending the Purchasing Specialist the week before the check is required. Only one travel advance will be allowed per employee at any time, unless the travel dates overlap one another. Travel expenses requiring payment prior to a trip should be paid using college credit cards or payment to the vendor. Otherwise, travel advances will be dispersed to employee approximately one week prior to departure date. No further travel advances will be processed until the outstanding travel documentation is submitted. If after two weeks travel is not reconciled, the employee will receive a reminder from the Purchasing Specialist that the travel reconciliation is due. After three weeks, the employee will receive a second notice with a copy to the immediate supervisor. After four weeks, the employee, immediate supervisor, and appropriate Vice President or President will be notified.

12.1.6 Airfare

Expenditures for airfare to attend college business functions will be reimbursed or can be requisitioned to an approved vendor or the college credit card may be used with approved purchase order. Original receipts are required upon return to verify actual expenses.

12.1.7 Parking and Toll Charges

Parking fees are reimbursable on an actual expense basis with original receipts required. If a receipt is not available, a written explanation of this charge from the employee and supervisor approval is required. Toll charges will be reimbursed without receipts. Toll tags are used on college-owned vehicles and are billed to WC.

12.1.8 Rental Car/Shuttle/Taxi

Reservations of rental cars for college business use may be reimbursed or paid by Weatherford College directly to an approved vendor, which includes Avis Budget Group, Enterprise, and Hertz. These vendors are available through the TPASS State of Texas Travel Management Program. Rates for these three contracted rental car vendors are available via the Internet at Website www.comptroller.texas.gov/purchasing/programs/travel-management/rental/vendor-comparison. If a rental car is required to drive to your travel destination, a requisition can be entered to the appropriate car rental vendor to be paid directly by Weatherford College with an approved purchase order. When a rental car is required for college business upon arrival at an airport, the reservations shall be made to one of the Texas state contracts approved vendors. This method requires an approved purchase order and will be billed directly to Weatherford College. All reservations using the State of Texas contract with Enterprise must be booked by the Purchasing Specialist upon issuance of a purchase order number. Fuel purchases for rental vehicles are an allowable expenditure. This expense will be reimbursed upon return with original itemized receipts. A Motor Vehicle Rental Exemption Certificate must be provided to the vendor upon receipt of rental car. This form is available in myWC under Travel. Actual expenses for taxi and shuttle service for college business transportation will be reimbursed upon return. These fares must be listed on the Travel Request form and original itemized receipts are required for reimbursement of this expenditure. Limousine service will not be an allowable expenditure.

12.1.9 Tips

Reimbursable tip expenses may include baggage handling, hotel bellmen and taxi service. Tip expenses should be shown under "Other" on the Travel Request form. Tips and gratuities will not be reimbursed for travel paid with Perkins funds.

12.2 Travel Reimbursements

When reimbursement is to be sought for travel expenses incurred in the conduct of one's job responsibilities, prior written approval is required by submitting a Travel Request Form signed by the employee's immediate supervisor. After completion of the trip, the Travel Request form and required itemized receipts must be signed and attached to the requisition, returned to the immediate supervisor to be signed and sent for processing through the Purchasing Specialist within two weeks after the expenses have been incurred. If state tax would normally be charged for travel expenses, such as car rental or hotel, a copy of the appropriate Weatherford College Tax Exemption Certificate may be obtained on myWC in the Purchasing folder before leaving on the trip. If the employee fails to do so, the state tax charged will not be reimbursed. Exceptions may be made for officers of the college (Dean level and above) if special circumstances arise. Upon return from the trip, the original Travel Request form with appropriate signatures should be provided showing a breakdown of actual expenses with attachment of all required itemized receipts.

12.3 College Vehicles

Use of college vehicles will be allowed for college employees on a first come, first served basis. Reservations should be requested through the Campus Police Department. To insure getting a vehicle, requests should be made well in advance. When using a college vehicle, gas cards will be issued for fuel, oil, etc. by Campus Police. These credit cards are the property of the college and may be used only for the operation of a college

vehicle. It is required that the college vehicle be returned with a full tank of fuel upon return from the trip. Any repair charges for college owned vehicles will be reimbursed. If the charges are substantial, approval must be received from the Executive Vice President of Financial and Administrative Affairs.

It is also a requirement that all drivers of college vehicles must be approved in advance by submitting a copy of their driver's license to the Campus Police Department for them to request a copy of the employee's driving record from the state.

All requests for the use of College vehicles are handled through the Weatherford College Police Department. Three forms must be completed before a vehicle can be checked out. These forms are located on [myWC](#).

Form 1 - Student Activity Form. It is to be completed and submitted to the Executive Dean of Student Services for approval prior to any off-campus trip.

Form 2 - Request for College Vehicle/Vehicle Trip Information Form. The Request for College Vehicle Information form must be completed and submitted to the Weatherford College Police Department.

Vehicle keys can be picked up by the approved driver after all paper work has been approved. The Vehicle Trip Information form is to be completed and submitted, along with the keys, to the Weatherford College Police Department when the vehicle is returned. Keys must be returned at this time to the Weatherford College Police Department.

Note: The responsible driver must possess a Texas commercial driver's license (CDL) with a passenger endorsement and medical certification for the WC bus. The number of people (faculty/staff/students) is limited to nine (9) persons per vehicle. Drivers of WC vehicles may not drive more than eight (8) consecutive hours in one day.

12.4 Travel Involving Student Groups

The college will pay student groups and their sponsors for approved travel expenses when representing the college (such as athletic teams, judging teams, music groups, etc.), provided specific budgetary funds have been approved. The Travel Request form must be completed with appropriate signatures and a copy attached to all required requisitions for travel. If students will be provided funds for meals, a reconciliation of cash dispersed must also be completed and sent with the Travel Request form to the Purchasing Specialist upon return from trip. All receipts must be itemized for these expenses.

12.5 Visa Credit Cards

A completed Travel Request form with appropriate signatures must accompany the requisition in order to request a Weatherford College Visa credit card for any travel expenses. A valid purchase order number must be obtained from the Purchasing Specialist before a Visa credit card will be issued. The Visa credit card must not be used for meal charges, with the exception of the President, Vice-Presidents and student travel. The Visa credit card must be returned to the Purchasing Specialist no later than five business days after the trip return date. No Visa credit card will be accepted by the Purchasing Specialist without all itemized receipts. Credit cards and receipts must not be returned via interoffice mail.

12.6 Gasoline Credit Cards (Wright Express Only)

Campus Police will assign Wright Express gasoline credit cards for travel using Weatherford College vehicles prior to departure date of trip. The college vehicle must be refueled upon return. The Wright Express gasoline credit card and all original receipts must be returned to Campus Police upon completion of the trip. No purchase order is required for use of the Wright Express credit cards. Expenses will be charged to the department vehicle mileage allocation account object code 53890 on a monthly basis by journal entry through the Business Office at the current mileage rate.

For allowable expenses to be reimbursable, the amount of the expenditure must be reasonable. The term "reasonable" is difficult to define and therefore must ultimately be left to the judgment of the person incurring the expense and the person approving the expense. Employees requesting reimbursement will use the College purchasing system to submit requisitions to the purchasing department for reimbursement.

13 CAMPUS SAFETY AND SECURITY

13.1 Key Control Procedure

All key requests are handled through the Weatherford College police department. A key request form must be completed and submitted to the chief of police with the required signatures. Key request forms are available in myWC.

13.2 Fire Safety Procedures

Employees should always be on alert for fire and smoke. It is important to become familiar with the locations of fire extinguishers and to learn how to use them. Employees should know the locations of fire alarms and always sound a fire alarm at the first evidence of smoke or fire. Employees should be familiar with the nearest emergency evacuation route leading out of the buildings in which they work, know the alternate means of escape and how to locate them during periods of limited visibility, and avoid getting trapped in elevators by using the stairs during emergency evacuations.

Pre-planning to meet the special needs of students or fellow employees who are disabled is an important part of the fire safety plan. College personnel should determine who is responsible to physically assist in the removal of these persons in the event of an emergency evacuation.

Supervisors and instructors are responsible for guiding and assisting persons with disabilities out of the immediate area of danger. Employees will reassemble at prearranged areas after evacuating the building. Supervisors will check to ensure that all employees and students are safely out of the building. See the WCPD Fire Safety Procedures.

13.3 Medical Emergencies

For emergencies, Weatherford College employees are to **call 911** and give emergency services accurate information regarding the emergency needs and the location where they are to respond on campus.

Employees and students injured while working or attending class may report to Weatherford Regional Medical Center for medical services. All medical emergencies should be reported to the Human Resources Director.

13.4 Safety and Health

Preventing accidents in the workplace is an important initiative. Weatherford College strives to provide and maintain safe and healthful working conditions. Accident prevention is a cooperative endeavor of vital importance to everyone. Safety rules and laws are for the protection of the individual worker and those around them.

13.4.1 Safety Rules and Regulations Compliance

Compliance with safety rules and regulations of the College is mandatory for all students and employees. Failure to comply with the departmental rules and guidelines could result in being removed from the job site, suspension or termination of the employee, and disciplinary measures for student or employee.

Weatherford College considers it to be the responsibility of all supervisors to oversee and to ensure that every attempt is made to keep students and employees safe. The key to safety is never taking an unnecessary risk. As a reminder, employees should immediately report any unsafe conditions or equipment to a supervisor or manager.

13.4.2 Electrically Powered Equipment

All electrically-powered equipment must be turned off before repair or cleaning. All main circuit breaker boxes will have warning signs posted before repair work starts. The main circuit breaker panels will be locked out and controlled while repair maintenance is under way in accordance with OSHA standards.

13.5 Weather and Other Emergency Procedures

The following procedure will be followed when it becomes necessary to close the college, or any of its campuses or centers, or delay the opening of the college due to inclement weather or other emergency conditions. The procedure will also describe working conditions and the compensation status of employees during the time the college is closed.

13.5.1 Closing the College, Campus, or a Center

Closing the college, campus or a center means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes and all student, faculty and staff activities and meetings. All administrative offices are closed as well. Closing the college may also be in the form of delayed openings or early closing.

A campus or education center in one location may be closed while others remain open. In these situations, compensation and work-related matters will be resolved using procedures outlined below.

Cancellation of non-academic activities refers to cancellation of an event such as athletic event, theatrical production, concerts, or workshops, The authority to close the college, a campus, a center, or to cancel classes or other activities when weather or other emergency exists resides with the College President or by a presidential-designated Vice President. When the president makes this decision, it will be referred to as “closing” in this procedure.

Except under unusual circumstances, decisions will be made as follows:

Day classes: by 6:30 a.m.

Evening classes: by 2:30 p.m.

If a decision has been made to close or delay opening of the college, a campus or a center due to weather or other emergency, appropriate notification will be made to the Office of Institutional Advancement as soon as a decision is made. The public information director or designee will notify vice presidents who will in turn notify employees under their supervision.

The Vice President responsible for maintenance operations shall identify and inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures. The Chief of Police will provide for appropriate police and security coverage.

Associate Deans of the Education Center in Mineral Wells and Granbury and the Weatherford College Wise County will contact the Vice President of Instruction and Student Services relative to emergency closings who will contact the president to seek decisions.

If a weather emergency is called after work hours, employees who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on the stations identified. In addition, if employees who are deaf or hard of hearing prefer, they may arrange for notification at home from their supervisor or designee.

Both employees and students will be notified through announcements on the following radio and television stations:

Television	Radio	
KXAS Channel 5	KYQX 89.5 FM	WBAP 820 AM
WFAA Channel 8	KSQX 89.1 FM	

Automated calls and text messages will be made through the college's emergency warning system to employees and students who have registered for the service. The college web site (www.wc.edu) and the outgoing voicemail on the main college telephone system (817-594-5471) will also provide information on closings and delays.

Management will inform employees and students of this procedure by the following methods:

- A copy of the procedure will be included in the employee procedures manual available for each employee.
- Copies of this procedure will be provided to appropriate student service offices.
- All exempt employees who are managers are considered "weather or emergency essential" and will receive a copy of this procedure. Non-exempt weather essential employees who will receive a copy are as follows:
 - Campus police
 - Food service staff
- A condensed version of the procedure will be included in the publications provided to students by Student Services.

13.5.2 Severe Weather Shelter Areas

Weatherford Main Campus

In the event of severe weather occurring during regular working hours, students and staff in the following facilities shall proceed to the designated shelters:

LART/Liberal Arts Building

Students in the Skills Center should proceed immediately to faculty services. The office of the faculty secretary, teacher's lounge, restroom areas, the records room, storage room, and power plant room under Liberal Arts Building may be used during a tornado warning.

FACL/Faculty Offices

Proceed immediately to Liberal Arts Building, storage room.

JKNB/Jack Knight Building

Proceed immediately to Liberal Arts Building, storage room.

DOSS/Doss Student Center/Bookstore/Cafeteria

Proceed immediately to Student Services building, lower level.

LIBR/Library

Proceed immediately to Student Services building, lower level.

STSV/Student Services

Proceed immediately to lower level of building.

BUSI/Business Office

Proceed immediately to Student Services Building, lower level.

TECH/James and Velda Boyd Technology Building

Proceed immediately to lower level classrooms, utility rooms.

COUT/Couts Hall

Proceed immediately to Marjorie Black Alkek Fine Arts Center, underground floor.

GYMN/Betty Jo Crumm Graber Athletic Center

Proceed immediately to Marjorie Black Alkek Fine Arts Center, underground floor.

AGRI/Agriculture / Maintenance

Proceed immediately to James and Velda Technology Building, lower level classrooms, utility rooms.

MINC/E.W. Mince Building

Proceed immediately to Student Services Building, lower level.

FINE/Marjorie Black Alkek Fine Arts Center

Proceed immediately to underground floor.

Education Center at Mineral Wells

Building 704 – Academic Center

Proceed immediately to underground floor.

Building 790 – Welding / Machine Shop

Proceed immediately to central hallway

Weatherford College Wise County

Proceed downstairs, Building A Rooms 102 and 106 and/or the downstairs restrooms

Education Center at Granbury

Proceed to the lower level of the building in any of the classrooms on the ground floor.

Off-Campus

Those routinely working on high school campuses should familiarize themselves with the evacuation information at those locations.

13.6 Vehicle Registration and Parking Permits

All faculty and staff who operate a motor vehicle on campus must register the vehicle with the Weatherford College Police Department. A parking permit will be issued and is to be appropriately displayed on the rear-view mirror. It is the responsibility of all faculty and staff to obtain the required parking permit from the Weatherford College Police Department.

13.7 Vehicle Safety and Use

Modes of transportation used for student travel shall include, but not be limited to, cars, vans, and buses. Travel arrangements for student groups shall be made in accordance with the administrative regulations. All travel arrangements for student groups shall be made in accordance with the College vehicle control/student travel policy and procedures. All student air travel shall be in accordance with Federal Aviation Administration rules and regulations.

Only faculty and staff of the College shall be authorized to be drivers for the College vehicles. No student may drive a College van on sponsored trips. A driver who is transporting students in College-owned or leased vehicles shall (1) hold a valid Texas driver license and (2) have an acceptable driving record.

The College shall implement a drivers' training program through the College Truck Driving Academy (TDA) for those persons driving College buses. The curriculum developed by the College TDA shall include the proper use of fire extinguishers assigned to each vehicle.

While traveling in a College vehicle, all faculty, staff, and students shall wear seatbelts. The number of people (faculty, staff, and students) is limited to nine per van.

Drivers of College vehicles may not drive more than eight consecutive hours in one day. Driving breaks are required at reasonable intervals.

14 TECHNOLOGY resources (Tr) employee user guide

Weatherford College provides computer and Internet resources to its students, faculty, and staff, as well as to the community, as a means of enhancing learning, efficiency, and productivity. This technology allows students to access resources beyond the boundaries of our physical campus, so that learning may become more global and students, faculty, and staff can be more efficient in the production of their assignments and work tasks. These resources enhance productivity by providing avenues of immediate communication on a global scale. In order to provide this resource to all persons affiliated with the college, a set of standards must be established for its management.

14.1 TR Employee User Guide Introduction

14.1.1 Introduction

This employee user guide was written to provide an easy reference for policies and procedures associated with Weatherford College (WC) Information Resources Security Management (IRSM) Program that pertain to employee use of WC information resources. These guidelines summarize acceptable practices to educate individuals on the basic responsibilities needed to begin utilizing information resources.

The purpose of the TR Employee User Guide is to describe the requirements that ensure each person has the knowledge to use and to protect WC information resources, protect themselves and comply with applicable laws. All individuals are accountable for their actions relating to information resources and these resources are to be used for intended purposes as defined by WC policies and procedures in compliance with applicable state and federal laws.

As changes to the user guide are made, they will be published, and replacement pages or sections will be accessible.

14.1.2 Overview

Information resources are strategic assets (procedures, software, data, equipment and facilities used by WC) of the Weatherford College District and the State of Texas and it is mandatory that WC manage these as valuable resources. Measures will be taken to protect these assets against accidental or unauthorized access, disclosure, modification or destruction, as well as to assure the availability, integrity, utility, authenticity and confidentiality of information.

WC Technology Resources and associated security policies and procedures are based on the published Texas Administrative Code, Information Security Standards 1 (TAC § 202), and state and federal laws and regulations.

This guide contains a summary of user information and responsibilities derived from WC Technology Resources security policies and procedures. For ease of inquiry, each section indicates which procedure covers that topic.

The full IRSM Procedures are located at: <https://myWC.wc.edu/> “Procedures and References” tab, “Technology Services” section, under “Technology Services Procedures”.

14.1.3 Applicability

The IRSM program applies equally to all individuals granted access privileges to any WC information resource. This program applies to all equipment that is owned or leased by WC or connected to the WC network. The

IRSM Program applies to those that otherwise create, generate, communicate, store, process, use, and rely on the information resources of WC.

14.1.4 User Responsibility

1. All individuals are accountable for their actions relating to information resources. Users of information resources shall use college resources only for defined purposes and comply with established controls.
2. Compliance with WC published policies and procedures is mandatory.
 - a. The User is responsible to adequately secure information resources from unauthorized access, data manipulation, disclosure and theft of sensitive and confidential information. The User is responsible for knowing the regulations and policies of the college that apply to appropriate use. Users of these services and facilities have access to valuable college resources, to sensitive data, and to internal and external networks.
 - b. The User is responsible for exercising good judgment in the use of the college's technological and information resources. Consequently, it is important to behave in a responsible, ethical, and legal manner.
 - c. The User has responsibility to attend security awareness training and to be familiar with the full IRSM Procedures located at: <https://myWC.wc.edu/> "Procedures and References" tab, "Technology Services" section, under "Technology Services Procedures".
3. All Users must sign the WC Employee Confidentiality Agreement acknowledging they have read and understand WC requirements regarding confidentiality requirements. This signed agreement becomes permanent record.

For additional information concerning relevant procedures please reference:

- 14.2.6 Data Preservation and Electronic Discovery Procedure
- 14.2.7 Data Retention and Records Management Procedure
- 14.2.8 Employee Confidentiality Agreement
- 14.2.9 Information Privacy Procedure
- 14.2.10 Information Stewardship Procedure
- 14.2.11 Security Awareness Training Procedure

14.1.5 Enforcement

In accordance with Weatherford College policies, violation of college policy may result in disciplinary action which may include termination of employment for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for work studies, interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Weatherford College information resources access privileges, civil, and criminal prosecution. Any violations of state or federal law regarding these policies shall be reported to appropriate Law Enforcement Agency.

14.1.6 Obtaining a Policy or Procedure Exemption

Exemptions are granted on a case-by-case basis and must be reviewed and approved by the Director of Technology Services. The Director of Technology Services must receive documentation and additional administrative approvals required for consideration of each policy or procedure exemption request.

14.2 User Security Practices and Safeguards

14.2.1 User Accounts

The User will be given a WC account for use on any college-owned computers and/or systems logged in to. This account is unique and is to be used by the specific user only. Upon first receipt of a new password, please change it immediately to a new one that only the individual User knows by logging onto <https://myWC.wc.edu/ICS/> and clicking on the Password Management link and set up specific User security questions and password.

For additional information concerning relevant procedures please reference:

14.2.3 Access Management Procedure

14.2.2 Account Passwords

1. The User is responsible for what is accessed, downloaded, or created under personal credentials regardless of intent. A non-authorized person can cause loss of information confidentiality, integrity and availability that may result in liability, loss of trust, or embarrassment to Weatherford College.
2. Do not share Weatherford College passwords with anyone, including supervisors, administrative assistants, or co-workers. All passwords are to be treated as sensitive and confidential Weatherford College information
3. A strong password must be created and protected, don't let people stand over your shoulder while you type your password: (If you think someone has your password, report the incident to Technology Services and then change the password immediately.)
4. Do not use the same password for Weatherford College accounts as for other non-Weatherford College access (e.g., personal accounts, home computer, option trading, benefits, etc.)
5. Passwords must have a minimum length of eight (8) alphanumeric characters.
6. Passwords must contain a mix of upper case, lower case and numeric characters or special characters (!@#%^&*+=?/~';;,<>|\\).
7. Passwords must not be easy to guess, for instance, a social security number, birth date, nickname, etc.
8. Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.
9. Passphrases are an even stronger type of password as they are easy to remember and can be made up multiple random words that are 16-25 or more characters strung together, but are nonsensical in meaning. For example, this one has 29 characters, a capital letter, punctuation, lower case and a number:

Mybrother'sbaitshophas3tires!

NOTE: Do not use any of these examples as passwords!

10. Users will be reminded to change passwords at least once per 90 days.
11. Passwords must not be posted on monitors, under keyboards, on sticky notes, stored in spreadsheets, thumb drives or other removable media, etc.
12. Computing devices must not be left unattended without enabling a password protected screensaver or logging off of the device.

14.2.3 Acceptable Use

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Information resource-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and FTP, are the property of Weatherford College. These systems are to be used for business purposes in serving the interests of the college, and students in the course of normal operations. Please review Weatherford College personnel procedures for further details.

Effective security is a team effort involving the participation and support of every Weatherford College employee and affiliate who deals with information and/or information systems. It is the responsibility of every employee to know these guidelines, and to conduct their activities accordingly. Individual departments are responsible for creating guidelines concerning personal use of information resource systems. Incidental use is permissible as long as it does not violate policy and/or exceed departmental guidelines. If uncertain, consult your supervisor.

1. Personal Use Guidelines

- a. Personal use must not result in direct costs to WC.
- b. Personal use must not interfere with the normal performance of an employee's work duties. (Excessive use that exceeds incidental is determined by your supervisor.)
- c. Users must not use WC technology resources for private financial gain or personal benefit. (e.g., you may not run a private business on any WC information resources.)
- d. Users must not use WC information resources for political gain.
- e. Users must not use information resources to threaten or harass others.
- f. Users must not intentionally access, create, store or transmit material that may be offensive, indecent or obscene.
- g. Users must not violate copyright laws by distributing or downloading protected works.
- h. Users must not send or forward chain letters.
- i. If you access the Internet from a college-owned computer at your home you must adhere to all the same policies that apply to use from within WC facilities.
- j. Do not allow family members or other non-employees to access WC computer systems.
- k. Users must not attach a network device (e.g., a wireless access point) to the college network.

2. Information Integrity

Users may not interfere with or alter the integrity of WC information resources by:

- a. Impersonating other individuals in communication.
- b. Attempting to capture or crack passwords or encryption.
- c. Unauthorized access, destruction or alteration of data or programs belonging to other users;
- d. Use for illegal purposes, including but not necessarily limited to violation of federal or state criminal laws.

3. Internet Use

- a. Sensitive or confidential WC material transmitted over external networks shall be encrypted.
- b. User activity on WC information resources is subject to monitoring and review.
- c. WC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4. Electronic Communication

- a. Do not send, forward, or request to receive confidential WC information through or to non-WC e-mail accounts (your personal email accounts or some unauthorized third-party email account).
- b. Confidential data must be protected at all times from unauthorized disclosure. Encryption is a required method of data protection when transmitting emails with confidential information contained within them to authorized third-parties.

5. Mobile Computing

The users of mobile computing devices (laptops, tablets, smartphones, etc.) or media used to store, transmit or process protected data are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use and shall include the following:

- a. All reasonable precautions to prevent data compromise should be taken when using mobile computing devices (e.g., shield screen from passive viewing, password protected screen saver).
- b. Ensure the device is shut down or secured when not in use (e.g., password protect devices offering such capabilities).
- c. Physically safeguard the devices. Keep mobile computing devices within view or securely stored at all times. Unattended mobile computing devices must be physically secure (e.g., locked in an office, desk drawer or filing cabinet; in an automobile, secure in a non-visible location).
- d. Use encryption to safeguard all storage media, (e.g., hard drives, USB flash drives, flash memory cards) that contain confidential information.
- e. Confidential information should not be stored on a mobile computing device.
- f. Do not allow unauthorized persons to access WC mobile computing devices or media. You are responsible for any misuse of the information by persons to whom you have given access.
- g. Promptly notify Technology Services if any mobile computing device or media has been lost or stolen.

6. Security Awareness Training

- a. All employees must complete the security awareness training class within 30 days of being granted access to any WC information resources and pass the associated examination.
- b. All employees must complete the security awareness training annually and pass the associated examination to ensure knowledge is re-enforced on technology security issues.

7. Anti-Virus

- a. All workstations and laptops must use college approved virus protection software and configuration.
- b. The settings for the virus protection software must not be altered in a manner that will reduce the frequency of updates, bypass or disable the software.
- c. Viruses that are not automatically cleared by the virus protection software are security incidents and must be reported to Technology Services at 817-598-6364 or via email at technologyservicedesk@wc.edu.

8. Data Backup and Retention

Electronic backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, hacking, data entry errors, or system operations errors.

- a. Any data used in an information resource system must be kept confidential and secure by the user.
- b. All departments should store data on network storage drives (your computer's Documents Folder or Office Share drive) rather than local storage (e.g. your computer's hard drive). Local storage is not backed up by Technology Services.
- c. Technology Services system administrators will provide backups and **one-year** retention of data that has been determined critical.
- d. Records retention is the responsibility of your department's Information Owner. If files need to be retained beyond the one-year archive, those files will need to be kept on the network storage area to be included in regular backups or separately archived by the Information Owner for permanent retention.

9. Authorized Software

Users shall accept the responsibility to prevent illegal software usage and abide by college policy on the use of copyrighted materials requiring the college community to respect copyright law. These responsibilities include:

- a. Do not illegally distribute or share software with anyone.
- b. All software must be license compliant.
- c. All software must be installed by Technology Services.
- d. All software licenses must be readily available and stored in the Definitive Software Library (DSL) in Technology Services.
- e. Report any suspected or known misuse of software to Technology Services.

The full IRSM Procedures are located at: <https://myWC.wc.edu/> "Procedures and References" tab, "Technology Services" section, under "Technology Services Procedures". Acceptable use of WC information resources is outlined in detail in the following procedures:

- 14.2.1 Information Resources Security Management Accountability and Responsibility Procedure
- 14.2.2 Acceptable Use Procedure
- 14.2.3 Access Management Procedure
- 14.2.4 Anti-Virus Procedure
- 14.2.5 Data Classification Standard
- 14.2.6 Data Preservation and Electronic Procedures
- 14.2.7 Data Retention and Records Procedure
- 14.2.8 Email Procedure
- 14.2.9 Email Retention Procedure
- 14.2.10 Incident Management Procedure
- 14.2.11 Information Privacy Procedure
- 14.2.12 Information Stewardship Procedure
- 14.2.13 Password Procedure
- 14.2.14 Security Awareness Training Procedure
- 14.2.15 Wireless Network Acceptable Use Procedure
- 14.4.14 Network Monitoring Procedure
- 14.5.2.1 Technology Visitor and Vendor Access Procedure

14.2.4 Privacy

There should be no expectation of personal privacy with respect to WC technology resources. Information resources provided by WC are owned by the Weatherford College District and subject to WC oversight. Electronic files and communication created, sent, received, or stored on WC information resources are not private and may be subject to open records requests.

The use of WC technology resources may be monitored to manage performance, perform routine maintenance and operations, protect the integrity of WC information resources, perform security reviews, and fulfill complaint or investigation requirements. For these same purposes, Technology Services may also capture user activity such as websites visited.

For additional information concerning relevant procedures please reference:

14.2.5 Physical Security

All technology resource facilities will be physically protected in proportion to the criticality or importance of their function at WC. All visitors or vendors who are on-site for technology related reasons must check-in at the Technology Service Desk located at the Weatherford or Wise County campuses. Visitors or Vendors at the Granbury or Mineral Wells campuses must check-in at the main office of either campus.

1. All visitors or vendors must present government-issue photo identification at time of Check-In.
2. All visitors or vendors must be met by their employee sponsor at the time of Check-In and escort them back at time of Check-out.
3. A visitor or vendor cannot sponsor another visitor.
4. Pets are not permitted; however, assistance animals such as Seeing Eye Dogs are permitted. In some cases, prior arrangements may be required. Some areas (such as the Data Center) are not appropriate for animals under any circumstances.
5. All visitor electronics (laptops, other computer equipment, cell phones, etc.) will be checked in before admittance will be provided to Technology Services related facilities.
6. Vendor badges must be worn at all times by technology related vendors. Employees are instructed to immediately report any technology related vendor not wearing a vendor badge.

For additional information concerning relevant procedures please reference:

14.5.2 Technology Visitor and Vendor Facilities Access Procedure

14.3 Frequently Asked Questions (FAQ)

1. **What are my responsibilities as a user of WC information resources?**
 - a. Be accountable for your actions regarding technology.

- b. Protect WC technology resources by following policies and procedures and exercising good judgment.
- c. Know the Technology Resources policies and procedures of WC.
- d. Take the initial and annual security awareness training
- e. Sign the non-disclosure agreement

2. Why does my computer have a screensaver time out?

The law dictates we all must protect WC data. If you do not lock your computer when not in use, a universal security feature will lock it for you after a predetermined amount of time assuming you have left it unattended and unprotected.

3. Why does my password have to be so complicated?

The more complex your password, the less likely someone will guess, or hack, your password and cause damage to WC resources in your name, leaving you responsible for the damage. Your password doesn't have to be complicated for you, just for someone else who may try to guess it.

4. Why can't I create WC documents on Google Docs or use Dropbox or Evernote?

Storing WC documents that could have the potential for being sensitive or confidential on a public server is an example of using bad judgment in protecting WC data as it would be a violation of the Information Stewardship Procedure. Consumer grade cloud services like Google Docs, Evernote, Dropbox, etc. can be compromised, and WC has no control over the protection of that data without a contractual agreement.

5. Is it OK to forward my WC email to my home email account?

No, this would be a violation of the Email Procedure and any WC email has the potential for containing confidential information. Once the email leaves the security of the WC network, it will pass through several public servers as it is routed to your home email, potentially leaving a copy of that email on each unsecure routing server. If that public server is compromised, the WC confidential information may also be compromised.

6. Can I take WC documents home on my flash drive to work on at home?

It is discouraged. If you have no choice, you must encrypt the drive to protect the data. When in doubt as to the level of confidentiality, err on the side of good judgment and encrypt it. Ask yourself if that information would be ok to be read by anyone if it ended up on the front page of a newspaper. Please contact the Technology Service Desk for encryption assistance.

7. I have this great program from home; can I load it on my WC PC?

All software must be approved and installed by Technology Services. There are factors to be considered, such as licensing, compatibility, etc. Call the service desk to determine whether it meets the criteria.

8. Is it ok to access social networking on my college computer?

WC does not block social networking sites. As long as you have discussed this type of use with your supervisor, the time you spend is not excessive, is done during lunch or other break periods, and it does not interfere with your work. If it becomes a problem, your supervisor can discipline you for substandard job performance.

9. I've lost a WC device (phone, laptop, tablet, iPad, etc.); what do I do now?

Immediately notify your supervisor and call the Technology Service Desk at 817-598-6364 or via email at technologyservicedesk@wc.edu. They will initiate the proper process for notifying the Director of Technology Services who will notify law enforcement if there is a theft involved.

10. I have accidentally deleted files on my computer; can you restore them?

Technology Services does not back up local workstation or laptop drives. Remember backups are performed in case of events such as natural disasters, system disk drive failures, hacking, data entry errors, or system operations errors. Restoring a single file or email is a major undertaking, so take care when deleting files.

11. I was perusing my departments "Office Share" drive and came upon employee evaluations. Can I read them since they're available to me?

These are categorized as confidential files and should not be accessible to you. Call the Technology Service Desk if you ever come across information on any system that you think you should not have access to, as they will need to initiate the process of informing the systems administrators to correct the error.

12. Can I print out my personal recipes on a WC printer?

Remember that your personal use must not result in direct costs to WC. Cost of paper, toner, and wear and tear on the printer is a cost to WC.

13. What's wrong with keeping my vacation pictures or music files on my computer's hard drive?

- a. Documents, files, pictures, music, etc. stored on your Desktop workspace or in your Documents folder are all copied to the file storage server. The storage space on the server and the backup tapes that your pictures use result in direct costs to WC.
- b. You are allocated a specific amount of server storage space. If you run out of storage, systems administrators may have to delete pictures or music files to clean it up and you might lose important personal files.

14. I don't like the thought of someone from Technology Services reading my personal documents that are on the file storage server what can I do?

Do not store personal documents on the server. Remember that your computer, accounts, and storage devices are all the property of Weatherford College and should be used accordingly. Technology Services will only monitor or review content on anyone's computer, email account, or

on file storage server based on receiving instructions to do so from the Administration, HR, or some legal authority.

15. My co-worker used my PC while it was logged in as me and I was away from my desk; they sent a scathing email to a colleague in another department using my email account, why am I in trouble?

It is your responsibility to protect the information that you have access to, and locking your machine when you leave your workstation is a vital part of that protection.

16. I'm getting a weird pop-up on my computer that says I need to install something, what should I do?

Please contact the Technology Service Desk at 817-598-6364 or via email at technologyservicedesk@wc.edu and let them know about this issue.

15 GUIDELINES FOR MEDIA AND PUBLICATIONS

All Weatherford College publication design work is produced in-house in order to maintain a consistency of design and a quality of production that reflects positively on the College. These publications guidelines include both print and electronic publications produced by Weatherford College, its individual departments and extensions. In addition, the guidelines ensure compliance with the requirements of the Southern Association of College and Schools/Commission on Colleges (SACS/COC) as well as any imposed by other accrediting agencies. While these guidelines constitute requirements, they also help departments avoid delays when producing publications for off-campus distribution.

15.1 College Logo and Seal

The logo and seal play an important role in establishing Weatherford College's (WC) identity and maintaining public recognition. All printed or manufactured items prepared by or for WC should contain identification that conforms to the following guidelines established by the Department of Creative and Graphic Services. Any departures from the guidelines must be approved in advance through the Department of Creative and Graphic Services before printing or manufacturing.

15.1.1 College Logo and Seal: Identifying College Items

All printed or manufactured items prepared by or for the College must carry identification:

- a. The College seal may be used as stipulated below.
- b. The College logo may be used as stipulated below.

Where it is not possible to use the seal or the logo due to size limitations (for example, on ball point pens), the full name, Weatherford College, should appear in sans serif typeface (Futura). No other insignia, emblem, or device may be used to represent the College without the prior approval of the Department of Creative and Graphic Services.

15.1.2 College Logo and Seal: College Seal

The official seal of Weatherford College may be used as a single unaltered unit on the following:

1. Diplomas
2. Transcript Forms
3. Official reports to government agencies
4. Other documents, subject to the approval of the Department of Creative and Graphic Services.

Electronic versions of the College seal are available from the Department of Creative and Graphic Services for use in printed materials. No seal copied from the website may be used in a printed publication.



15.1.3 College Logo and Seal: College Logo

The official College logo may be used on any printed or manufactured items prepared by or for the College. The logo must appear exactly as pictured below. Uses of the logo on specialty items (t-shirts, cups, pens, etc.) and in videos, slides, overhead transparencies, etc. intended for public distribution or presentation must be approved on a case-by-case basis by the Department of Creative and Graphic Services.

Electronic versions of the College logo are available from the Department of Creative and Graphic Services. No logo copied from the website may be used in a printed publication.

The College logo must always appear as pictured and cannot be modified in any way without permission from the Department of Creative and Graphic Services. There are approved variations that can be used and the Department of Creative and Graphic Services will approve their use on a case-by-case basis.



When printing in one color only, there should be a box placed around the art area that includes the bell and 1869. See example below:



15.1.4 College Logo and Seal: WCWC, ECMW & ECGB Logos

The WCWC, ECMW, and ECGB logos must include the WC logo, and their names must not supersede the WC logo. The WCWC, ECMW, and ECGB logos are to be made by the Department of Creative and Graphic Services. The approved logo cannot be altered from its original format.

15.1.5 College Logo and Seal: Departmental Logos

No Department on campus shall have its own distinguishing logo. All departments are a part of WC, and can be recognized by using the official WC logo with their department name. The name of the department must not supersede the WC logo.

15.1.6 College Logo and Seal: Tag Lines

Ad campaigns developed by the Institutional Advancement office may include a tag line or slogan that can be used under the official logo. This tag line does not have to accompany every use of the College logo and should be approved by the Department of Creative and Graphic Services.

15.1.7 College Logo and Seal: Basic Guidelines

The basic guidelines are:

- The Weatherford College logo must be used prominently on all communication materials.
- The logo has specific proportions. Do not change its dimensions or orientation in any way by editing, retouching, redrawing, skewing, flipping, tilting, rotating, or distorting it.
- Avoid printing the logo over other graphic images or using it as a screen under other images or type.
- The logo is a legally protected trademark of Weatherford College. The trademark symbol is not required.

15.1.8 College Logo and Seal: Colors

The College's official colors are black and gold. When specifying colors for printing, use:

- Process Black
- Pantone PMS 872 (gold) (When printing in CMYK process, use C-20, M-30, Y-70, K-15. When printing in RGB process, use R-180, G-151, B-90.

15.1.9 Coyote Logo and Seal: Athletic Logos

Weatherford College officially adopted a coyote logo for use primarily in athletic publications and athletic promotions. The coyote logo should replace all other uses of coyote images used to identify the WC publication. The Department of Creative and Graphic Services must approve all uses of the coyote logo. The Baseball Script logo with an intertwined WC has also been approved for use as an approved athletic or spirit logo.



15.1.10 Tagline

The current Weatherford College tagline is: Stay Close. Go far. All instances of the former tagline (Explore | Engage | Experience) should be replaced. Official logo with tagline can be obtained from the Creative and Graphic Services department.

15.2 Publications

Public information about Weatherford College must

- Be clear, concise, and accurate
- Be professional, appropriate, and attractive
- Meet the requirements of various academic and administrative units
- Reflect the mission of the College

15.2.1 Publications: Materials that Require Approval

Publications prepared for distribution to any external audience, whether on or off-campus, require approval if:

- They are paid for by Weatherford College or with money processed through the College, including grant and contract funds.
- They provide information about Weatherford College programs, personnel, or activities.

An external audience is defined as any group of College patrons who will view the publication outside of the classrooms or administrative offices.

Publications of projects co-sponsored by Weatherford College and other groups (such as professional organizations, community agencies, and other educational institutions) require approval from the Department of Creative and Graphic Services even if such publications are not paid for by Weatherford College funds.

Publications for events held in Weatherford College facilities that are entirely paid for by other groups (professional, civic, religious and educational), but mention Weatherford College for advertising purposes, require approval from the Department of Creative and Graphic Services.

15.2.2 Publications: Business Stationery

Business Stationery – letterhead, envelopes, & business cards – is the primary use of the WC identify. Consistent and correct usage of these items is necessary to unify the brand and reflect positively and professionally on the College.

All business stationery is to be designed by the Department of Creative and Graphic Services.

All business stationery is to be printed only on white paper.

All business cards must include the following information:

Name
Title as defined by Human Resources
Department
Location (if not on main campus)
Office phone number
Office e-mail address
Campus address
College website
Optional: fax number or additional phone numbers

All outgoing WC mail, sent in an envelope or package with a WC return address or label with WC return address, needs to have the out-going address typed, not handwritten, in a serif or san serif font.

15.2.3 Publications: Required Elements in College Publications

General Requirements

- College logo or seal (as appropriate) with tag line, if appropriate
- College address
- College main phone number or most appropriate contact phone number for event
- College Web site address: www.wc.edu or wc.edu.

15.2.4 Statements: Equal Opportunity Statement - Required on Publications

The Equal Opportunity Statement should not be shortened or edited without approval and should be included in almost all College publications, especially those targeting current or prospective students. For the full version of the statement, use the following example:

“Weatherford College is an equal opportunity institution that provides educational and employment opportunities without regard to age, sex, race, color, religion, national origin, disability, veteran status, genetic information, sexual orientation or gender identity.”

If space does not allow for the full version of the statement, use the following example:
“An Equal Opportunity/Equal access institution.”

15.3 Publications: Style

The Department of Creative and Graphic Services uses the current Associated Press Stylebook and Briefing on Media Law as its official guide to style and usage. All publications originating from the Department of Creative and Graphic Services will be edited using this guide. This does not set a College-wide style guide.

15.4 SACSCOC Requirements: Institutional Obligations for Public Disclosure

The following SACSCOC procedures are followed by the Department of Graphic and Creative Services regarding obligations for public disclosure by a SACSCOC institution.

An accredited SACSCOC institution is obligated to provide to its students, constituents, and the public information about itself that is complete, accurate, timely, accessible, clear and sufficient. Information provided to the public includes the following:

- The institution's current catalog describes the institution consistent with its mission statement and sets forth the obligations and responsibilities of both students and the institution. Institutions relying on electronic catalogues ensure the availability of archival editions sufficient to serve the needs of alumni and former and returning students.
- All forms of print or electronic communications officially representing the institution are consistent with catalogue content and accurately portray the conditions and opportunities available at the institution.
- The institution publishes the locations and programs available at branch campuses, and other off-campus instructional locations, along with a description of the programs and services available at each location.
- The institution publishes statements of its goals for student achievement and the success of students in achieving those goals. Information on student success may include reliable information in retention, graduation, course completion, licensure examinations, and job placement rates and other measures of student success appropriate to institutional mission.
- The institution has readily available valid documentation for any statements and promises regarding such matters as program excellence, learning outcomes, success in placement, and achievements of graduates or faculty.

Representation of status with SACSCOC

The institution is expected (1) to be accurate in reporting to the public its status with SACSCOC and (2) to publish the name of its primary accreditor and its address and phone number in accordance with federal requirements. In order to meet these requirements, the institution publishes the following statements in its catalogue or website:

Statement for Accredited Institutions

Weatherford College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degree. Contact the Southern Association of Colleges and Schools commission on Colleges at 1866 southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Weatherford College.

In all cases, when accredited status is affirmed in institutional catalogues and other official publications, it is stated accurately and not misrepresented.

- Accreditation granted by an institutional accrediting body has reference to the quality of the institution as a whole. Because institutional accreditation does not imply specific accreditation of any particular program in the institution, statements like “this program is accredited,” or “this degree is accredited,” are incorrect or misleading.
- The phrase “fully accredited” is not used, since partial accreditation is not possible.

Document History

Approved: SACSCOC Board of Trustees, June 2014

Revised: SACSCOC Board of Trustees, June 2017

SACSCOC Advertising

Policy Statement

All accredited higher education institutions, or individuals acting on their behalf, must exhibit integrity and responsibility in student advertising and recruitment. Responsible self-regulation requires rigorous attention to principles of good practice.

Advertising, Publications, Promotional Literature

1. Educational programs and services offered by the institution are the primary emphasis of all advertisements, publications, promotional literature, and recruitment activities.
2. All statements and representations are clear, factually accurate, and current. Supporting information is kept on file and readily available for review. In the case of programs that are awaiting SACSCOC’s approval and inclusion in the institution’s accreditation, the institution’s communication with both external and internal constituencies clearly and consistently represent the program(s) as “pending approval by the Southern Association of Colleges and Schools Commission on Colleges.”
3. Official publications are readily available and, where appropriate, accurately depict:

- institutional purposes and goals
- admission and enrollment requirements and procedures for all types of students (e.g., first-year, transfer students, dual enrollment, transient, etc.) and basic information on programs and courses, with required sequences and frequency of course offerings explicitly stated.
- general education requirements
- special programs, including international study, credit by examination or advanced placement
- institutional facilities readily available for educational use
- rules and regulations for conduct
- tuition, fees, and other program costs, including any fees associated with verification of student identity related to distance or correspondence education
- opportunities and requirements for financial aid
- policies and procedures for refunding fees and charges to students who withdraw
- current academic calendars and grading policies

4. In official publications describing career opportunities, clear and accurate information is provided on any unique requirements for career paths, or for employment or advancement opportunities in the profession or occupation described.

16 PURCHASING

The Executive Vice President of Financial and Administrative Affairs shall be responsible for developing and implementing a comprehensive procurement system for Weatherford College. This purchasing system shall be in accordance with Local, State, and Federal statutes or ordinances and good practices, as well as the provisions in the annual budget adopted by the Board of Trustees for the current fiscal year.

The comprehensive procurement system shall include written regulations and procedures as required to provide efficiently for the College's needs. The listed regulations and procedures shall be the College's policies for procurement and purchasing.

All purchases shall be made through the Purchasing Department in compliance with the State Board of Education's approved purchasing procedures.

All purchases, whether by competitive bid or otherwise, shall take into consideration the quality of the articles supplied, their conformity with developed specifications, their suitability to the requirements of the College system, and delivery terms.

All other things being equal, contracts shall be awarded and purchases made from a local vendor, if possible, or by the casting of lots in all other cases. As a best practice, purchases of goods or services from international vendors outside the United States is not allowed.

Weatherford College Purchasing Policies will apply to all club accounts and grant departments.

Acquisition of the requested goods and services shall be made by the issuance of an official numbered College purchase order.

Upon receipt of a properly executed requisition, the Purchasing Department may request quotations or advertise for bids/proposals for items listed on the requisitions.

A request for quotation or advertised sealed bid/proposal is the means used to obtain competitive prices from vendors for goods and services.

The factors that determine whether a quotation or advertised sealed bid/proposal will be requested is the dollar value of the concerned goods or services and the procedure that will result in the most economical purchase for the specified product.

Effective purchasing is a cooperative venture between the Purchasing Department and other departments within the College. The level of service rendered by the Purchasing Department personnel will be improved by a thorough understanding of the procedures listed in this manual.

Situations will undoubtedly arise that are not fully covered by these procedures. The Purchasing Department staff is available to discuss any special procurement procedure that serves the best interest of the College and the department concerned.

The purchasing procedures contained in this document are intended to comply with Local, State, and Federal statutes and ordinances. In case of conflict, the appropriate statute or ordinance shall prevail.

In accordance with Article 6262-16 of the State of Texas Statutes, Weatherford College does not discriminate against individuals, companies, or awarding of bids with respect to race, religion, color, sex, or national origin.

Weatherford College will comply with Texas Administrative Code 247.2 for Code of Ethics and Standard Practices for Texas Educators as provided by Texas Education Code 21.041 (8).

16.1 Requisition/Purchase Order Procedures

Properly executed requisitions must include detailed descriptive information of the goods or services required including quantity, brand, part numbers, model numbers, unit price, shipping charges, etc. Other information required to process a requisition include the vendor number, if known, campus location, name of person the order is to be delivered, building and room number the order is to be delivered. If the vendor has not been set up in the college system, a W-9 form must be requested and received. Any further instructions may be given by adding the information in the notes section.

16.1.1 Authorization/Approval of Requisitions

A properly authorized requisition must include the approval of:

- Department Chair/Director
- Appropriate Director, Dean, Vice President, or President
- Director of Purchasing or representative

When approvers are unavailable, a Request for Proxy Approval of Requisitions form must be completed, authorized by the appropriate area Vice President for approval, and sent to the Application Administrator in Technology Services.

All requisitions for computers and IT-related equipment or supplies must be marked as a technology purchase and approved in Purchasing System by the Service Desk Specialist. All requisitions for equipment purchases from account numbers 54950 and 55000 must be marked as an equipment purchase and approved in Purchasing System by the Budget Management Coordinator.

Texas Education Code 44.052 states that a superintendent or chief executive officer that approves any expenditure of school funds more than the amount appropriated for the item(s) in the adopted budget or person who fails to comply with following of the budget commits a Class C misdemeanor offense. Consequently, close supervision and monitoring of the availability of budgeted dollars and of the approval procedure for requisitions are important elements of the purchasing process.

16.1.2 Requisition Processing

All requests for purchases must be submitted by electronic requisition. All requisitions must be approved as required under Authorization/Approval of Requisition.

Items listed on the requisition must be described adequately and completely including quantity, size, detailed description of item or service, price, typical brand name, part number, model number, etc. Requisition requests should not exceed budgetary approvals.

The necessity to plan for equipment and supply requirements cannot be overemphasized. The purchase requisition must travel from the originator through approval channels to the Purchasing Specialist. Proper procedure will expedite delivery of requested items.

16.1.3 Purchase Orders

A purchase order is the contract document that commits the College to an obligation with the vendor. The Director of Purchasing or representative originates purchase orders after receipt of an authorized requisition.

Electronically numbered requisitions that have been approved will be processed by the Purchasing Specialist and will be assigned purchase order numbers. Purchase orders are faxed or emailed directly to the vendor or purchasing cooperative by the Purchasing Specialist.

16.1.4 Open Purchase Orders

An open purchase order can be requested for which multiple purchases from the same vendor will be ordered at various times throughout the fiscal year.

Open purchase orders may be written for miscellaneous supplies and services for amounts not to exceed \$5,000 unless a bid, quote or cooperative contract has been awarded with a limit on each individual purchase. Orders above this limit require approval from the Director of Purchasing. The general purpose of open purchase orders is to:

- Eliminate the need for numerous individual purchase orders for small dollar value items or services

- Provide a means of acquiring urgently needed items or services to make repairs.

Open purchase orders will be issued to vendors as identified by the user departments and may remain in effect during each fiscal year. Information on the requisition shall include:

- Name and address of the company
- Nature of items or services required
- Estimated cost for period of purchase order

Authorization of open purchase orders shall be handled in the same manner as regular purchase orders.

16.1.5 Releasing Purchase Orders

No charge shall be made to Weatherford College except that covered by a duly authorized purchase order, which has been through the budget control system, approved by the appropriate approvers, and signed by the Director of Purchasing or representative.

16.1.6 Changing or Canceling Purchase Orders

Whenever it becomes necessary to modify or cancel the items or conditions as listed on the Weatherford College purchase order, these procedures shall apply:

- A purchase order is a contract document that obligates the College and vendor to the terms and conditions as listed thereon.
- The Purchasing Department is responsible for making all official adjustments to a purchase order.
- All arrangements for returning, adjusting, deleting, modifying, substituting, or canceling items or conditions (including lease or rental arrangements) as listed on the purchase order must be made through the Purchasing Department.
- Requests to have items listed on a purchase order returned, deleted, canceled, or in any way adjusted must be made by the Purchasing Department. These requests must be made in writing to the Purchasing Department.
- Upon receipt of an authorized written request, the Purchasing Department, when possible, will make the necessary arrangements and adjustments as requested.

All arrangements and adjustments shall conform to the requirements of Budget Control, legal statutes, and College policy.

The requesting department will be notified when an item on the order or the complete order must be canceled for reasons other than their request; examples of cancellation are:

- The company is unable to provide the goods or services
- The item has been discontinued
- Budgetary constraints.

16.1.7 Unauthorized Charges/Purchases

Any commitment to acquire goods or services from budgeted funds before securing a bonafide purchase order is prohibited. Anyone creating or authorizing such a commitment prior to securing a Purchase Order will be personally liable for payment of such agreement and/or may be liable to prosecution under the Texas Penal code chapter 39 Abuse of Office, Section 39.01.

16.1.8 Membership Fees and Dues

With the exception of the President and Vice-Presidents, memberships in professional organizations must be in the name of the College. Personal (individual) professional association membership fees are a personal expenditure and are not an allowable expense of the College. Membership dues for the College are the only allowable fees to be paid with College funds. No exception to this procedure will be made without prior approval from the Executive Vice President of Financial and Administrative Affairs. This requires completion and signature on the Individual Membership Dues Request form, which is located in myWC under Purchasing forms.

16.1.9 Accounting for Receipt of Goods or Services

The user department must submit verification for the receipt or non-receipt of goods or services for which a purchase order has been written:

- Pull the packing slip
- Verify that the packing slip matches the shipment
- Check for product damage or discrepancies and note them on the packing slip
- Confirm that all parts are received and the shipment is complete
- Write purchase order number on the packing slip
- Sign and date the packing slip
- Forward the packing slip to the Accounts Payable Department within one week from receipt of order

If there is not a packing slip in the order:

- E-mail Accounts Payable at accountspayable@wc.edu within one week from receipt of order the following:
 - Date the order was received
 - PO Number
 - Note if the complete order was received or if there are any backorders, cancellations, damages or discrepancies

Payment to vendors is processed by the Accounts Payable Department upon receipt of the following:

- A valid purchase order
- An invoice from the vendor, and a packing slip, written verification or receipt from the user department showing that the goods or services have been received in good order.

Contact the Shipping/Receiving Manager to report all damaged or missing items on any college purchase orders. All items to be returned to vendors will be coordinated by the Shipping/Receiving Department with assistance from requester.

16.2 Solicitation Procedures

When solicitation of bids, proposals, qualifications or quotations is required, departments shall submit detailed descriptive information and specifications to the Purchasing Department. Such descriptive information must be specific but not to prevent competitive bidding on comparable items. Generally, the description should outline the minimal requirements or features. Many items can be adequately described by giving the name of the item, its basic features, and a typical, acceptable brand and model number.

Detailed supplemental specifications may be required to fully describe the features and/or requirements of the items or services required. The use of any brand name or manufacturer's reference used is descriptive, not restrictive, and is to indicate the type and quality of items desired. Regardless of the descriptive information, alternative bids may be considered for award if it is determined to be in the best interest of the College.

The user department is responsible for providing adequate information to the Director of Purchasing so that specifications may be developed. All computer and computer-related purchases must be based on specifications given by the Technology Services department.

The request for proposals or qualifications must state the selection criteria, which will include the applicable weighted value for each criterion. The college district must base its selection on applicable criteria listed for the particular method used.

All equipment requirements and specifications are recommended to be due to the Purchasing Department by October 1st of each fiscal year and funds expended by January 1st unless extended time is required for sealed bids or proposals.

16.3 Quotations (Purchases More Than \$5,000 But Less Than \$50,000)

The Director of Purchasing or Purchasing Department personnel shall secure three written quotations for purchases of more than \$5,000 but less than \$50,000 (except as described under

emergency purchases, required by Federal law or as listed below.) Anticipated campus-wide collective purchases for a 12-month period for related categories must fall under this procedure.

Requests for written quotations will be faxed or e-mailed as quickly as possible. Please allow at least two weeks for processing of required written quotations. Closing time for written quotations may permit some tolerance if unusual or unforeseen conditions warrant a delay.

Written quotations will be received at a predetermined date and time. Action will be taken on all written quotations as soon as possible. Quotations submitted by vendors shall be considered firm. However, small adjustments may be authorized if conditions indicate that requesting new quotations or making the award to the next lowest quotation would derive no substantial savings.

Items purchased by written quotations will be made from responsible vendors who quoted the lowest price for goods or services that meet the needs of the user department. The Director of Purchasing or representative is authorized to accept the most favorable quotation from the vendor who can provide the best value to the department.

A decision to buy shall include an assessment of the purchase price; the reputation of the vendor and their goods and services; the quality of the vendor's goods and services; the extent to which the goods or services meet the College's needs; the vendor's past relationship with the College; the impact on the ability of the College to comply with local policy; the total long-term cost to the College to acquire the vendor's goods or services, and any other relevant factor listed in the request for quotation.

Written quotations shall be required on all purchases with these exceptions:

- When purchases are made from the Texas Comptroller of Public Accounts (TCPA) state contracts, Texas Department of Corrections, Texas Industries for the Blind and Handicapped, Department of Information Resources or cooperative bidding pools under inter-local agreements,
- When services are obtained for certain licensed professional services and maintenance contracts on equipment,
- When a good or service is available from only one source (the only known capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions per Senate Bill #623). Selected purchases may be exempt when identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly. Sole source does not apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of \$15,000. It is incumbent upon the College to obtain and retain documentation from the vendor, which clearly delineates the reasons and qualifies the purchase to be made on a sole source basis.

16.4 Sealed Bids/Proposals (Purchases \$50,000 or More)

Texas Education Code 44.031 (a); (b), states that all contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more, for each 12-month period in the aggregate, shall be made by the method, or the following methods, that provide(s) the best value to the College. These methods are: (1) competitive bidding for services other than construction services; (2) competitive sealed proposals for services other than construction services; (3) a request for proposals for services other than construction services; (4) an inter-local contract; (5) a method provided by Chapter 2269, Government Code, for construction services; (6) the reverse auction procedure as defined by Section 2155.062, (d), Government Code, which may not be used on a public work contract that required a payment or performance bond; or (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

In considering and selecting a contracting method other than competitive bidding or sealed proposals, the Board must, before advertising, determine the method that provides the best value for the college district.

The College District will also comply with all statutes relating to facilities construction in Government Code 2267. All contracts of \$50,000 or more in the aggregate for each 12-month period shall be made by the method that provides the best value for the college district; competitive bidding, competitive sealed proposals, construction manager-agent, construction manager-at-risk, design-build, inter-local contract or reverse auction.

Professional Services do not apply to Education Code 44.031, which includes Certified Public Accountants, architects and engineers. These services must be selected on the basis of demonstrated competence and qualifications.

Change orders above the total contract price may be approved by the College if additional money is approved from available money or through time warrants. A contract with an original contract price of \$1 million or more may not be increased by more than 25 percent. If a contract originally for less than \$1 million is increased to \$1 million or more, subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract amount.

16.4.1 Advertising of Sealed Bids/Proposals

The Director of Purchasing shall solicit sealed, competitive bids or proposals for all purchases of \$50,000 or more, in the aggregate for each 12-month period for related categories as required by Federal law in accordance with section 21.901 of the Texas Education Code or as noted under emergency purchases.

The intent to make such purchases shall be advertised as required by state law. Please allow at least three months for processing sealed bids/proposals.

Notice of intended purchases of \$50,000 or more shall be advertised in one local newspaper for two consecutive weeks. Ads shall be one week apart, and bids/proposals shall be opened on the 10th day following when the last advertisement is published.

The advertisement for sealed bids/proposals must include a notice that describes the product(s) or work; states the location at which the bidding documents, plans, specifications or other data may be examined by all bidders; states the time and place for submitting bids/proposals; and the time and place that the bids/proposals will be opened. The College must send a notice containing the information required to any organization making a request on or after the date the first newspaper advertisement is published.

The Board of Trustees shall make awards for advertised sealed bids/proposals.

An officer, employee, or agent of the College commits a Class B misdemeanor offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (a) or (b).

16.4.2 Opening Sealed Bids/Proposals

All sealed bids/proposals shall be received in the office of the Purchasing Department where they will be opened publicly at the place, on the date and at the time advertised. At submission, the person submitting the bid, proposal or qualification is responsible for sealing it prior to delivery to the college district. The Director of Purchasing or a representative and at least one administrator of the College shall open bids. The closing time for sealed bids/proposals is final. Bids received after the closing time will not be opened or considered. (See Notice to Bidders)

Submitted sealed bids are final and may not be altered for the purpose of correcting an error in the bid price. However, vendors may submit sealed alternate bids before the closing time to substitute prices on their formal bid, in which case only the substitute will be considered. Sealed proposals, on the other hand, may be negotiated with the vendor to obtain the best products and/or services at the best price. This allows modification and alteration of the content and price.

Sealed bids/proposals will not be considered unless an authorized representative of the company manually signs them.

A sealed bid/proposal can be withdrawn after opening due to a material mistake in the bid/proposal price with the approval of the Board of Trustees.

Withdrawal of a sealed bid/proposal, or failure to honor a sealed bid/proposal, may result in the deletion of the company from future sealed bid/proposal requests.

All accepted sealed bids/proposals will be tabulated and awarded as provided under Approval/Awarding of bids.

After the sealed bids/proposals have been opened and tabulated, they will be available for those interested to review; however, the originals shall not be removed from the Purchasing Department.

If no acceptable sealed bids/proposals are received, the proposed acquisition will be re-advertised seeking an acceptable sealed bid/proposal.

16.5 Emergency Purchases

Two types of emergency purchases are made in districts. One type results from an eminent threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal board action declaring an emergency and authorizing the purchase. An example of an emergency purchase of this type is authorization to repair a school after a fire or natural disaster.

The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility which may imperil students or the security of the facility. For example, if windows are broken at a school by vandals, an immediate need exists to not only secure the building, but also to protect the contents from damage by the elements. This type of emergency purchase is normally utilized after regular business hours or on weekends and holidays. After purchases of this type are made, a purchase order should be issued after the fact on the next business day. Care should be taken that emergency purchases do not result from improper planning rather than from a true emergency.

It is important that the district attempts to eliminate emergency purchases for non-emergency situations as much as possible and requires that all emergency purchases be fully justified.

16.6 Emergency Purchases Less Than \$50,000

Emergency purchases for less than \$50,000 requiring only administrative consideration may be made by written quotations or by competitive written quotations requesting immediate responses. These procedures will apply: (This process is to be used only in circumstances that involve hazards, protection of property or those that would cause inefficient personnel utilization.)

An authorized representative of the user department shall contact the Purchasing Department for a purchase order number.

Written requests for purchase order number will be authorized in this manner:

- \$5,000 up to \$50,000 by the appropriate Vice President and the Executive Vice President of Financial and Administrative Affairs

- \$5,000 or less by appropriate Vice President

The user department requesting a purchase order number shall supply the Purchasing Department with the following:

- The exact description of the item or services
- The approximate cost
- The name and address of the source or vendor

The user department shall submit a written requisition immediately after verbally receiving a purchase order number. The written requisition must show:

- Name and complete address of the vendor
- Exact quantity of items
- Full description of the item(s)
- The exact cost of each item or service
- The proper account number code
- Appropriate authorizing DPS approvers
- The purchase order number assigned in the notes section

16.7 Emergency Purchases of \$50,000 or More

Emergency purchase of \$50,000 or more shall be made in conformance with Subsection (h) Section 44.031 Texas Education Code which states:

(h) If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board of trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required in this section.

Upon compliance with the listed provisions, the President or designated representative may authorize the Purchasing Department to proceed with action required to resolve the emergency condition.

Upon receipt of a requisition or authorization approved by the President or designated representative declaring an emergency, the Purchasing Department shall:

- Immediately issue a purchase order to cover the emergency situation for which verbal authorization for commencement of the remedy has been given, or
- If action to remedy the emergency has not been undertaken, the Purchasing Department shall secure verbal and/or written bids/proposals from one or more sources and waive advertising

and awarding procedures; a purchase order will be issued immediately to the lowest bidder with the best value to cover the emergency.

- Emergency purchases shall be submitted to the Board of Trustees for ratification, before or after purchases.

16.8 Purchases for Individuals

Any commitment to acquire goods or services in the name of Weatherford College for personal use or ownership is prohibited. Any individual making such a commitment may be liable to prosecution under the Texas Penal Code chapter 39, Abuse of Office, Section 39.01.

Employees shall not use College letterheads in making personal purchases or ordering materials for their own use.

All individual employees at the College who make personal purchases through the mail will use their home address and their individual stationery for placing personal orders.

16.9 Purchases through the Texas Procurement and Support Services

Effective September 1, 2007, House Bill 3560 transferred the current state procurement functions of the Texas Building and Procurement Commission to the Texas Comptroller of Public Accounts, which is led by the Texas Procurement and Support Services (TPASS) division.

Under Local Government Code 271.082, the Cooperative Purchasing Program offers political subdivisions a unique opportunity to purchase products from the State of Texas SPD Term Contracts, Texas Multiple Award Schedule (TXMAS) contracts, Department of Information Resources (DIR), State Travel Management Program, State of Texas Charge Card Program and various Piggyback Contracts. Members benefit from the State of Texas volume purchasing power, and save time on the bid process, since TPASS contracts meet the competitive bid requirements. All TPASS contracts are posted on the Internet at Website

www.comptroller.texas.gov/purchasing/contracts. The Weatherford College requisition should be made to the vendor. Member entities must submit a special requisition from the Purchasing Department to TPASS via fax or enter the order online via TxSmartBuy. TPASS processes the requisition into a purchase order, copies of which are sent to the vendor and member. The vendor ships the product and invoices the member direct. The member then pays the vendor.

Effective September 1, 2007, HB 2918 repealed the Catalog Information System Vendor (CISV) program and transferred TXMAS Schedule 70 Information Technology Contracts to the Department of Information Resources (DIR). Vendors are no longer required to be approved as CISV to provide Information Technology/Information System (IT/IS) products or services to the State of Texas. The Texas Department of Information Resources (DIR) can assist with information technology purchases by providing IT commodity products, such as computer and networking hardware, software, services and related products commonly used in educational environments. DIR contract

quotations will be used if this procedure provides the best value. Quotations may be requested from DIR vendors which will be solicited by the Purchasing Department upon request by the Technology services Department. Since DIR has completed the state procurement requirements, no formal bids are required. Detailed contract pricing, products and services are available on the Internet at Website www.dir.texas.gov .

Texas Procurement and Support Services (TPASS) has established, as an alternative purchasing method, the use of Texas multiple award schedule (TXMAS) contracts that have been developed from contracts that have been competitively awarded by the federal government or any other governmental entity of any state. The prices reflected on the General Services Administration (GSA) schedule contracts are the most favored customer (MFC) prices and the maximum price allowable.

Another option for purchasing products and/or services is offered through Texas Institute for the Blind and Handicapped. The TIBH catalog covers the procurement of those products by direct purchase, without competitive bidding, by the state and its political subdivisions in compliance with section 122.017 of the Human Resources Code. TIBH Industries is a private, non-profit corporation that was designated to help provide employment, through the Texas State Use Purchase Plus Program, for Texans with blindness and/or other disabilities. Their online catalog may be accessed via the Internet at Website www.tibh.org/catalog . Orders will be made directly to TIBH Industries using your normal requisitioning procedures.

Texas Correctional Industries is a Department in the Institutional Division of the Texas Department of Criminal Justice that was formed in 1963 by the Prison-Made Goods Act through the Texas Government Code 496.021-496.032 to provide employment for the vocational training and rehabilitation of the inmates of this state. A political subdivision may purchase products directly from T.C.I. without requesting competitive quotes or bids.

Information about their products may be accessed via the internet at:

www.tci.tdcj.state.tx.us

16.10 Purchases from Interlocal Contracts

A district can contract or agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods. Interlocal contracts are based on State of Texas laws and require authorization by the governing body of each party to the contract. They may be renewed annually or for a specified number of years. Weatherford College has been authorized to participate in the following interlocal contracts:

- Tarrant County Cooperative Purchasing Program. Interlocal agreement to participate in their annual contracts.
- The Local Government Purchasing Cooperative (BuyBoard) is administered by the Texas Association of School Boards (TASB).
- The Cooperative Purchasing Network (TCPN/National IPA) is administered by the Region 4 Education Service Center for commonly purchased items such as office supplies (Office Depot).
- U.S. Communities is a partnership between the Association of School Business Officials, the National Association of Counties, and National Institute of Governmental Purchasing, the National League of Cities, and the United States Conference of Mayors. Contracts include building and maintenance supplies (Home Depot).
- City of Plano Cooperative Purchasing Program includes the Fleet Fuel Card (Wright Express).
- Choice Facility Partners Purchasing Cooperative is administered by the Harris County Department of Education.
- PEPPM Technology Bidding and Purchasing Program is administered by Central Susquehanna Intermediate Unit for technology products.
- Purchasing Solution Alliance Purchasing Cooperative (PSA) is administered by Brazos Valley Council of Governments.
- The Interlocal Purchasing System (TIPS/USA) Program is administered by the Region VIII Education Service Center.
- The Purchasing Association of Cooperative Entities (PACE) Program. Education Service Center (RSC) Region 20 administers this program.

16.11 Receiving Requests for Bids/Proposals or Quotations

Responsible vendors shall be permanently placed on the bid list and receive requests, except for reasons as listed in Reasons for Denial. The request must show the specific items or services upon which they wish to bid or quote. Bids/proposals or quotations shall be sought from sources able to offer the best value consistent with quality, delivery, and service.

No employee of the College or College Board member shall receive requests for bids/proposals, quotations, or conduct business with the College in any manner other than that necessitated by their assigned or elected responsibilities.

All vendors receiving sealed bids/proposals or quotations must be responsible and possess the ability to perform the contract according to its terms. A responsible vendor must exhibit adequate financial standing, reputation, experience, resources, facilities, judgment, and efficiency. Additionally, vendors must not discriminate against any employees or applicant in regards to race, religion, color, sex, or national origin.

Efforts shall be made to include and encourage small business and minority-owned firms to bid and provide services to the College.

A vendor may be denied the opportunity to receive bids/proposals or quotations for the following reasons:

- Previous withdrawal of a bid, proposal or quotation
- Previous failure to honor a bid, proposal or quotation
- Unusual delays in delivery of previous awards
- Repetitive failure to respond to requests for bids, proposals or quotations
- Unauthorized substitution of merchandise in other awards
- Previous failure to perform service satisfactorily
- Location of the vendor not conducive to the level of service required
- Discrimination against an employee or applicant in regards to race, religion, color, sex, or national origin

The decision to deny a vendor the opportunity to receive bids, proposals or quotations shall be made by the Director of Purchasing, upon receipt of required documentation from user department.

Any vendor protesting the denial to receive bids, proposals or quotations shall follow these procedures:

- Make a written request to the Director of Purchasing, showing cause to receive requests for bids, proposals or quotations and request a meeting to discuss the matter.
- If the Director of Purchasing again denies the request, the vendor may request a meeting with the Executive Vice President of Financial and Administrative Affairs to appeal the decision. The Director of Purchasing shall arrange the meeting.
- If the Executive Vice President of Financial and Administrative Affairs further denies the request, the vendor may appeal the decision to the President.
- If the President further denies the request, then vendor may appeal the decision to the Board of Trustees.

16.12 Approval/Awarding of Bids or Proposals

The Board of Trustees shall make approval for all capital expenditures, supplies and services of \$50,000 or more.

Administrative action may be taken on purchases of budgeted capital items and supplies under \$50,000. If circumstances warrant, Board consideration of any purchase may be requested.

Proposed emergency purchases of \$50,000 or more shall be submitted to the Board of Trustees for approval before making any commitments (also see Emergency Purchases).

The bid or proposal providing the lowest cost and best value from a responsible bidder that meets the requirements of the College shall be recommended for purchase. A contract may not be awarded to a bidder who is not the lowest bidder, unless, before the award, a detailed justification is documented on the competitive procurement offer evaluation sheet.

The requesting department shall work closely with the Director of Purchasing in awarding bids or proposals, when low bid is not recommended, giving written justification for such recommendations. The recommendations for purchase shall include an assessment of these considerations: the purchase price; the reputation of the vendor and their goods and services; the quality of the vendor's goods and services; the extent to which the goods and services meet the College's needs; the vendor's past relationship with the College; the impact on the ability of the College to comply with laws and rules relating to historically underutilized businesses; the total long-term cost to the College to acquire the vendor's goods or services, a contract for good and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials; whether the vendor or vendors' ultimate parent company or majority owner has its principle place of business in this state or employs at least 500 persons in this state; and any other relevant factor specifically listed in the requests for bids or proposals, such as vendor response time and compatibility of good/products purchased with those already in use at the College.

The Director of Purchasing shall present all recommendations to the Executive Vice President of Financial and Administrative Affairs.

Bids or proposals awarded by the Board of Trustees may be extended for additional purchases without additional Board consideration provided that:

- The price, terms and conditions of the original bid or proposal remain firm,
- The extended bids or proposals do not total more than the original bid award,
- All legal requirements are fulfilled,
- In the case of single item bids or proposals, consideration may be given to local vendors, minority business enterprises or vendors that have offered the most consistent service and reliability in the past. When all factors appear equal, awards will be made to a local vendor or drawing lots in all other cases will break the tie.

The Technology Services department must approve all purchases for computer-related supplies and/or equipment.

16.13 Inspection, Rejection and Excess Shipment

In addition to other rights provided by law, the College reserves the right (a) to inspect articles delivered and to return those that do not meet specifications or reasonable standards of quality, (b) to reject articles shipped contrary to instruction or in containers that do not meet recognized

standards and (c) to cancel the order if not filled within the time specified. The College may return rejected articles or excess shipment on the order, or may hold the articles subject to the vendor's order and at their risk and expense and may in either event charge the vendor with the cost of shipping, unpacking, inspecting, re-packing, reshipping, and other like expense.

16.14 Invoices

Original invoices are to be submitted to the Accounts Payable Department for items that have been shipped or services that have been rendered. Invoices without reference to the purchase order number may delay payment to the vendor. Invoices listing items or services other than those shown on the approved purchase order will not be paid.

16.15 Payment

Upon receipt of a properly executed invoice and verification of delivery from the consignee, payment will be processed net 30 days from invoice date for items or services delivered. Discounts will be calculated from the date of delivery or date of invoice, whichever is most current. Invoices that are up to a 10% variance over the total amount stated on the purchase order will be processed for payment, providing the purchasing bid limits are not exceeded.

16.16 Vendor Contact with Instructional/Support Personnel

Vendors and their representatives are prohibited from contacting either in person or by email, telephone, instructional or maintenance personnel during College business hours without approval from the Executive Vice President of Financial and Administrative Affairs.

Vendors are prohibited from offering gifts or favors that could influence or be construed to influence purchases using College funds. Employees are to refuse any such offers and report such offers to their department chair or immediate supervisor. The department chair shall immediately report any such incidents to the Executive Vice President of Financial and Administrative Affairs.

16.17 Tax Exemption

Weatherford College is exempt from payment of federal excise taxes, federal transportation taxes and Texas state or local sales taxes for the purchase of tangible personal property, under Chapter 20, Title 122A, Article 20.04, and Revised Civil Statutes of Texas.

Tax exemption certificates are available in the Purchasing Department and are supplied to vendors upon request. If it is determined that the prices quoted and recorded on an order or the invoice rendered includes any such taxes, the amount of the taxes will be deducted from the total of the invoice.

Any use of the College's tax exemption certificate/number for personal or club purchases are prohibited. Anyone using the College's tax exemption certificate/number for personal purchases

may be liable to prosecution under the Texas Penal Code, Chapter 39 Abuse of Office, and Section 39.01. It is also prohibited for contractors and vendors to use the College's tax exemption certificate/number on purchases for resale to the College.

16.18 Procurement Records

Procurement files will be retained as follows:

- Construction projects – Permanently
- Formal Sealed Bids and Proposals (\$50,000+) – 5 years
- Quotes for purchases of \$5,000-\$49,999 – 5 years
- Purchase Orders – 5 years

16.19 Resale of Materials

Resale of materials purchased from budgeted funds is prohibited, with this exception: As part of the Instructional Program, students may elect to make/construct projects for personal ownership that are above the required activities within the Instructional Program. When the student elects to make/construct this type project using materials purchased from budgeted funds, the student will pay for the cost of materials along with the appropriate sales tax before removing the project from the school. Monies collected from this type sale will be returned to the General Operating Fund.

16.20 Disposal of Obsolete or Surplus Items

The Department Chair shall identify items no longer needed in their program. These items are to be transferred to ECMW storage for redistribution or disposal.

The Department Chair shall submit to the Inventory Control Manager a request to have any unneeded or unusable items picked up and transferred to ECMW for storage by completing an Inventory Transfer Form (located in myWC under Purchasing Forms). As frequently as necessary, the Inventory Control Manager will report all items on hand at ECMW to the Executive Vice President of Financial and Administrative Affairs.

The Executive Vice President of Financial and Administrative Affairs shall review the items and determine the appropriate disbursement of these items.

16.21 Means of Disbursement

Items determined to be usable shall be published in an appropriate manner and the listing distributed to Department Chairs. Department Chairs may request items listed to be utilized in their program by submitting a request to the Executive Vice President of Financial and Administrative Affairs.

Items determined to be obsolete, surplus or unusable shall be disposed of in one of the following manners:

- Disposal through public sale/auction
- Sale through bid process
- Sale to salvage companies
- Placement in trash
- E-waste recycling

The Director of Purchasing shall determine the approximate disposal price through bids or the fair market price.

Members of the Board of Trustees, employees of the College, and members of their immediate family ARE NOT eligible to purchase items disposed of by the College unless approved on a bid basis, including online auctions conducted by third party, or authorized by the Board of Trustees to sell for the best prices available.

Authorization to dispose of items through public sale/auction, sale to salvage companies, through the bid process, or placement in trash, shall be obtained from the Board of Trustees before disposal.

Any public sales shall be advertised in the newspaper in the same manner that is used for purchases.

16.22 Open Records

Weatherford College complies with the Open Records Act/Texas Public Information Act as outlined in Texas Government Code, Chapter 552. Information is accepted from these requirements if it is information that, if released, would give advantage to a competitor or bidder.

16.23 Trade-In of Equipment

Routinely, equipment replaced will be traded in, if there is any real trade-in value. Otherwise, equipment shall be accumulated and sold through bids, auction or disposed of as authorized by the Board of Trustees.

16.24 Repairs to Equipment

There are three methods of securing repair of equipment:

- Equipment repaired by Weatherford College personnel:

All equipment that can be repaired by Weatherford College personnel is to be done by the College and is not to be done by outside sources. This is accomplished by submitting a request through the appropriate dean.

- Equipment repaired by an outside source:

Equipment that cannot be repaired by Weatherford College personnel but can be repaired by an outside source shall be negotiated informally by vendor quote if repairs are estimated to be under \$50,000. Repairs over \$50,000 must be solicited by competitive bids/proposals with Board of Trustees approval.

- Equipment repaired by an outside source on an individual purchase order:

Equipment that cannot be repaired by Weatherford College personnel is to be repaired on an individual basis by an outside source. This is accomplished by submitting a requisition through regular channels prior to taking equipment for repair or calling the Purchasing Department. The Purchasing Department will arrange for the appropriate company to accomplish the repairs or services.

TYPE OF EQUIPMENT	ADDRESS REQUESTS TO
Audio Visual Equipment	AV Academic Support
Copiers/Printers	Technology Services Department
Computer Equipment	Technology Services Department
Musical Instruments	Fine Arts Department
Shop Equipment	Facilities
Custodial Equipment	Facilities
Food Service Equipment	Food Service Department

16.25 Petty Cash

Petty cash reimbursements require the same approvals as requisitions, which include the appropriate DPS, Grant (if necessary) and Purchasing signatures on the form.

Without appropriate authorization, reimbursement and payment requests may be denied and will be the responsibility of the individual making the commitment.

Funds will only be disbursed to the requestor with a completed Petty Cash Reimbursement form in the Business Office. Petty cash will not be sent through interoffice mail.

The Petty Cash Reimbursement form is available in myWC under General Business Office Forms.

Petty cash disbursements should not be used as a method to bypass the purchasing system.

Disbursements may not exceed \$50.00 on any one day. Sales tax is not reimbursable.

Original receipts must be attached and include the date of the purchase, amount, vendor name and itemized products.

The description of the goods or services and the department GL account number to be charged must be stated on the Petty Cash Reimbursement form.

Please total reimbursements by GL account number, not by receipt.

Meal receipts must include the detail of the order, who attended the meeting, the purpose of the meeting and tip. Submit the signed receipt as well as the itemized receipt.

Items covered by State or College contracts are not eligible for petty cash reimbursements. Please contact the Purchasing Department for current bids and contract information.

Gift card purchases are prohibited.

Travel cannot be reimbursed through petty cash.

Receipts must be dated within 30 days of purchase for reimbursement.

Petty cash reimbursements will only be accepted on Monday, Wednesday and Friday.

16.26 Purchasing Items from Bookstore

Selected items can be purchased at the Bookstore for use by various departments. Accounting and distribution of these items is accomplished by the Texas Book Company.

Items are available at the Bookstore for the following reasons:

- To reduce many small dollar and quantity purchases.
- To permit quicker delivery to the user department.
- To reduce cost by volume purchases.

Items are procured from the Bookstore stock as needed by the departments. Appropriate signatures and account number must be documented on the ticket at the time of receipt of goods. Charges will be billed directly to the Business Office on a monthly basis and debited to each department account as documented.

Items to be placed in or deleted from the Bookstore stock will be determined by the Texas Book Company Manager. The criteria for this determination will include the following:

- Frequency of use
- Shelf life
- Cost of the item
- Distribution capabilities
- Available stock space
- Need for immediate use
- Savings resulting from volume purchases
- Needs of the user department

16.27 Acquisition of Carl D. Perkins Items

Supply and equipment specifications will be submitted to Purchasing upon approval of the Perkins application but no later than September 15th for the basic grant and within one month of any re-allocation approvals. Purchasing will submit bids or quotations and process purchase orders upon approval. Perkins inventory and oversight, including labeling/tagging, tracking, and inventory management will be the responsibility of the Shipping, Receiving, Inventory Control, and Mail Center Manager.

17 ATHLETIC PROGRAM GUIDELINES AND PROCEDURES

The Weatherford College intercollegiate athletics program operates under the *Official Handbook and Casebook of the National Junior College Athletic Association (NJCAA)*, the *Constitution and Bylaws of the Northern Texas Junior College Athletic Conference (NTJCAC)* and the *National Intercollegiate Rodeo Association (NIRA) Constitution, Bylaws and Rules*. These two documents and Weatherford College policies regarding admissions, scholarships, and all other guides for students provide the foundation on which the athletics program rests. In addition, the program operates as an entity both separate from and connected with the Physical Education Department.

The Weatherford College intercollegiate athletics program has adopted one broad inclusive goal: To provide students with educational opportunities through participation in NJCAA-sanctioned events.

Objectives related to that goal include striving for improvement in these areas: participation rates; graduation rates; retention rates; individual achievement awards; number of students going on to four-year institutions; minority recruitment; international recruitment; team success rates; and student athlete involvement in community activities. As an integral part of the Athletic Department's ongoing planning and assessment, these goals and objectives are included in the Weatherford College Strategic Plan. Each year, objectives are assessed from data provided by the Institutional Research & Reporting Director and either carried forward or revised to suit the immediate and long-range needs of the Athletic Department. In forming objectives, the areas focused on as vital to the overall success of the department stress students, their needs, their achievements, and their futures.

The Athletic Director reports directly to the President who has responsibility for both the intercollegiate athletic program and intramural athletics.

Under this organization, an Athletic Advisory Council will work to promote the athletics programs, to be involved in ongoing strategic planning, and to assist the department in monitoring compliance with policies pertaining to recruitment, admission, financial aid, and continuing eligibility of athletes. It will include students, faculty, staff, and Booster Club members. Intercollegiate athletics are funded from auxiliary revenues generated from dormitory and cafeteria income and from the tuition account, at the rate of 20 cents for every registered semester hour. The Athletic Director under the supervision of the President controls expenditure of these funds.

Revenue from paid attendance at home games is not intended to provide major support to the intercollegiate program. Season tickets are sold on request to members of the community and single-game tickets are available at the door for all home games.

Booster Club funds are deposited into an agency fund under the oversight of the Office of Business Affairs. All funds expended by the Booster Club go through this account, which is also part of the annual general College audit. The President must approve these expenditures. The financial audit of all College funds includes examination of athletic department expenditures.

All scholarship funds for student athletes, for work-study students associated with the department and all other student funds are handled through the Financial Aid Office. These and all other funds associated with the athletics program are under the control of the Office of Financial and Administrative Affairs, which is independent of the athletics program and included in the annual financial audit of the College. The College President is ultimately responsible for the College athletics program (FK Local).

The WC athletic program closely adheres to guidelines required by the NJCAA, the NTJCAC, and the NIRA in the areas of recruitment, admission, financial aid, and eligibility as they pertain to student athletes. The department has adopted these official written guidelines as its own and does not maintain a separate policy manual. Eligibility is controlled by the North Texas conference of which WC is a part and by national rules for junior colleges. Regular reports are submitted as required providing academic progress reports for all student athletes.

Admission requirements for student athletes are the same as for all students. These are found in the *Weatherford College Catalog*, along with a general description of "Athletics and Intramural Sports." There are no special admissions for athletes at WC. Student athletes must adhere to the same admission standards, the same "Standards of Progress for Performing Scholarships" required of all other students receiving this type of assistance, and the same requirements for Financial Aid programs.

17.1 Procedures for Baseball and Softball Facility Usage

Invoicing and Deposits

Coaches will provide the Field Rental Report for usage of the Baseball and Softball fields to the Business Office once the request for using the field is complete. The form needs to be complete as well as have a billing address and contact number or the organization using the field.

The funds should be sent to the Weatherford College Business Office, however, if for some reason they are collected by Weatherford College personnel, they should be brought to the Business Office the following business day.

The Business Office personnel will monitor the collection of funds and if not received within 3 business days of the use of the field, will contact the coaches and/or the organization that is responsible for paying the field usage fee.

Once the funds are received in the Business Office, a copy of the receipt will be forwarded to the appropriate coach and invoice marked "paid."

Please note the funds received should match the invoiced amount. All checks should be made payable to "Weatherford College." Any overages will be returned to the organization that used the field and will require a W-9 be completed so that a refund can be processed.