

SECTION 1: OPERATING PROCEDURES FOR FACULTY, STAFF & INSTRUCTORS

Reference: BP 3-10 Administration of Personnel; SP 3-10 Employment Practices for Instructors

IP 1.00 Position Vacancies

Once a request to fill a vacancy or create a new position has been approved by the President of the college via the use of a Personnel Vacancy Requisition form, available through the Human Resources Office, the appropriate supervisor, V.P., or Department Chair will become the selection committee chair. The selection committee chair will work with the Human Resources Office to prepare the position announcement listing the minimum and desired requirements for the position plus any other pertinent information.

The chair will also select a screening committee of three (3) to six (6) additional staff members. Following the application closing date, the committee will meet to screen the application files. The screening criteria is developed by the chair and the members of the committee. The committee will be allowed to invite up to three (3) of the candidates for interviews. More may be invited with the approval of the Director of Human Resources or President. The Human Resources Office will issue all invitations for interviews.

The committee will prepare interview questions and a process appropriate for the screening of the qualities and skills the college seeks in the position. The HR Office will approve the interview questions and process. At the conclusion of the interviews, the screening committee will forward the top three most qualified candidates (not in rank order) to the President for approval of hiring. The President will meet with the committee chair and ultimately make the final decision. Once a candidate has been selected and approved for hire by the College President, the Human Resources Office will conduct a reference and background check prior to making the offer for employment.

Please note that the screening committee only recommends candidates and does not have final authority to offer the position. Everyone involved in the screening process owes a duty to the institution, the candidates, and one another to keep all information and deliberations absolutely confidential.

IP 1.01 Interview Expenses

Northeastern Junior College does not pay for travel to and from the college for interviews. All candidate travel plans must be reviewed by the Human Resources Office. The candidate must personally pay any expense. The President may, at his sole discretion, authorize in whole or part payment for interview expenses as deemed necessary.

IP 1.02 New Hire Salary Schedule

Faculty: (These guidelines do not include those individuals hired for Contracted Services.)

Newly hired faculty will be paid \$31,000 with the maximum potential to increase the base by \$6,700 on the basis of factors listed below. The base pay plus the increases will become the faculty member's base pay for computing subsequent raises.

Base Increasing Factors:

- Masters Degree - \$1,500
- Additional 20-44 relevant and/or discipline specific graduate credit hours - \$750
- Additional 45 or more relevant graduate credit hours - \$1,500; OR
- Additional fulltime and/or equivalent part-time teaching and/or work experience related to the position above the minimum qualifications defined in the job announcement - \$650 per year. (The appropriate V.P. of Academic Services/Department Chair, V.P., and/or President will determine experience levels with eight years being the maximum.)
- State or national recognized licensure or certifications above the minimum qualifications defined in the job announcement - \$500. (The appropriate V.P. of Academic Services/Department Chair, V.P., and/or President will determine if the licensure or certification is appropriate for additional compensation.)
- Exceptional qualifications and/or market demand consideration at the discretion of the President - variable.

Exempt Staff: Newly hired exempt staff will be paid according to the Administrative and Professional-Technical (A&PT) Staff Salary Plan. All A&PT personnel must meet the minimum qualifications for the position as announced. Upon selection of an A&PT staff member, the supervisor will make a recommendation on salary to the division Vice President or President. All new hires will be placed no lower than the 20th percentile for the classification, not to exceed the 60th percentile of the appropriate salary scale as listed in the current College and University Personnel Association (CUPA) Administrative Compensation Survey for two-year institutions with the approval of the College President. The Director of Human Resources will provide the salary range to the supervisor prior to announcing the position.

Exceptions to the normal salary placement must be submitted in writing to the College President and must identify the special circumstance that requires placement outside the established policy.

When a situation arises such that there is a need to hire new faculty/exempt staff above the normal pay rate, the College President can place a newly hired faculty/exempt staff member at a higher salary. A new faculty member may be hired at a higher rate of pay than that of an existing faculty member in the same discipline with the same training, education, and level of experience based on market demand and approval of the College President.

Each benefit eligible faculty/exempt staff member who participates in the SBCCOE Benefit Plan will receive a benefit allowance as approved by the SBCCOE for the benefit plan. month to assist in paying for the benefit package of choice.

Reference: BP 3-60 Employee Benefits; BP 3-120 & SP 3-120b Affirmative Action; BP 3-55 Faculty Professional Advancement & Salary Plan; SP 3-55 Faculty Pay Plan; BP 3-31 Evaluation of Job Perf.; BP 3-80 Teaching Faculty Workload

Classified Staff: Newly hired classified staff will be paid in accordance with the salary scale established for the specific position classification using the State of Colorado's Compensation Plan each fiscal year. Classified employees will receive benefits as established by the Department of Personnel & Administration.

IP 1.03 Faculty Workload Guidelines

Refer to information contained in Appendix A.

IP 1.04 Performance Based Pay Plan

Refer to information contained in Appendix B.

IP 1.05 Inclement Weather Procedure

As a residential institution, Northeastern Junior College operates on a continuous 24-hour, 12-month basis. There may be occasions, however, when the College suspends some operations due to inclement (severe) weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closure due to inclement weather will be made by the College President in conjunction with the College Administration, based on National Weather Service advisories and/or State or local police bulletins.

In instances of delayed openings, early releases, or campus closures, only employees essential to the operation of the College will be required to work. As a general guideline, this will include the staff in Campus Safety, Physical Plant, Grounds and Maintenance. When the students are in residence, the Food Service staff is also designated as essential. This list is not all-inclusive, and in the event that other departments are deemed necessary, department directors will notify personnel in those areas.

Notice of Campus Closure, Delayed Openings, and Early Release

- The College President confers with several Administrators and makes the decision after input from the Physical Plant Director.
- The decision is relayed to the Director of Marketing/PR, the Web Technician, and President's Staff.
- Notice to the electronic media will be made no later than 7:00 a.m.
- In the event of campus closure or delayed opening, announcements will be sent to the following media and internal communications from the Director of Marketing/PR:
 - Radio Stations: KPMX, KSTC, KNNG, KFTM, KSIR/ KATR, KRZD, KOGA am/fm, KSID am/fm, KOA Storm Center Radio
 - Television Stations: 9News, 7 News, Channel 4, Fox News, Bresnan Communications (weather channel on cable)
 - NJC web home page will have a statement regarding college closure
 - Message regarding official status of the college during inclement weather will be available at 970-521-6600 or 970-522-6600

- In the event of an early release, the President's Office will use the e-mail system to relay information to employees. Employees are required to confirm that they are released from work with their supervisor prior to leaving campus.

Procedure:

All employees of Northeastern Junior College are expected to work pursuant to assigned schedules regardless of weather conditions, subject to the following provisions:

1. In the event of inclement weather conditions, affected employees will be granted administrative leave subject to the following conditions:
 - a. Employees who cannot reach the office for the entire day or who arrive late to work due to severe weather conditions, when the college has not been closed, may be excused only if the supervisor/dept. chair determines, in his or her discretion, that the absence/lateness was reasonable.
 - b. NJC employees who are already on approved leave when the President closes the college may not substitute administrative leave for the period of the closure.
 - c. Employees affected by emergency road closures made by the State, county, or municipal governments or by the Colorado State Patrol may be granted administrative leave.
 - d. Administrative leave must be reported to Human Resources with an approved "Request/Authorization for Leave" form. Employees are to complete this leave form once they are able to return to work.
2. Employees deemed essential to the operation of the college will be notified by their direct supervisor if they are required to come in to work or remain at work in cases of early release.

IP 1.06 Vocational Certification

Faculty members who must maintain vocational certification or who desire to become certified should contact the V.P. for Academic Services for the most up-to-date information on state vocational certifications. A prior approval form is required before the faculty member takes classes for renewal purposes. This form is available through the V.P. for Academic Services.

IP 1.07 OJT Payment Procedure

An individual OJT or cooperative education coordinator will be paid three-fourths of a day's pay for each student enrolled in OJT or cooperative education. A day's pay is calculated by dividing the individual's current base salary by contract days. Salary for fall and spring semester coordination will usually be paid with the May payroll. Salary for summer coordination will usually be paid with the July payroll. OJT and cooperative education coordinators average two on-site evaluation visits per day and should complete two per student during each training period. In the interest of time, distance and travel expense, a telephone call between the job-site coordinator and student may substitute for a second visit.

IP 1.08 Substitutes for Faculty Absences

If illness or hospitalization causes a faculty member to miss more than a week of instruction, the Department Chair shall appoint a substitute teacher. The substitute teacher may or may not be a member of the current teaching faculty. Rate of pay for the substitute shall be at the per credit hour rate as per the current Adjunct Pay Scale.

IP 1.09 Selecting P/T Instructors

All part-time/temporary instructors serving in instructional programs will be chosen in consultation with discipline full-time faculty with concurrence of the Department Chair, President, and the Director of Human Resources. Because of their temporary nature, such positions may or may not be advertised. Individuals chosen to teach should have a minimum of a Bachelor's degree plus 18 graduate credit hours from an accredited college or university in the academic area related to the teaching position. Individuals chosen to teach vocational classes should meet current Colorado Vocational Credentialing requirements and have the necessary degree and appropriate work experience.

Part-time/temporary instructors will prepare course outlines or use outlines prepared by full-time faculty, prepare final examinations and file a copy of all exams with the respective V.P. of Academic Services/Department Chair, be available for conferences and meetings with the Department Chair during the course of the semester, and complete and submit final grades to the Records Office by the dates indicated.

Part-time/temporary instructors are eligible for parking stickers during the term of employment, mailroom and material reproduction services, NJC library services, word processing and administrative assistant services, office space, if available, and use of equipment. In addition, they and their immediate family members will receive free attendance at on-campus events with presentation of a valid college ID card. Requests for any other privileges or services should be brought to the attention of the appropriate Department Chair and approved by the V.P. for Academic Services.

Reference: BP 3-20 Due Process; SP 3-20a Peer Review Appeal Processes; BP 3-50 Employee Grievances; SP 3-50b Appeal of College Grievances

IP 1.10 P/T Instructor Salary Scale

A part-time temporary instructor will receive remuneration per the current Adjunct Pay Schedule (see Appendix C). Additional remuneration will be paid for lab contact hours. Pay will be prorated for on-campus classes enrolling fewer than twelve students and off-campus classes enrolling fewer than ten students.

Part-time/temporary instructors will be employed when a) each full-time faculty member in the area already teaches a full load and there is an additional need for faculty members, or b) an expertise not found among full-time staff is required.

Faculty members, whether full-time or part-time/temporary, will be considered part-time/temporary when they teach evening or summer school classes as an extra assignment and have the prior approval of the appropriate Department Chair.

Part-time/temporary instructors will not teach more than 9 credit hours per semester or 18 credit hours per academic year. The College President's written approval is needed

to exceed this procedure. Priority is given to full-time faculty members in the selection of instructors for evening and summer school faculty. Part-time/temporary instructors may be expected to provide some minimal advising at no additional remuneration.

IP 1.11 Extra Duty Pay

Professional Staff members having extra duties such as coaching duties and activities are given extra duty pay.

Procedures: The following amounts are paid per fiscal year.

Head Coaches	\$2,500
(Basketball, Volleyball, Baseball)	
Assistant Coaches	\$1,500
(Basketball, Volleyball, Baseball)	
Judging Team	\$2,500
Rodeo Team	\$2,500
Coor. Intramurals & Rec. Sports..	\$3,000
ASG	\$2,500
New Voices	\$ 750
Plainsman Pathways	\$ 750
NJC Cheerleading/Danz Team....	\$ 750

(See Human Resources for complete extra duty pay scale.)

IP 1.12 Faculty/Exempt Staff Leave

Leave for faculty/exempt staff members is accrued and may be used in accordance with BP 3-60. NJC employees must submit a Leave Request Form and have their supervisor's approval prior to taking leave. These forms are available in the NJC Human Resources Office. Should an emergency situation make it impossible to submit a leave form before taking leave, employee must notify their supervisor at the time of the leave. A completed leave form must then be submitted the first day the employee returns to work. Approved leave forms must be forwarded to the Human Resources Office immediately after approval by the appropriate authority. It may be required for absences of Faculty who miss an entire scheduled day on-campus will be charged for eight (8.0) hours. The *State of Colorado Medical Certification* form, completed by a health care provider, is required when the absence is more than three consecutive full working days or the use of sick leave **shall** be denied in accordance with statute. The form may be required for absences less than three days. This form is used for both personal and family conditions.

In accordance with BP 3-60, faculty members earn 90 hours of sick leave per contract year. Of their sick hours:

- 160 hours per year may be taken to care for an ill family member.
- 16 hours per year may be used for personal leave.

Other leave available to faculty/exempt staff as noted in BP 3-60 are: jury leave, bereavement leave, military leave, K-12 leave, and leave under the Family Medical Leave Act (must meet eligibility criteria for FMLA) **Note:** *Employees within the scope of BP 3-60 may only use bereavement leave in the event of the death of a wife, husband, child, parent, grandparent, grandchild, brother, sister, nephew, niece, aunt, uncle, brother-in-law, sister-in-law, daughter-in-law, son-in-law of the employee or the employee's spouse, or a member of the immediate household.*

Reference: BP 3-60 Employee Benefits; SP 3-60a FMLA (Family and Medical Leave Act); SP 3-65 Sabbatical Plan and Report; SP 3-60b Administrative Leave for Volunteer Activities

IP 1.13 Classified Staff Leave

Employees classified under the State Department of Personnel & Administration's Personnel System are granted leave in accordance with leave policies as stated in the State Personnel Board Rules & Administrative Procedures, P-5-1 through P-5-39 as noted in the Employee Handbook for 2007-08 published by the Department of Personnel & Administration. The *State of Colorado Medical Certification* form, completed by a health care provider, is required when the absence is more than three consecutive full working days or the use of sick leave **shall** be denied in accordance with statute. The form may be required for absences less than three days. This form is used for both personal and family conditions. Classified employees may access this information at the following web site:

<http://www.colorado.gov/dpa/dhr/pubs/docs/emphandbook.pdf>

Reference: State Board Administrative Rules & Procedures, P-5-1 through P-5-39