

SECTION 2: MISCELLANEOUS OPERATING GUIDELINES AND PROCEDURES

IP 2.00 Personnel File

The college Human Resources Office shall maintain an official, confidential personnel file for each of its full-time employees. Items which can be placed in the personnel file include personal data, information relating to employee's academic and professional accomplishments submitted by the employee, records generated by the college, memos of discussion between the employee and supervisor relating to the employee's performance, evaluative and disciplinary material after the individual has received a copy, contract information and written responses of the employee to material contained in the file. A current and up-to-date official transcript of college credits identifying degree completion is required in all full-time and part-time faculty personnel files. Evidence of all earned graduate credits is required for part-time faculty. A separate file is kept with medical information to protect the privacy of the employee.

Personnel files are the property and responsibility of NJC. Employees may request copies for \$.25 per page. Upon request, an employee will have access to her/his file during regular office hours. Access to an employee's file is limited to an employee's immediate supervisor, the appropriate Department Chair, the President, and the Human Resources Staff members who have demonstrated needs for information. Personnel files may not be removed from the HR office area. To ensure that NJC records are accurate and up-to-date, employees must notify the HR Office whenever they change names, addresses or phone numbers. In addition, any changes in education and training completed should be updated with the HR Office in a timely manner.

IP 2.01 Loyalty Oath

Pursuant to C.R.S. 1973, 22-61-104, all individuals employed to teach in any state university, college, junior college, community college or technical college in the state of Colorado are required to take the following oath or affirmation; except that no person employed to teach in a temporary capacity who is a citizen of a nation other than the United States shall be required to take such oath or affirmation.

"I solemnly (swear) (affirm) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter."

IP 2.02 Outside Employment

Employment at NJC is the first priority for all full-time professional staff members. Additional employment must be outside of the regular working day, 8:00 a.m. to 5:00 p.m. The college recognizes that exceptions may occur in which the appropriate supervisor may vary the workday hours for a staff member. All staff must notify their supervisor in writing of matters relating to employment situations outside the college. Outside employment shall not exceed 20 hrs. per week and must be approved in writing by the immediate supervisor/Dept. Chair/V.P. Any employee working more than 20 hours per week outside college employment must have the approval of the college president and immediate supervisor in writing. Only extenuating circumstances will be considered in deciding exceptions to the 20-hour per week limit.

Reference: BP 3-70 Conflict of Interest

IP 2.03 Nepotism

No supervisor is authorized to hire a member of his/her family into any position of employment regardless of length or status of employment unless prior written authorization is given by the College President. A currently employed family member may not transfer into a department supervised by another family member. No employee may advocate for the hiring of a family member to work in his/her discipline, department, or unit. No supervisor may have a member of his/her family report directly to him/her or work in the department s/he supervises unless the College President gives prior written authorization. This procedure does not preclude members of the same family from working for Northeastern Junior College.

Reference: BP 3-70 Conflict of Interest

IP 2.04 Tobacco Use

Tobacco use (smoke or smokeless) by NJC staff members is prohibited in all campus buildings and facilities. Use of tobacco products is also prohibited in all college vehicles.

Reference: BP 3-24 Drug-free Work-place; SP 3-24 Implementation of Drug-Free Workplace

IP 2.05 Drug-Free Workplace

Northeastern Junior College has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees, students, and the public. Employees, to include administrative, professional-technical, classified, and student workers, who are impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but also to others.

Therefore, to ensure a safe working environment, it is NJC's intent that the use of alcohol, other drugs, or controlled substances that result in job impairment is prohibited. Likewise, it is the policy of the State of Colorado, CCCS, and NJC that illegal possession, manufacture, use, sale, or transfer of a controlled substance on state property or during work hours by its employees is prohibited. Violations of this procedure will be cause for administrative intervention that may result in referral to mandatory treatment and/or to corrective or disciplinary actions up to and including termination.

Reference: BP 19-30 Drug Free Schools; BP 3-24 Drug-Free Workplace; SP 3-24 Implementation of Drug-Free Workplace; State of Colorado Substance Abuse Policy

IP 2.06 Sexual Harassment

Northeastern Junior College does not condone and will not tolerate any sexually harassing behavior on the part of employees or students. This type of behavior must be reported immediately to the Human Resources Office, Walker Hall, Room 102. All information provided will be held as confidential and investigated to the fullest extent possible. Furthermore, retaliation against a complainant will not be tolerated. Any employee found to have violated this procedure will be subject to disciplinary action, up to and including termination.

Reference: SP 3-120a Sexual Harassment

IP 2.07 Workers Compensation

NJC seeks to provide safe working conditions for all employees. Any work-related injury may entitle an employee to benefits provided by law. Any accident or injury which occurs in the scope of employment, no matter how minor, should be reported to the Human Resources Office, Walker Hall, Room 102, immediately. The designated medical provider for NJC is the Family Care Clinic. In the case of a life or limb threatening injury, employees should follow emergency procedures by calling 911 or going to the nearest emergency care facility. All follow-up care must be provided by the designated providers. In the case of less serious injuries, report to or call the HR Office to complete a report and obtain assistance in scheduling an appointment for care.

IP 2.08 Emeritus Status

NJC professional staff who have completed 20 or more years of fulltime service may be awarded an emeritus title and status at the time of retirement. All living emeritus staff are listed in the college catalog and will qualify for use of college library. All college activities are open to these employees as well. At the time of retirement, the appropriate Vice President or Supervisor should request emeritus status for an employee by submitting a request to the College President.

IP 2.09 Telephone/Voice Mail Usage

College telephones, faxes, cell phones, voicemail and modems are provided for work-related purposes only. Telecommunications billings will be reviewed by the telecommunications manager for propriety of equipment and service use. Personal use of equipment and services will be billed to the responsible party by the business office and must be reimbursed within 30 days max. Abuses will not be tolerated. Violation of this procedure will lead to disciplinary action, up to and including termination.

IP 2.09a Use of State Resources

Pursuant to C.R.S. 24-2-103, an employee of the state shall not receive any type of benefit by virtue of their position unless such benefit is provided by state statutes or state fiscal rule. An employee shall not have the authority to grant any perks, nor shall any employee receive any perks except as provided by state statute or state fiscal rule.

Example: A perk would be considered using the college's copier for personal copies, the college's phone system for personal long distance phone calls (which you haven't paid for) or the college's vehicles for personal use.

Fiscal Rule 2-1 All expenditures by state agencies shall meet the following standards of propriety:

- .01 Are for official state business only.
- .02 Are reasonable and necessary under the circumstances.

IP 2.10 Travel

Travel Request and Authorization Forms must be completed and approved prior to travel. If forms are not completed prior to travel, reimbursement is not guaranteed. PLAN AHEAD! Two signatures are required on all in-state requests; out-of-state requests also require the President's signature for approval. Travelers must include all names of accompanying travelers. Once completed the request is sent to the

President's Assistant for approval and then the Physical Plant will assign a state fleet vehicle if available.

College vehicles are provided for official business only. Any citations and fines incurred for parking or traffic violations while operating a school vehicle will be the sole responsibility of the individual operating the vehicle, not NJC. Vehicles must be returned to the college garage immediately upon completion of the trip. Vehicles are not to be kept overnight at one's residence and will not be covered in case accident or damage occur under such circumstances. Alcohol, drug, and/or tobacco use is prohibited in college vehicles by driver and/or passenger(s).

Travelers are responsible for their travel expenses. Each employee must complete an application for a Travel Card for travel expenses. Fiscal Rules require that all employees who travel once out-of-state or twice in-state per fiscal year will use a Travel Card. The Travel Card is to only be used for official state business. Cash advances over \$100 and not exceeding \$500 are allowed. Remember, only \$100-\$500 a week is reimbursable, no less and no more.

When traveling by air, reservations must be made through one of the State approved travel agencies. For information about these travel agencies, please refer to the Travel Guidelines located on the NJC SharePoint or contact the Travel Compliance Designee.

Mileage reimbursement will be made to the traveler using their personal vehicle for business use. Reimbursement rates are set by the Colorado State Controller. Reimbursement for mileage only takes effect from the primary place of business, which is NJC-Sterling. Exceptions to this procedure are on a case by case basis, with economic benefit to the state being the dominant factor, as judged by the College's official travel agent. Mileage that is defined as commuting to and from the Sterling campus is not reimbursable.

When requesting travel reimbursement each employee should fill out his/her own travel reimbursement form. Travelers are not to request reimbursement for someone else's expenses. The travel reimbursement form should be completed and submitted to the Travel Compliance Designee after travel is completed. The travel authorization number must be on the form in order for payment to be processed. Receipts for lodging and other expenses exceeding \$25 must be attached to the reimbursement form in order to be considered for reimbursement. When in doubt, attach the receipt. Per diems for meals may be requested rather than attaching individual meal receipts. However, no more than the state-approved per diem will be paid on individual meals. NOTE: Per diems for meals and mileage are set by the State of Colorado and Federal Agencies.

IP 2.10a STUDENT ACTIVITY TRAVEL AS AN OFFICIAL COLLEGE FUNCTION

Appropriate student travel activity is considered an "official college function." All rules and policies of the college will pertain to these types of requests. Requests from an NJC employee that have specific duties directly related to student programs, student activities, student clubs, residence life, or associated student government will be approved as an "official college function."

Procedures for Student Activity Travel:

Northeastern Junior College has a mission and purpose to educate the "whole person" and the college commits resources, staff and facilities to the education of the student outside the classroom. The college has a long history of encouraging and supporting a variety of student life activities to meet this goal, either through Associated Student Government -- chartered clubs or the Residence Life Program. Some of the programs and activities involve individual or group travel due to the geographic location of Sterling and the need for student exposure to activities beyond the campus and beyond Sterling.

Definitions: Criteria for Approval

1. Student activity travel is any requested travel from campus to a specific location and back funded by student fees or general/auxiliary funds of the college.
2. Student activity travel must have a college travel request approved by two staff members in advance of the travel date.
3. Student activity travel must have a designated college approved sponsor (usually a college employee) accompany students on the trip.
4. Student activity travel must be requested for students that are members of a chartered ASG club or an approved college organization. Residence Halls are chartered clubs.
5. A request for an "official student activity travel function" must provide a travel description for each trip to include the following:
 - a. The Educational Purpose of the Trip
 - b. The Objectives of the Trip
 - c. The Outcomes to be Achieved from the Trip
6. After a trip has been approved by an immediate supervisor according to the criteria listed, any additional clarification needed by Physical Plant or Purchasing personnel will be directed to the supervisor or the staff involved.

Requests that meet the criteria of items 1-6 will be considered "official student activity functions" and will qualify for travel approval based upon budget and vehicle availability.

IP 2.11 Purchasing Rules & Procedures

Contact Purchasing at ext. 6702 for guidelines and frequent updates. PLAN AHEAD.

Any independent or personal service request should be reviewed with the Human Resources Office prior to committing to a service. This includes, but is not limited to, non-campus printing projects, entertainment services, program speakers, etc. If you are not certain whether or not a service is considered an independent or personal service, contact the Director of Human Resources at ext. 6661.

IP 2.12 Keys

Key control is the responsibility of the Physical Plant. Staff members desiring keys should make the request through their immediate supervisor or Department Chair and the request will then be forwarded to the Physical Plant for processing. Keys are not to be given to any other staff, student, or family member. Each employee is fully responsible for the use, misuse of his or her keys. Upon termination of employment, the keys must be returned directly to the HR Office, not to the supervisor or left in the office for the position replacement. A request for keys may be made using the Physical Plant Key Request form located through the Computer Services Work Request link on your desktop.

IP 2.13 Parking

All staff should register their vehicles with the HR Office and complete a vehicle registration form. A parking sticker will be issued. All staff members are expected to comply with vehicle policies and state and local motor vehicle laws.

IP 2.14 Office/Equipment Moves

If an equipment or office move is within a department, the employee requesting the move must first submit an office move request form via the computer services website. This request will be examined by the appropriate Director, Department Chair, and/or Vice President. If the move is intra-departmental and does not unduly disrupt delivery of instruction or other important processes, the appropriate Director, Department Chair, or V.P. has the authority to approve the request within budgetary boundaries. If the move is interdepartmental, its feasibility will be reviewed by Administration through the assistance of the Facility Planning and Use Committee. Upon completion of the review, the requester will be notified of the status of the request.

IP 2.15 Facilities Use

All requests to reserve college facilities for special events should be directed to the Facilities Use Coordinator, Ext. 6642. The Facilities Use Coordinator coordinates the scheduling of all facilities on campus to ensure appropriate setups and space availability. Scheduling is on a first-come, first-serve basis.

Final set ups must be requested in writing at least 72 hours before the event. Once a set up is completed, Physical Plant assistance cannot be requested to change that set up without 24 hours written notice and approval by the Director of the Physical Plant.

Prior to the first day of May, college groups will be given precedence over outside groups for scheduling for the following year. There are two exceptions to this rule: 1) Individuals desiring to use only the Bank of Colorado Event Center should make reservations through the Event Center Director; 2) Normal/standard classrooms are scheduled through the respective Department Chair's office. Activities and other classroom assignments are scheduled through the Facilities Use Coordinator and the Department Chairs will be notified of all activities taking place in their respective buildings.

IP 2.16 NJC Equipment Use

The NJC phone system, fax machines, copy machines, or any other college equipment are considered college property available primarily for college related business. Employees inappropriately using college equipment are subject to corrective action up to and including termination of employment.

IP 2.17 Grooming and Appearance

All employees are expected to maintain a clean and neat personal appearance, keeping in mind the students and community often form opinions about the quality of NJC based in part on personal appearance. Business attire is encouraged for daily professional activities. Supervisors may determine what type of dress is appropriate for their particular area of supervision. Employees are encouraged to wear NJC logo clothing every Friday!

IP 2.18 Grant Approval Procedure

Before any grant is written, the "Intention To Write A Grant" form must be completed and returned to the Grant Coordinator, who will secure the College President's signature. The Coordinator will help all faculty/staff who would like help in preparing a grant. Prior to being sent, all grants must be proofread by the Coordinator. Contact the Grant Coordinator at Extension 6830 for appropriate procedures/guidelines.

IP 2.19 Professional Development

The NJC Foundation facilitates staff tuition scholarships in this regard through the President's Discretionary Scholarship. NJC allows staff nine (9) credits in a fiscal year (pro-rated for less than 12-month employees if benefit eligible). Scholarship request forms and a copy of the Professional Development – President's Discretionary Scholarship Procedure may be obtained by contacting the Human Resources Office at ext. 6730.

When available, professional development/activity funding is available to NJC employees through the Human Resource Leadership Team (HRLT). Contact your department/division member of HRLT with professional development requests.

Other types of professional development may be granted per BP 3-65 Professional Development and SP 3-65 Sabbatical Plan and Report.

Reference: BP 3-65 Professional Development; SP 3-65 Sabbatical Plan and Report

IP 2.20 Business Cards

Faculty and staff members who need business cards should contact the Human Resources Director at ext. 6661. Costs will be billed and paid from the departmental budget to which the requesting party is assigned.

IP 2.21 Bookstore

The NJC Bookstore provides a 10% discount to staff members for any merchandise purchased. In addition, the Bookstore is the primary contact when ordering textbooks. Contact the Bookstore by calling ext. 6789.

IP 2.22 Library Services

The library provides many services to the college faculty. Faculty members are encouraged to recommend materials for acquisition, including books, periodicals, reference works, audio-visual materials, and electronic resources. In addition, the Library Director will often solicit faculty input regarding the weeding of library collections (the withdrawing of outdated resources) in subject disciplines. The library offers interlibrary loan services and access to the library's online catalog and other electronic journal databases.

Faculty members have various loan periods, dictated by material type. For example, faculty members may check out instructional videos for four weeks. Faculty members may also request that the Library Director approve extended loan periods for reference and other monograph titles, as well as for some AV materials. If another library user requests materials that are on extended loan to faculty members, the faculty member will be asked to return the materials; the item(s) may then be rechecked out after the other user is finished. Faculty members are not assessed overdue fines, except for those associated with interlibrary loan materials. Faculty members may be held responsible to

pay replacement costs assessed on any lost materials. Any questions regarding library services can be answered by calling ext. 6612.

IP 2.23 Posting Procedure

The following procedure for posting of materials on campus is applicable to all employees, students, and campus visitors. Northeastern Junior College prohibits the solicitation, distribution, and/or posting of materials, including electronic and campus mail distribution, on NJC property and/or systems by any employee or non-employee, except as may be permitted by the NJC Administration through the V.P. for Students Services. The sole exception to this procedure is distribution of information for college, charitable, or community related events and activities directly supported by NJC Administration and/or NJC sponsored programs related to the NJC mission and goals. The posting of materials on painted and varnished surfaces can cause damage and/or excessive time and materials to remove, clean, and/or repaint or varnish. ***Persons posting any material in or on any campus building or property must comply with the following requirements:***

1. Local businesses may not solicit by posting items in any of the campus buildings without the proper approval of the V.P. for Student Services. Prior to posting, items to be posted must be approved, stamped, and dated in the Students Services Office located in HSC 115. It will be up to the discretion of the individual residence hall directors as to whether or not flyers for local businesses will be placed at the check out desks in each of the residence halls.
2. Employees may not solicit other employees during work times, except in connection with a NJC approved or sponsored event (i.e. Student Club Fundraiser).
3. Campus administrative assistants are authorized to approve posting of notices that originate in their specific divisions or offices.
4. Centralized Services may also approve on-campus notices for posting.
5. Person posting items may only post on bulletin boards, laminate surfaces, or cork strips.
6. Items **may not** be posted on any painted, varnished, or glass surfaces. Please use tacks on bulletin boards/cork strips. No masking tape will be allowed (blue clean release masking tape is acceptable).
7. **Items may be posted for a period of up to 30 days.** The individual or organization that posts items must remove those items within 24 hours after the scheduled event or the 30-day time period.
8. Any posted items that are contrary to policy or deemed inappropriate will be removed and destroyed by building personnel.
9. The individual or organization requesting approval for posting accepts the responsibility for the posters plus any damages that may occur due to noncompliance of posting policies as determined by the V.P. for Student Services.
10. Questions concerning this policy should be directed to the V.P. for Student Services, HSC 116, Ext. 6672.

IP 2.24 Sales and Solicitation

Effective: 3-24-08

Reference: State of Colorado Personnel Board Rule 1-18 & 9-3
CCCS Employee Organization Access Guidelines
Student Handbook Sales & Solicitation Procedure 3.15

Applicable to: All employees, students, and campus visitors of Northeastern Junior College

- A. All sales, solicitations, canvassing, exhibits, demonstrations of products on campus property must be approved by the President of the College, Vice President of Student Services, or Director of Human Resources.
- B. All advertising of sales, solicitations, canvassing, exhibits, and demonstrations of products with the intent to sell is prohibited on campus property, unless appropriate written approval has been received from the President, Vice President of Student Services, or Director of Human Resources. Upon written approval, the approving office will provide access information on designated areas.
- C. Solicitors, sales persons, peddlers, and canvassers seeking students and/or NJC staff are not permitted to operate on the college campus without administrative approval.
- D. Faculty, staff or students at Northeastern may not operate as a sales representative or a solicitor on campus without written administrative approval.
- E. Products, services, food delivery, merchandise preordered off campus can be delivered on campus (excluding beer or alcohol), if the delivery person receives approval from the supervisor of the building where delivery is to be made.
- F. Student lists with any personally identifiable information, (other than directory information) is considered confidential and cannot be released for any sales or solicitation. Anyone using such student lists is in violation of the Student Records Law and College Policy.
- G. Staff lists with any personally identifiable information, other than directory information, is considered confidential and cannot be released to any individual or organization for sales or solicitation.

Approved: 3-24-2008
Dr. Lance Bolton, President
Northeastern Junior College