



Employee Handbook



Table of Contents

Welcome	1
Disclaimer	1
Strategic Plan	2
State Technical College of Missouri History	3
Equal Opportunity and Commitment to Diversity	4
Employee Rights	4
Equal Opportunity	4
Americans with Disabilities Act (ADA) and Reasonable Accommodation	5
Commitment to Diversity	6
Harassment and Reporting	6
Conflicts of Interest and Confidentiality	8
Conflicts of Interest	8
Confidential Information	8
Employment Relationship	9
Employee Privacy	9
Privacy—Social Security Numbers	9
Employment Classification	9
Meal and Rest Breaks	10
Time Reporting	10
Overtime Compensation (Non-Exempt Employees)	10
Pay Checks	11
Salary	11
Employee Personnel Files	11
Separation from Employment	12
Training and Development	13
Professional Development (PD)	13
Professional Development Events	14
Professional Development Fund Request	14
Workplace Safety	15
Drug-Free and Alcohol-Free Workplace	15
Tobacco-Free Campus	16
Workplace Violence Prevention	16
Workplace Safety	17
Workplace Guidelines	19
Main Campus Operating Hours	19
Attendance	19

Job Performance and Reviews	20
Outside Employment.....	20
Attire and Grooming	21
Guidelines on Business Casual Attire	21
Social Media Acceptable Use	22
Solicitation, Distribution, and Posting of Materials.....	23
Electronic Communication and Internet Use	23
General Employee Conduct	24
Progressive Discipline.....	24
Time Off and Leaves of Absence	25
Holidays	25
Leave Accrual	25
Family and Medical Leave Act (FMLA)	26
Military Leave	28
Bereavement Leave.....	29
Shared Leave Pool.....	29
Procedure for Shared Leave Pool Request.....	30
Employee Benefits	30
Benefits Offered	30
Workers' Compensation.....	31
Employee Assistance Program.....	31
EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT	32
EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY	33

Welcome

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

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. We are the #1 Technical College in the nation! Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective technical education in the industry. With your active involvement, creativity, and support, State Tech will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our team and success. Please take time to review the contents of this handbook. If you have questions, please feel free to ask your supervisor or to contact the Human Resources (HR) department.

Disclaimer

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this handbook is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Those details will be contained in your employment agreement and applicable laws.

Nothing in this employee handbook is intended to interfere with, restrain, or prevent concerted activity as protected by Missouri Revised Statutes, Section 29. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. State Technical College of Missouri employees have the right to engage in or refrain from such activities.

If statements within this handbook are found to be in conflict with current or future state or federal laws, regulations, written policies or procedures, then handbook statements will be considered superseded and the law, regulation, policy or procedure takes precedence. A change memorandum may be published until such time the current Employee Handbook is superseded.

This employee handbook discusses many, but not all, of our policies in part or in whole. For a complete listing of our policies at length, please refer to our digital [Policy Library](#) on our website.

This edition of the employee handbook supersedes previous versions of the State Technical College of Missouri's Employee Handbook.



Strategic Plan

Our Mission	The State Technical College of Missouri prepares students for profitable employment and a life of learning.		
Our Vision	State Technical College of Missouri, as the premier public institution of technical education supporting economic development in the state of Missouri, is dedicated to serving the state's diverse population. As a student-centered education community, the institution maximizes students' learning potential by providing them with specialized knowledge in traditional and emerging technical areas as well as general knowledge that fosters a life of learning.		
Values	<p>To fulfill our mission and to achieve our vision, State Technical College of Missouri values the following:</p> <ul style="list-style-type: none"> • Responsiveness to the economic development needs of the state of Missouri. • A comprehensive academic experience that prepares students for employment in technical careers of today and tomorrow. • A collaborative academic environment that fosters continued growth, academic freedom, and professional development of faculty and staff. • An inclusive campus community that reflects the region's demographics and embraces Missouri's diversity. 		
Strategic Goals	The four strategic goals below are meant to provide high-level guidance for all strategic plans. The objectives below indicate what will be accomplished institutionally. The strategies are supported at the division, department, and program levels through individual plans.		
Goal	Objective	Strategy	Description
1			<i>Meeting our Statewide Mission by growing the workforce and preparing students for profitable employment and a life of learning.</i>
	1.1		Provide a transformative educational experience.
		1.1.1	Deliver the highest quality technical education.
	1.2		Continue to grow enrollment.
		1.2.1	Identify and grow participation in degree programs that meet the critical workforce needs of the region.
	1.3		Maintain a three-year average graduation rate of 73%, a retention rate of 83%, and a placement rate of 98%
		1.3.1	Identify and implement approaches that increase student access, success, completion, and grow opportunities for graduates through industry relationships.
2			<i>Empowering excellence inside and outside of the classroom is key to growing reputation and enrollment.</i>
	2.1		Align compensation to market salaries.
		2.1.1	Increase faculty and staff compensation and decrease equity gaps.
	2.2		Develop individual annual Personal Development Plan (PDP) priorities.
		2.2.1	Establish comprehensive professional development opportunities for all employees.
	2.3		Engage all employees in goal setting through a strategic planning framework.
		2.3.1	Engage employees in a shared sense of purpose and community.
3			<i>Maintaining outcomes during growth while minimizing additional costs through improved efficiency and additional revenues.</i>
	3.1		Decrease reliance on state appropriation for ongoing expenses.
		3.1.1	Identify and implement efficiency measures.
	3.2		Grow gifts to \$1M annually.
		3.2.1	Move towards a model of financial sustainability through external funding and program growth.
	3.3		Maintain cost center accountability for 100% financial performance.
		3.3.1	Promote fiscal transparency, autonomy, and accountability.
4			<i>Deliver a positive student experience that fosters personal and professional growth.</i>
	4.1		Deliver a residential college experience on a 2-year campus.
		4.1.1	Identify opportunities to engage students in high-impact student experiences.
	4.2		Prepare students for a lifetime of meaningful societal contribution.
		4.2.1	Provide opportunities for campus community engagement.
	4.3		Create a culture that values professionalism.
		4.3.1	Establish job readiness as a State Tech benchmark.

State Technical College of Missouri History

Our history is something we are very proud of and we incorporate into our organization every day. In the early 1960's, Thurman Willett, then superintendent of the Linn Public Schools, had a vision. His vision was to create an alternative to baccalaureate or liberal arts junior college educational programs. He wanted a program that would teach technical skills to adults, who had completed high school or equivalent education, in order to prepare them for profitable employment and a life of learning.

Working within the community and the educational system, Thurman Willett's vision would begin to take shape in the fall of 1961. Supported by a grant from the National Defense Education Act of 1958, Linn Technical Junior College was formed and offered the first class in Electronics. Our college began to grow and mature, by 1965 our programs offered continued to increase and the college was awarded the status of Area Vocational Technical School. In 1968, Linn Technical Junior College was renamed as Linn Technical College.

In 1991, legal authority was established for the granting of Associates Degrees and Certificates. Soon thereafter in 1995, Missouri Senate Bill 101 established our school as Linn State Technical College and gave us a statewide mandate. Up until this point, our college had been managed by the Osage County R-II School Board, but in 1996 a Board of Regents was formed and accepted that responsibility with Donald Claycomb named as the Board of Regents first president. Once the board was established, Linn State Technical College of Missouri became Missouri's first and only public institution devoted solely to the technical education at the Associate of Applied Science level.

In 2013, Missouri House Bill 673 changed our name once again and it remains our current brand. On 1 July 2014, our college officially became State Technical College of Missouri. State Tech is a growing technical college located in Linn, Missouri. With pride we acknowledge we graduate 75% of our students, and of those who graduate, we boast a 99% job placement rate.

As proud as we are of our history, we hope it is evident that we continue to write our history every day. As an employee of our organization, you will have the opportunity to help with that. You don't have to be an employee very long to recognize that this college changes lives.

Welcome aboard.

We Are, State Tech – We are the Employer's Choice!

Equal Opportunity and Commitment to Diversity

Employee Rights

State Technical College of Missouri complies with employee rights and protections provided by State, Federal and local laws. Employees have the right to:

- Not be harassed or discriminated against (treated less favorably) because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history).
- Receive equal pay for equal work.
- Receive reasonable accommodations (changes to the way things are normally done at work) that are needed because of their medical condition or religious beliefs, if required by law.
- Expect that any medical information or genetic information that they share with their employer will be kept confidential.
- Report discrimination, participate in a discrimination investigation or lawsuit, or oppose discrimination (for example, threaten to file a discrimination complaint), without being retaliated against (punished) for doing so.

Employees believing these, or other rights given to them by State, Federal, or Local laws, have been violated are encouraged to report the violations using State Tech's Harassment and Grievance procedure.

Equal Opportunity

State Technical College of Missouri provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

State Technical College of Missouri expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

State Technical College of Missouri will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon State Tech's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Chief of Staff. The college will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Chief of Staff or the HR Compliance Specialist.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
3. Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Employees should report discrimination or retaliation on the grievance form found on our [Ready to Report](#) website.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

State Tech is committed to the fair and equal employment of individuals with disabilities under the ADA. It is State Tech’s policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the college. State Tech prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. If an employee or an applicant with a disability needs an accommodation to perform the essential functions of the position, the individual should complete an Employee Request for Reasonable Accommodation form and contact the HR department to clarify what the individual needs and to identify possible accommodations. If requested, the employee or applicant also is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of State Tech to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. State Tech prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws.

Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Commitment to Diversity

State Technical College of Missouri is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the college and are valued for their skills, experience, and unique perspectives. This commitment is embodied in college policy and the way we do business at State Tech and is an important principle of being a sound educational institution.

Harassment and Reporting

It is State Technical College of Missouri's policy to prohibit intentional and unintentional harassment or discrimination of or against job applicants, employees, student employees, or contractors by another employee, supervisor, vendor, or customer based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by State Tech.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. State Technical College of Missouri will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. This institution's Sexual Harassment policies and procedures are bound by both Title VII and Title IX Federal laws. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate State Tech's policy.

Reporting. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may submit your grievance directly to your immediate supervisor or department manager, the Chief of Staff, the Title IX Coordinator or any other member of management with whom you feel comfortable bringing such a complaint to. You may also submit your complaint online at <https://www.statetechmo.edu/campus-services/counseling-services/ready-to-report/>. The complete Grievance Policy and Procedure can be found in our policy library at this link. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report using one of the processes listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved. If the investigation confirms conduct that violates this policy has occurred, State Technical College of Missouri will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any

such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest and Confidentiality

Conflicts of Interest

State Technical College of Missouri expects all employees to conduct themselves and college business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

This College will make every effort to identify conflicts of interest and ensure that employees, individuals, or representatives entrusted with College funds will not personally or professionally benefit from the award or expenditure of such funds. Identified conflicts of interest should be reported to the office of the President. Unreported conflicts of interest may result in disciplinary action at the discretion of the President including the possibility of termination.

The College will appropriately disclose in writing any potential conflict of interests to Federal award agencies and pass-through entities in accordance with applicable Federal awarding agency policy.

Confidential Information

The protection of confidential information is vital to the interests and success of State Technical College of Missouri. Confidential information is any and all information disclosed to or known by you because of employment with the college that is not generally known to people outside the college about its business.

Information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, the employee should first check with his or her immediate supervisor. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Additionally, The Federal Education Rights and Privacy Act (FERPA) applies to State Tech employees. FERPA protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Student records are protected by college practices outlines under the Article Identify Theft Prevention and further by federal laws pertaining to academic, financial, and health records. The College shall keep records necessary to perform activities as directed by the Board of Regents and conform to all applicable state and federal laws including but not limited to the Family Educational Rights and Privacy Act (FERPA); Gramm-Leach-Bliley Act; the Health Insurance Portability and Accountability Act (HIPPA)

Employment Relationship

Employee Privacy

It is State Tech's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the college and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on college premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of college facilities only for the business purposes of the college. Accordingly, materials that appear on college hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the college at any time without notice to the employees. Employees do not have an expectation of privacy with respect to any material on college property. State Tech regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, State Technical College of Missouri has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

Privacy—Social Security Numbers

It is State Technical College of Missouri's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, State Tech classifies its employees as shown below. State Tech may review or change employee classifications at any time.

Full time:

Employees who work a minimum of 30 hours weekly and maintain continuous employment status and do not hold a temporary position. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

- Exempt: Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

- **Nonexempt:** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked as indicated in the Overtime section of the Compensation Policy.

Part time:

Employees who regularly work less than 30 hours weekly and maintain continuous employment status and do not hold a temporary position. Part-time employees are not eligible for the benefits offered by the college. Part Time employees are excluded from being compensated at 2 times the hourly rate for work performed on Sundays or holidays.

Temporary, full time:

Employees who are hired as interim replacements to temporarily supplement the workforce to assist in the completion of a specific project and who are temporarily scheduled to work the college's full-time schedule for a limited duration.

Temporary, part time:

Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration.

Adjunct: Instructors who are hired to teach on a temporary basis

All contracts shall clearly state the job title, classification and if applicable, duration of the period of employment. Where an employee has no executed contract, that employee shall be an employee at will.

Meal and Rest Breaks

While Missouri law does not mandate meal or rest breaks, State Technical College of Missouri recognizes the importance of providing employees with reasonable opportunities for meals and rest during the workday. Supervisors may assign a specific unpaid lunch break, which will not exceed one hour. Employees should coordinate their lunch and rest break schedules directly with their immediate supervisor. In instances where employees are required to attend a college event and a meal is provided, that meal period will be considered a working lunch and will be compensated as time worked.

Time Reporting

A work hour is any hour of the day that is worked. The workday is defined as the 24-hour period starting at 12:00am and ending on 11:59pm. The workweek covers seven consecutive days beginning on Monday and ending on Sunday. The usual workweek period is 40 hours.

Each hourly or nonexempt employee is responsible for maintaining an accurate daily record of his or her hours. All absences from work schedules should be appropriately recorded. Employees are not permitted to be non-paid unless circumstances have been approved or required by law. Time records shall be approved by the employee's supervisor.

Overtime Compensation (Non-Exempt Employees)

Employees may be required to work extended hours. Employees who anticipate the need for

overtime to complete the week's work must request approval from their supervisor before working hours that extend beyond their normal schedule. Overtime compensation for nonexempt employees who exceed 40 hours of work time in a workweek will be paid at 1.5 times current hourly rates. Unless otherwise excluded, Non-Exempt employees who work on Sunday or holidays will be paid at 2 times hourly rate regardless of total hours worked. Paid leave, such as regularly scheduled leave, sick leave, holidays, or vacation leave, does not apply toward work time.

Pay Checks

State Technical College of Missouri's pay periods are monthly from the first day of the month until the last day of the month. Paydays for all employees are monthly on the 7th. If payday falls on a federal holiday or weekend, paychecks will be received on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts. Overtime that is worked in a week that falls between two pay periods, will be paid on the later pay period.

Salary

Salary is determined by a number of non-discriminatory factors that may include education level, skills, abilities, professional experience, demand for the job position, job performance, nature of position, job difficulty, and market value of the position as indicated by the Bureau of Labor Statistics (BLS) and College and University Professional Association (CUPA). Salary ranges are determined by the Vice President of the hiring department or program and the College President. Salary increases are provided across the board after approval from the College Board of Regents.

Application of Board approved salary increases.

Across-the-board salary increases are approved at the June semi-annual Board of Regents meeting. Increases are effective with the start date of an annual contract. In the absence of an annual contract, the increase is effective the first day of the fiscal year (July 1). Increases, if approved, may apply to all eligible full-time employees on the first day of the fiscal year (July 1). Across-the-board raises do not apply to:

- Faculty contracts in payout status that are not being renewed.
- All employees with an employment start date of January 1st or later in the applicable year. Current employees who accept a new position that results in a pay increase, on or after January 1st in the applicable year.
- Adjunct Instructors. Adjunct employee compensation is evaluated on a year-to-year basis.

Individuals may request equity adjustments based off the Equity Adjustment Request process. This process applies to all fulltime employees.

Employee Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may request copies. Inspections by employees must be requested in writing to the HR department and will be

scheduled at a mutually convenient time. Personnel files are to be reviewed only in the presence of a member of Human Resources. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Separation from Employment

The College has generally two categories of employees. The first category of employee is generally referred to as staff and are at-will employees who are legally entitled to resign after giving the required period of notice to that College. Resigning employees are encouraged to provide no less than two weeks' notice, in writing, to facilitate a smooth transition out of the organization. Leave will not be approved for employees in the last two weeks of employment. Some positions may require several months of transition while others may only require the obligatory two-week notice. The college retains the right to terminate an employee at any time.

The second category of employee is contracted employees who sign an agreement for employment for a fixed term, typically faculty working 9, 10, 11, or 12 months. During the fixed term, the college may not terminate a contracted employee without cause nor may the employee who has agreed to work for a fixed term resign without cause. Contracted employees wishing to resign their employment prior to the end of the contract may only do so with the permission of the President of the College and mutually agreed upon satisfaction of the legal obligations the contract requires. These obligations include compensation of an appropriate amount to the college for the cost of obtaining a replacement and other expenses related to the process.

Retirement: The decision to retire from MSOERS system is an important step in an employee's career and requires working closely with MOSERS to understand all options available and meet all required deadlines. MOSERS does not communicate an employee's decision to retire to the College. Employees who have decided to retire are required to notify their supervisor and Human Resources in writing at least one month before the planned retirement date.

Job abandonment: Employees who fail to report to work or contact their supervisor for three consecutive workdays may be considered to have abandoned the job without notice, effective at the end of the third day. The supervisor shall notify Human Resources at the expiration of the third workday and may initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire. Contract employees who abandon their position before the end of the contract term will be responsible for damages associated with the breach of contract.

Rehire: Former employees who left the College in good standing and were classified as eligible for rehire may be considered for reemployment. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Return of College Property: The separating employee must return all College property at the time of separation, including but not limited to uniforms, cell phones, keys, electronic devices, and identification cards

Exit Interview: Human Resources will contact the separating employee to schedule an exit interview on the employee's last day of work or another day, as mutually agreed on.

Accrued Vacation: All compensable leave will be paid in the last paycheck or as soon as administratively possible.

Leave Reciprocity between State Agencies: The College will accept the transfer of hours of leave from several state agencies. The College will accept up to 96 hours of vacation and unlimited sick leave from participating agencies. Employees may likewise choose to transfer vacation and sick leave to a participating agency upon termination if eligible.

Health and Welfare Benefits: Health and welfare benefits terminate on the last day of the last month of employment. Employees will be required to pay their share of any elected dependent and voluntary benefit premiums through the end of the month of termination. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided upon termination of employment.

Training and Development

State Technical College of Missouri recognizes training and development as a strategic tool for the growth and productivity of our institution. In addition, training and development are drivers of workforce engagement that not only help contribute to job satisfaction, they provide assurance that compliance measures and requirements are met, ultimately benefitting employees and the college. Accordingly, State Tech conducts training to support professional development, leader and supervisor development, and compliance efforts.

Professional Development (PD)

All fulltime employees are required to have a minimum of 36 hours of professional development each year. The professional development year begins August 1st and concludes on Commencement day, the following year. Industry Development/College Service requirements may be completed during the Summer months but may only be counted toward either the preceding years PD requirements or the coming year. The following are required professional development areas and minimum training required:

- Organizational Development – 4 hours per year.
 - Focused on developing higher education employees. This professional development is selected by the college each year.
- Industry Development/College Service – 16 hours per year.
 - Industry Development - Focused on developing field specific knowledge. This is professional development that is pertaining to your particular position. This is selected by the employee and is approved by the supervisor.
 - College Service - Focused on giving back to the college outside of your normal position. If you are on Faculty Senate, Staff Senate, Curriculum Committee, Higher Learning Commission Committee, Student Club Advisor, and Staff and Faculty Mentoring, your time in this category will be met. These are the only committees that will count as meeting this requirement.

- Human Development – 4 hours a year.
 - Focused on ensuring compliance within all areas of human development. This is required professional development as a state employee.
- Institutional Operations Development – 4 hours a year
 - Focused on developing smooth day-to-day operations. This is required professional development on institutional changes or integrations.
- Service – 4 hours a year
 - Focused on giving back to those in need. This is professional development on giving back and learning from our experience about accountability to our community.
 - Working participation supporting the Annual State Tech Cup completes this requirement.
- Team Development – 4 hours a year
 - Focused on developing a team atmosphere within our organization.

Professional Development Events

State Tech conducts professional development events and makes training available that will assist in meeting many of the above PD requirements. In person events are typically conducted in August and September with digital training, using the Canvas Learning Management System, available throughout the Fall and Spring semesters. Employees work through their supervisor to complete requirements not met by the professional development events and available training. All professional development requirements completed are recorded on the Professional Development Tracking Form and submitted to HR no later than the commencement ceremony indicated on the institutional calendar.

Professional Development Fund Request

Professional Development Funds are intended to support individual faculty and staff professional development activities and should be aligned with personal development plans, department plan, and college strategic plan. The professional development funds are held by HR and will be transferred to the appropriate budget line after the expense has been incurred.

Procedure

Employees may complete a Professional Development Fund Request Form in the beginning of the fall semester for consideration. Exact date requirements will be communicated to employees through an email notification to the college. An employee may request a maximum of \$1000 in a single year (July 1-June 30) for professional development. Employees may supplement professional development funds with program/department budget when the expense is allowed (program budgets may not be used for college courses).

- Awards will not be carried over from one fiscal year to the next.
- Requests will not be accepted after the expense has been incurred.
- If requests exceed funds available, those that most closely align with college priorities will be funded first.
- In cases where the professional development activity is extremely impactful exceptions may be granted.

Allowable Reimbursements

- Conference/Research Expenses – including membership, registration, flights, lodging, meals, gas mileage, etc.
- Editorial services/fees for article, journal or book submissions
- Continuing education course(s), seminar(s), or certification(s)
- Workshop fees
- College Courses related to pursuit of degree or position

Ineligible Expenditures

- Student salaries
- Personal book or journal subscriptions
- Hardware or computer software

Workplace Safety

Drug-Free and Alcohol-Free Workplace

It is the policy of State Tech to maintain a drug-free and alcohol-free work environment that is safe and productive for employees and others having business with the college.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance, including marijuana or other cannabis products, while on college or client premises or while performing services for the college is strictly prohibited. State Tech also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, State Tech prohibits off-premises abuse of alcohol and controlled substances including marijuana or other cannabis products, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the college's reputation in the community.

Marijuana remains a Schedule 1 Substance under the 21 USC Controlled Substance Act. Federal laws prohibit universities and colleges receiving federal funding from allowing any form of marijuana/cannabis use or possession on their premises. Accordingly, State Tech considers the use, possession, purchase, sale, or distribution of marijuana or cannabis in any form, on college or client premises as unauthorized and is prohibited.

If an applicant or employee has a valid medical card for marijuana and a positive test was due to lawful consumption off of State Tech's premises and not during work, State Tech will engage in an interactive process with the applicant or employee to determine if the legal use of marijuana affects the ability to perform job-related employment responsibilities, affects the safety of others, conflicts with a bona fide occupational qualification that is reasonably related to the applicant's employment, or whether the employee's position is governed by Federal Department of Transportation requirements. A positive confirmation test without justified explanation will result in a rescinded job offer or disciplinary action, up to and including termination. To ensure compliance with this policy, substance abuse screening may be conducted for cause upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance.

Employees who are involved in any vehicle accident while driving a vehicle owned or managed

by State Technical College of Missouri or any accident in which State Tech property is broken or causes damages totaling \$1000.00 or more, will be required to promptly report for drug and alcohol testing. Employees who are involved in any accident must report it immediately to their supervisor. Employees involved in on-the-job injuries to themselves, or another employee or person requiring medical treatment other than first aid in which there is a reasonable basis for concluding that illegal drug, alcohol or marijuana use could have contributed to the incident will also be required to promptly submit to drug and alcohol testing unless testing is precluded by OSHA guidelines (i.e. bee stings, repetitive strains, lack of machine guarding or tool malfunctions).

Compliance with this policy is a condition of employment. Employees who have a confirmed positive test result in violation of this policy or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Employees engaging in the performance of work supported by a federal grant or contract, as a condition of employment, must notify the College of any Criminal Drug Statue Conviction for a violation occurring in the workplace no later than five days after each conviction. The College must notify the contracting party within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Tobacco-Free Campus

The use of tobacco products and electronic delivery devices are prohibited at all times in or on all property State Technical College of Missouri has the authority to control. This includes the Osage County Community Center (OCCC) with the exception of the State Tech Golf Center.

The policy applies to all employees, students, and visitors.

Employees, students, and visitors will be informed of this policy through a variety of methods, which may include, but are not limited to, the following:

- signs posted in and on State Tech property
- State Tech website
- e-mails
- newsletters
- handbooks and manuals
- student and employee orientation / training

State Tech will offer cessation resources to employees and students who desire to quit using tobacco products and/or electronic delivery systems. All employees are authorized and encouraged to communicate this policy with civility to colleagues, students and visitors. It is everyone's responsibility to ensure the policy is followed. Questions regarding this policy should be addressed to the State Tech Chief of Staff.

Workplace Violence Prevention

State Technical College of Missouri is committed to providing a safe, violence-free workplace

for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at college-sponsored functions.

All State Tech employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the college, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

State Tech prohibits the possession of weapons on its property at all times, including our parking lots or college vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The college reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on college property. In addition, State Tech may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all college property and other items that are in violation of college rules and policies.

Workplace Safety

It is the responsibility of all employees to conduct all tasks in a safe and efficient manner that complies with local, state, and federal safety and health regulations and program standards. Although many safety regulations are consistent throughout departments and programs, all employees have the responsibility to identify and familiarize themselves with the emergency plan for areas they work in. Each facility will have posted an emergency plan detailing procedures in handling emergencies such as fire, weather related events, and medical crises.

This college requires that every employee in the organizational assumes responsibility for their own safety and the safety of the organizations. Engaging in conduct that places employees, students, or college property at risk can lead to employee disciplinary action up to and including termination.

Workplace Guidelines

Main Campus Operating Hours

State Technical College of Missouri normal operating hours are:

- Fall and Spring Semester: 8 a.m.-5 p.m. Monday-Friday
- Summer Semester: 8 a.m.-5 p.m. Monday -Thursday, 8 a.m. - 12 p.m. Friday

During operating hours all offices are to remain open. During the fall and spring semesters, individual staff may flex their hours, with supervisor approval, within the week understanding every office must be open every day from 8 a.m. - 5 p.m., including lunch. Faculty need to be available during normal operating hours, as required. The Activity Center and Library will continue to operate normal published hours. Academic Affairs will refrain from scheduling classes before normal operating hours (8 a.m.), unless necessary.

The summer operating hours will begin the week after graduation and will end two weeks prior to the start of the fall semester. All 12-month contract staff must work 40 hours each week during all fall, spring, and summer semesters. Holiday leave is only 8 hours, so If an employee is following the Summer Flex Work Schedule, additional leave time on holidays will be required to meet the 40-hour week requirement.

On designated workdays when the College is closed to the public, employees are expected to work standard hours of 8:00 a.m. to 5:00 p.m., unless otherwise directed by their supervisor. Examples of such days include, but are not limited to, the Employee Academic Year Welcome at the beginning of the fall semester and scheduled Professional Development days.

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact their supervisor as soon as possible.

Key Terms

Unscheduled Absence - Any absence of any length of time to include tardiness or early departure, that is not scheduled with the supervisor before the close of business the previous business day.

Excused Absence – An absence where an employee provides the supervisor with sufficient notice, (before close of business the previous business day); and the absence request is approved prior to the absence; and the employee has sufficient accrued paid time off to cover the absence. At their discretion, supervisors may excuse an absence if all three conditions are not met.

Unexcused Absence - Not including any absence covered by the FMLA, any absence not scheduled and approved in advance of the absence (before the close of business the previous business day); any absence not approved by the supervisor: any absence the employee does not have sufficient paid time off to cover the absence. At their discretion, supervisors may excuse the absence if any one of these conditions are present.

Inpatient Care – Care provided by a health care provider that required admission to a hospital and an overnight stay.

Supervisor Responsibility

Supervisors will notify employees when an absence is recorded as unexcused. Employees will be notified within 72 business hours of the completion of the absence period or within 72 business hours of the completion of the absence after the supervisor is aware of the absence, whichever is later.

Absences

Excessive unexcused absences (six occurrences in six-month period) may result in discipline up to and including termination. Failure to show up or call in may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Physician's Notes

Employees are required to provide a physician's note indicating the employee is cleared to return to work after an absence of three or more consecutive days of illness. Failure to provide the document may result in the absence being recorded as unexcused. Health care provider's correspondence must be on the provider's office letterhead and include the number of days absence required and/or any limitations upon your return to duty.

Job Performance and Reviews

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

All full-time employees will receive performance reviews from their direct supervisors. Periodic "Check-Ins" are conducted in the months of April and September with the formal annual performance review being conducted in February. Documentation of performance reviews, including check-in session discussions, are maintained in the human resources information system. Supervisors are to adhere to the procedures for performance reviews and check-in sessions.

Outside Employment

If Employees engage in outside work or hold other jobs, these activities must not compete with, conflict with, or compromise the College's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers that are normally performed by the College. This prohibition also extends to the use of any College tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an

excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If the college determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Employees of the College are expected to be neat, clean, and well-groomed while on the job. Clothing shall be consistent with the standards for a business environment and shall be appropriate to the type of work being performed. The appropriateness of an employee's work attire shall take into consideration the nature of the employee's work as well as the level of contact the employee may have with the public. All work attire should be clean, neat, and in good condition. Clothing and/or accessories which may create health or safety hazards will not be allowed. Name tags should be worn for all College functions and customer interactions/events. Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to these guidelines. The office dress code/attire at the college is business casual.

All employees generally should be covered from shoulders to knees at all times. No see-through clothing, or clothing with offensive messages or advertisements for liquor/cigarettes/drugs is permitted at any time. Uniforms are acceptable work attire and available to College employees. Employees may elect to pay related uniform fees through a payroll deduction.

The College is confident that employees will use their best judgment regarding attire and appearance, however the College reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of these guidelines may be cause for disciplinary action, which may result in termination.

Please note: Exceptions to attire can be made on special occasions with guidance from employee's direct supervisor. Circumstances or certain events may occur where more formal attire will be required. Employees should request guidance from their supervisor.

Guidelines on Business Casual Attire

Below are general guidelines for business casual attire.

- Bottoms:
 - Slacks or business dress pants, khakis, dark jeans without holes. No athletic leggings or shorts are allowed. Shorts are only allowed for employees working in the Activity Center, Golf Center, or Maintenance/Custodial.
- Tops:
 - Button-down shirts, nice sweaters, blouses, polo shirts, cardigans, blazers or sport coats. No t-shirts unless employee works in Maintenance/Custodial.
- Dresses:
 - Dress and skirt hemlines must be fingertip length when standing.
- Shoes:

- Loafers, boots, pumps or flats. Open-toed shoes are only allowed in positions that are not safety sensitive. No flip-flops.

Social Media Acceptable Use

State Technical College of Missouri encourages employees to share information with coworkers and with those outside the college for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the college has established the following guidelines for employee participation in social media.

Off-duty use of social media. In general, the college considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. However, employees may not post on a personal social media platform for personal purposes at any time with State Tech equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their manager and does not identify or reference college clients, customers, or vendors without express permission. The college is entitled to monitor all employee use of college computers and the Internet. In, addition, employees may not post on a personal social media platform for personal purposes during work time with State Tech equipment or property.

Respect. Demonstrate respect for the dignity of the college, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge State Tech confidential information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the college's policies.

Post Disclaimers. Employees who identify themselves as college employees or discuss matters related to the college on a social media site must include a disclaimer on the front page stating that it does not express the views of the college and that the employees are expressing only personal views—for example: “The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of State Tech.” Place the disclaimer in a prominent position, and repeat it for each posting expressing an opinion related to the college's business. Employees must keep in mind that if they post information on a social media site that is in violation of college policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights protected by Missouri Revised Statutes, Section 29 to engage in protected concerted activities with other employees to

improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation, Distribution, and Posting of Materials

This college prohibits the solicitation, distribution, and posting of materials on or at college property by any employee or non-employee except charitable and community activities supported by State Tech and college-sponsored programs related to the college's products and services. Exceptions to these guidelines are requested from Human Resource.

Electronic Communication and Internet Use

All employees are required to sign a Faculty and Staff Computer and Internet Acceptable use Agreement. A copy of the agreement will be placed in your personnel file.

Electronic equipment connected to State Tech's network and college-provided equipment (e.g., laptops, computers) and services, may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.

All use of college-provided communications systems, including e-mail and Internet use, should conform to our college guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest.

Employees are restricted from using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the college or be contrary to the college's best interests; and engaging in any illegal activities, including, but not limited to, piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and College-provided equipment. Additionally, employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.

Employees must not use the system in a way that disrupts its use by others. Employees should not send or receive large files that could be saved/transferred thumb drives. Employees are prohibited from sending or receiving files that are not related to work. Employees should not open suspicious e-mails, pop-ups, or downloads. Contact Information Technology with any questions or concerns to reduce the release of malware or to contain malware immediately.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the College.

Use of the computers and the Internet shall be in accordance with policies of Missouri Research and Education Network (MOREnet) Acceptable Use Policy, Missouri Revised Statutes RSMO-Chapter 569 Section 0569-097 with Computer Equipment and Section 569-099 with Computer Users, and other relevant state and federal laws. All network use by MOREnet members and those connected via a MOREnet site shall be for, or in support of, research, education, local, state, or national government affairs, economic development, or public service. Any MOREnet traffic that crosses onto other networks must conform to the acceptable use policy of those

networks.

All College-supplied technology and College-related work records belong to the College and not to the employee. The College may monitor use of College-supplied or network connected technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment, prosecution, and/or civil action.

Additional information is available in our complete policy located in our policy library.

General Employee Conduct

The success of our college is dependent on the trust and confidence we earn from our employees, our students and their families and community. We gain credibility by adhering to our commitments, displaying honesty, integrity, and professionalism. When considering any action, employees should consider if it will build trust and credibility for State Tech or if it will help create a working environment where students and employees can work together and succeed in meeting State Tech goals. It is the policy of State Tech that each employee complies with the following general conduct requirements while on duty and/or representing StateTech and while on State Tech grounds or sponsored events:

- Treat others with dignity and respect at all times.
- Refrain from making comments that are discriminatory, harassing, abusive, offensive or unwelcome. This applies to co-workers, students and their families, and members of the community.
- Foster teamwork and employee participation, encourage the representation of different employee perspectives.
- Avoid slang or idioms that might not translate across cultures.
- Refrain from decisions or behaviors that are based on biases.
- Avoid Conflicts of Interest. Avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs

State Tech is committed to creating an environment where everyone is treated with dignity and respect that contributes directly to the success of the college. State Tech will not tolerate discrimination, harassment or any behavior or language that is abusive, offensive or unwelcome.

Progressive Discipline

Employees have the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform to the best of their ability and to the standards as set forth in their job description or as otherwise established.

The College supports the use of progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance

issues. Our progressive discipline policy has been designed to be consistent with our organizational values, Human Resources best practices, and employment laws.

The corrective action process may include, but is not required to include, the following:

1. **Informal Discussion.** When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.
2. **Counseling.** If a private informal discussion with the employee was attempted and did not result in correction, the supervisor should meet with the employee and review/document the problem on a State Tech General Counseling form. The supervisor should permit the employee to present information regarding the problem, advise the employee that the problem must be corrected, inform the employee that failure to correct the problem may result in disciplinary action that may include discharge, and issue the counseling notice to the employee. An Informal Discussion is not required to initiate a counseling if the supervisor determines it is warranted.
3. **Performance Improvement Plan.** The employee's supervisor and a representative from the HR department will meet with the employee in private, review any previous counseling or informal discussions that have been documented and proceed to administer a Performance Improvement Plan to the employee. The improvement plan will clearly indicate the performance standard not being met, the conditions of the performance, the requirements of the plan and a timeline for plan completion and review.
4. **Failure to improve.** Failure to improve performance or behavior after the written warning or suspension may result in termination.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, the process above may be disregarded. Each attempt at Progressive Discipline will be document and retained in the Human Resource Department.

Time Off and Leaves of Absence

Holidays

Holidays and Non-Holiday time off schedules are published on the Academic Calendar and the Institutional Calendar available on the [HR website](#).

Leave Accrual

Sick Leave

All eligible employees with a minimum of 80 hours paid time in a pay period accrue sick leave. 12-month employees will earn 8 hours of sick leave per month. 9-month, 10-month, and 11-month employees will earn 8 hours of sick leave for each contracted month of employment. Accruals are reflected on the first of the month following the month of service.

Employees accrue sick leave the first of the month following the month of service. Employees may carry days forward from one month to the next. Sick leave has no balance maximum. Employees terminating employment for any reason will have their accrued, unused hours of sick leave transferred to the Missouri State Employee Retirement System (MOSERS). Leave will not be approved with less than two weeks from termination.

Sick leave may be used for an employee's personal or family member's illness, preventive care, and medical and dental appointments. When advance notice is possible, employees who are entitled to leave benefits must request leave from their supervisor in advance and record leave taken.

Leave taken beyond an employee's available sick leave balance may be unpaid unless otherwise required under state or federal law.

Vacation Leave

All eligible employees with a minimum of 80 hours paid time in a pay period accrue vacation leave. 12-month employees will earn 8 hours of vacation leave per month. Contracted employees working less than 12 months do not accrue vacation.

Employees accrue vacation the first of the month following the month of service. Employees may carry days forward from one month to the next. The maximum amount of vacation leave that can be carried forward is 192 hours. Employees terminating employment for any reason are entitled to payment for their accrued, unused hours of vacation leave and leave will not be approved with less than two weeks from termination. Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay. In the absence of accumulated leave, all deductions from employees' salaries will be made on a pro-rated basis, according to the employee's daily pay rate. Employees may transfer up to 96 hours of vacation if coming from another state agency.

Personal Leave

All full-time employees will receive 16 hours of personal leave per fiscal year). Employees hired during the fiscal year will receive a prorated number of hours of personal leave. Unused personal leave at the end of the fiscal year is converted to sick leave. Unused personal leave is not compensable

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act providing job protected leave for eligible employees experiencing qualifying events was passed in 1993. The College grants up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees experiencing qualifying events.

Eligibility. To be eligible for FMLA leave, an employee must have worked for the College for 12 months or 52 weeks, and the employee must have worked at least 1,250 hours during the 12-

month period immediately before the date when the leave is requested to commence.

Type of Leave Covered. To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- The care for a child, spouse or parent with a serious health condition (Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- A serious health condition that makes the employee unable to work.
- Reasons related to a family member’s service in the military, including
 - Qualifying exigency – Leave for certain reasons related to a family member’s foreign deployment.
 - Military caregiver leave – Leave when a family member is a current service member or recent veteran with a serious injury or illness.

Procedure for Requesting FMLA Leave. All employees requesting FMLA leave must provide Human Resources with verbal or written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days’ notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has provided this notice, Human Resources will provide the employee with the DOL Notice of Eligibility and Rights form.

Amount of Leave. An eligible employee may take up to 12 weeks of leave for qualifying FMLA circumstances during a 12-month period. The College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Any absences related to your FMLA leave should be coded as FMLA on your time card.

Intermittent Leave or a Reduced Work Schedule. The employee may take FMLA leave in 12 consecutive weeks or, when medically necessary, may use the leave intermittently (take a day periodically when needed over the year). In all cases, the leave may not exceed a total of 12 workweeks over the 12-month period.

Use of Paid and Unpaid Leave. FMLA leave may be paid, unpaid or a combination of paid and unpaid leave. All paid vacation, personal and sick leave run concurrently with FMLA leave.

Employee Status and Benefits During Leave. While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee must make arrangements with HR to pay the employee portion of benefit premiums while on leave if the leave or any portion of the leave is unpaid. Holiday pay, and pay for additional authorized days

off “College Free Days” are dependent on the employees pay status while on FMLA. Employees who have exhausted all paid time off and are in a no pay status, will not receive that pay.

Intent to Return to Work from FMLA Leave. The College requires an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

NOTE: If an employee exhausts all allowable FMLA entitlement and any remaining paid vacation, personal and sick leave, additional leave cannot be extended. Additional absences would be allowed when additional paid vacation, personal or sick leave accrued or the new FMLA rolling year started.

Military Leave

State Tech supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable local, state and federal laws.

Employees of this college who are members of the National Guard or of any reserve component of the Armed Forces of the United States are entitled to a leave of absence without the loss time, pay, regular leave, or any other right or benefit they are entitled to for a period to time not to exceed 120 hours in any federal fiscal year, (October to September).

Military leave will be calculated and charged in whole hours and only charged when the employee would have been required to work either on campus or off. Employees using military leave in excess of 120 hours in a federal fiscal year are authorized to use accrued vacation or personal time paid time off they have available. Employees without accrued paid time off, or those choosing not to use their paid time off, will be placed in a leave without pay status and are subject to payroll deductions in accordance with local, state, and federal laws.

Employees are required to notify their supervisor 30 days prior to the start of military leave or as soon as practical when orders or requirements are received. Notification may be verbal or written and should be accompanied with the orders from the issuing authority. Employees using military leave must return to work under the following timelines:

- Military Duty 1-30 days: Return the next scheduled workday after completion of duty, necessary travel time, and 8 hours of rest.
- Military Duty 31-180 days: Employees must contact the Human Resources Department within 14 days of completion of service to request reemployment.
- Military duty 180 days or more: Employees must contact the Human Resources Department with 90 days of completion of service to request reemployment.

Employees are required to submit a copy of their official military orders with a certification of completion to receive paid or unpaid military leave.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Bereavement Leave

All full-time employees are entitled to bereavement leave with compensation as outlined below:

- Time off not to exceed five consecutive working days for bereavement as a result of the death of the employee's spouse, child, parent (including step-mother or step-father), or spouse's child or parent.
- Time off not to exceed three consecutive working days for bereavement as a result of the death of the employee's sibling, grandparent or grandchild, spouse's grandparent or grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, or another member of the employee's household.
- Time off not to exceed one working day to attend the funeral of a co-worker, aunt, uncle, spouse's aunt, spouse's uncle, great-aunt, or great-uncle.

Employees may use accrued vacation, sick, or personal leave for absences due to the death of loved ones not specifically listed above.

Shared Leave Pool

The Shared Leave Pool Program has been established to provide additional leave to College employees who have exhausted all of their accrued leave time and are experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a permanent disability. This program also applies to employees caring for dependents who are experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a permanent disability.

The program is based on a "pool" concept rather than donations to a specific employee. The "pool" is defined as a single College-wide pool that receives voluntary contributions of vacation, sick, and personal hours from employees and makes the hours available to eligible employees. Employees may donate to the pool by submitting an email to Human Resources. Donations to the pool are subject to the following conditions:

- Hours must be contributed in one-hour increments.
- Employees may make one-time donations or may designate a contribution amount to be donated to the pool each month.
- Contributions may not be designated for a specific College employee.
- Contributions made will not subsequently be returned to the donating employee unless the employee becomes eligible as a recipient.

Any benefit-eligible College employee is considered eligible to receive Shared Leave providing the following conditions are met:

- The employee, or a qualified dependent, must be experiencing a personal illness or injury which is life threatening, catastrophic, or resulting in a potentially permanent disability. The illness or injury does not have to be job related. A qualified dependent is defined as any person for whom the employee is the primary care provider.
- The employee must have exhausted all accrued leave time (sick leave, vacation leave, personal leave, and compensatory time) before being eligible to withdraw from the pool.

The employee requesting Shared Leave hours is not required to have previously contributed to the pool before withdrawing pool leave. Eligible absences due to the illness or injury may be either continuous and extended or recurring and episodic. The maximum amount of time for which an employee may receive leave is 126 working days (six average working months) in any 36-month period.

Procedure for Shared Leave Pool Request

Employees request the use of shared leave by sending an email request to the Human Resources email distribution list. This email will include the reason for the request and the dates requested for the use of shared leave or appropriate length of leave needed.

Human Resources reviews the request for shared leave and gathers or requests additional information as necessary to complete the information needed to process the request. Upon completion of the packet, the Human Resources department forwards the request to the Faculty and Staff Senates for review and recommendation. Upon completion of the Faculty and Staff Senate's reviews, the packet is returned to Human Resources with a recommendation for approval or disapproval.

Upon receipt of the Faculty and Staff Senate's recommendations, Human Resources consider the entirety of the packet and recommendations of the Senates and renders the final decision. Once the final decision is made, the employee is provided the information on the decision of request.

Employee Benefits

Benefits Offered

State Technical College of Missouri offers a competitive benefits package for eligible employees. Benefits currently include health insurance, dental insurance, vision insurance, long-term disability insurance, life insurance, retirement, vacation and sick leave, and other benefits but are subject to change. For more information regarding benefits programs and their costs, please visit our [Human Resources webpage](#) or contact the HR Department.

Part Time Leave Benefits

Employees hired prior to 1/24/2020 and are employed on a permanent part-time basis, in which the employee is in pay status of at least 80 hours a month, shall be eligible to receive vacation and sick leave at the rate of one-half the full-time accrual rate. When a holiday is on a regularly scheduled day the employee works, the employee shall be credited for a normal day's pay. Employees hired after 1/24/2020 and are employed on a permanent part-time basis receive no leave benefits.

Medical, Dental, and Vision Insurance

The College offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental, and vision insurance coverage options.

Missouri State Employee's Retirement System (MOSERS)

State Tech, by state statute, offers to eligible employees Missouri State Employees Retirement System (MOSERS) benefits.

Group Life Insurance

The College offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit in the amount of one time the annual salary, or \$15,000, whichever is greater for each employee covered under the Missouri State Employees Retirement System (MOSERS).

Supplemental Benefits

Supplemental insurance may help offset costs that major medical insurance does not cover. The employee pays 100% of supplemental benefit premiums. Contact Human Resources for information regarding supplemental benefits offered by the College.

Workers' Compensation

Employees of the College are covered by the State of Missouri's worker's Compensation benefits. Employees who sustain work-related injuries must immediately notify their department supervisor and Human Resources.

Additional information is available at the Missouri Department of Insurance's website, [Workers' Compensation Frequently Asked Questions](#).

Employee Assistance Program

Through the Employee Assistance Program (EAP), the College provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the College by an outside party.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the College only if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of State Technical College of Missouri. I have read and understand my responsibilities to comply with the information provided in the handbook and policies located in within the policy library.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, college practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I also understand and agree that this agreement may not be modified orally and that only the president of the college may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the college.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the college's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE