



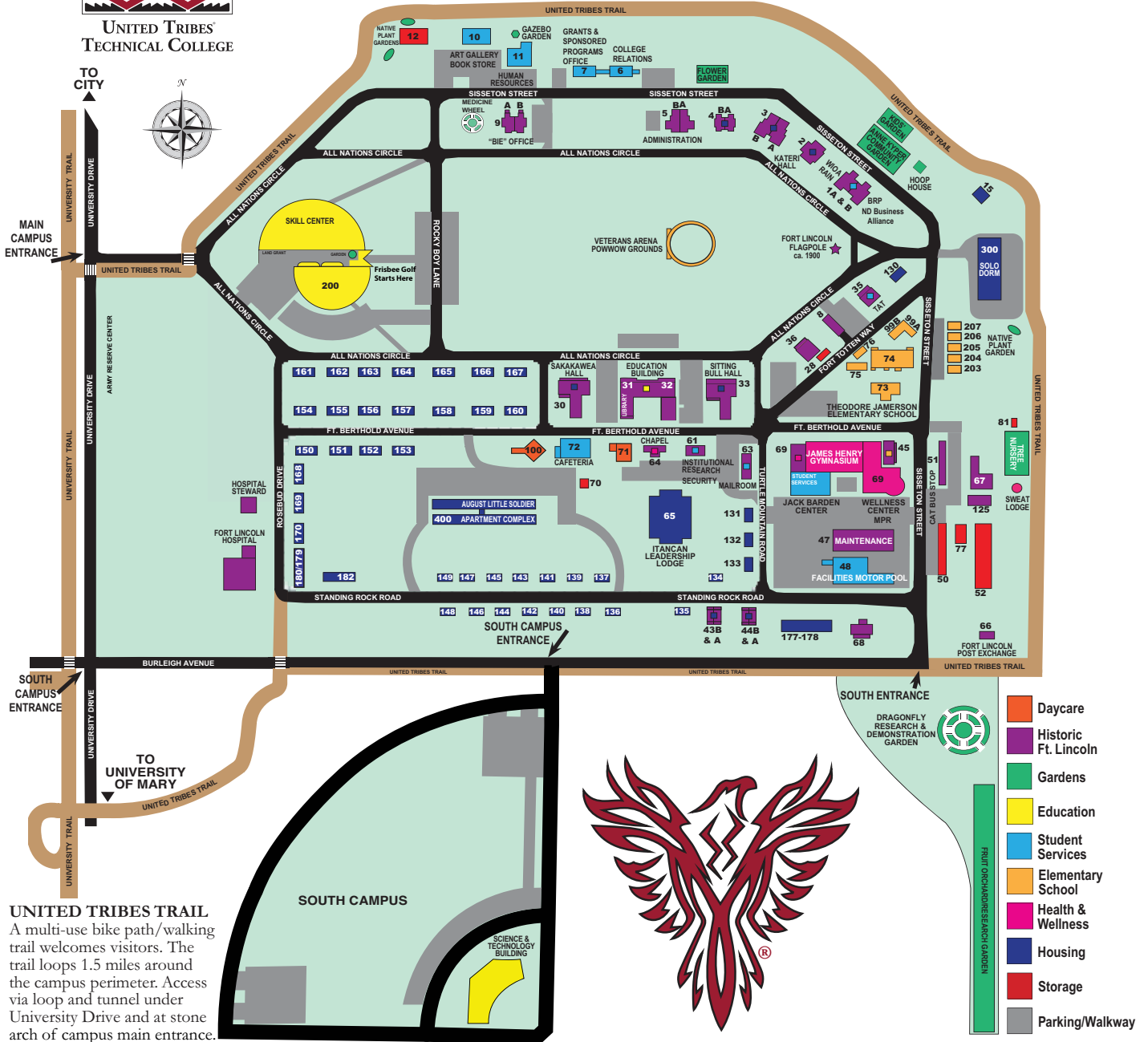
UNITED TRIBES
TECHNICAL COLLEGE

EMPLOYEE HANDBOOK



UNITED TRIBES
TECHNICAL COLLEGE

Campus Map 2019-2020



UNITED TRIBES TRAIL
A multi-use bike path/walking trail welcomes visitors. The trail loops 1.5 miles around the campus perimeter. Access via loop and tunnel under University Drive and at stone arch of campus main entrance.

NORTH CAMPUS

- 1A/B Business Resource Project
- WIOA
- RAIN
- ND Indian Business Alliance
- 2 Kateri Hall
- 3 A/B Student Housing
- 4 A/B Student Housing
- 5 A/B Administration
 - Office of the President
 - Finance
 - Facilities Director
 - Notary Public
 - Chief Financial Officer
 - Contracts & Grants
 - Payroll
 - Student Accounts
 - Travel
- 6 College Relations
- 7 Grants and Sponsored Programs Office
- 8 Maintenance Storage for Golf Carts
- 9 "BIE" Office
- 11 Human Resources
- 10 Art Gallery

- 15 Book Store
- 30 Guest House
- 30 Sakakawea Hall
- 31-32 Education Building
 - Closed for Remodeling
- 33 Sitting Bull Hall
- 35 Boys and Girls Club
- 43-44 A/B Student Housing
- 47 Maintenance
- 48 Facilities Motor Pool
- 51 Property & Supply
- 52 Warehouse
- 61 Safety & Security
- 63 Institutional Research
- 64 Mailroom
- 64 Chapel
- 65 Itan'can Oyanké Leadership Lodge
- 69 James Henry Community Center and Gymnasium
- 69 Jack Barden Student Life & Technology Center
 - Upper Level
 - Housing
 - Career Services
 - Admissions & Recruitment
 - Financial Aid

- 69 Registrar's Office
- Lower Level
 - Computer Lab
 - Library
 - Student Government Association
- 69 Lewis Goodhouse Wellness Center
 - Personal Counseling
 - Chemical Health Center
 - Disabilities Services
 - Domestic Violence Advocate
 - Psychological Services
 - Health Promotions
 - Student Health Center
 - VP of Campus Services
 - Multi Purpose Room
- 71 Infant/Toddler Center
- 72 Cafeteria
- 73-76 Theodore Jamerson Elementary School
- 203-207 Theodore Jamerson Elementary School
 - Upper Level
 - FACE Program
 - Child Development Center
 - Single Family Housing
 - Touchstone Lodge
- 99 A/B
- 100
- 130-170
- 177-178

- 179-182 Student Housing
- 200 Skill Center
 - Automotive Technology
 - Culinary Arts & Nutrition
 - Computer Information Technology
 - Graphic Design
 - Heavy Equipment Operations
 - Information Technology
 - Land Grant Extension
 - Welding Technology
- 300 Solo Dorm
- 400 August Little Soldier Apartments

SOUTH CAMPUS

- Science & Technology Center
 - Business Administration
 - Teacher Education
 - Human & Social Services
 - General Education
 - Criminal Justice
 - Environmental Science & Research
 - Pre-Engineering
 - Institutional Research & Resource Center

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Foreword

Welcome to United Tribes Technical College! United Tribes Technical College (UTTC) is committed to providing individuals and families with educational services that enhance the success of all people. UTTC continues to provide a multicultural environment that promotes educational and economic opportunities aimed at self-sufficiency and self-determination.

UTTC is an at-will employer. This manual is not intended to and does not constitute a contract between UTTC and UTTC employees. None of the provisions contained herein are interpreted as contractually binding upon UTTC. UTTC retains the right to alter any or all of the terms of this manual whenever electing to do so.

The Handbook is provided for informational purposes and gives employees a general description of UTTC personnel policies, procedures, and employee benefits. UTTC has the right to change, delete, or add policies and procedures as needed. This Handbook implemented January 2020 and any revisions supersede any previous Handbook. An up-to-date version of this Handbook will be maintained in the Human Resources Department and an electronic version will be available on the share drive.

Each employee is responsible for reading this Handbook. Please contact your supervisor or the Human Resources Department for further clarification or interpretation.

Mission, Vision, and Value Statements

Mission Statement

United Tribes Technical College provides quality post-secondary education and training to enhance knowledge, diversity, and leadership for all indigenous nations.

Vision Statement

Striving to build cultural, educated, and healthy leaders who empower their communities.

Value Statement

United Tribes Technical College Board of Director, Administration, Staff, Faculty, and Students are guided in their actions by the following values:

| | | | | | |
|---|---|------------------|---|---|--------------|
| U | - | Unity | T | - | Traditions |
| N | - | Native Americans | R | - | Respect |
| I | - | Integrity | I | - | Independence |
| T | - | Trust | B | - | Bravery |
| E | - | Education | E | - | Environment |
| D | - | Diversity | S | - | Spirituality |

UTTC affirms these values as being representative of the tribal medicine wheel concept. This takes into consideration an individual's physical, intellectual, cultural, and emotional wellness. When these ideals are practiced, the UTTC community will flourish.

1-1 Equal Employment Opportunity, Indian Preference and Veteran Preference

UTTC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or status with regard to marriage, public assistance, or as a disabled veteran in accordance with applicable federal laws, except where specific age, sex or physical requirements are a bona fide occupational qualification, or where Indian preference or veteran's preference are appropriately claimed. Must be authorized to work in the U.S. is a precondition of employment.

This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, dismissal, layoff, recall, transfer, restructuring, leaves of absence, compensation, and training.

The applicant is responsible for providing proof of enrollment in a federally recognized tribe if Indian preference is claimed. The applicant is responsible for providing a copy of his or her United States government form DD214 or his or her honorable discharge certificate from any branch of the military service if veteran's preference is claimed. Failure to provide proof will result in loss of Indian or veteran preference in employment.

Preference will be given in filling a vacant position as follows:

- Qualified Indian veteran over a qualified Indian non-veteran
- Qualified Indian over a qualified non-Indian veteran
- Qualified Indian over a qualified non-Indian
- Qualified veteran non-Indian over a qualified non-Indian, who is not a veteran

To the extent permitted by federal law, a qualified Indian is deemed to include a person who can be trained, at a reasonable cost to UTTC, to meet the qualifications of the position.

1-2 Anti-harassment

UTTC is committed to a work environment where all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, UTTC expects that all relationships among persons covered under this policy will be professional and free of bias, prejudice and harassment.

UTTC seeks to provide an environment without discrimination or harassment on the basis of race, color,

religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. UTTC prohibits any such discrimination or harassment.

UTTC encourages reporting of incidents of discrimination or harassment. UTTC will thoroughly investigate reported incidents in a timely manner, and prohibits retaliation against any individual who reports discrimination or harassment, or anyone who participates in the investigation.

Definitions of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his or her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Adversely affects an individual's employment opportunities.

Harassing conduct includes:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Demeaning jokes; or
- Written or graphic material that demeans, degrades or belittles or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on UTTC time or using UTTC equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Sexual harassment constitutes discrimination and is illegal under federal and state law. For the purposes of this policy, sexual harassment is defined as an unwelcome sexual advance, a request for sexual favors, or other verbal or physical conduct of a sexual nature.

For example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Leering, whistling, or touching;
- Insulting or obscene comments or gestures;
- Display in the workplace of sexually suggestive objects or pictures; or
- Any other physical, verbal or visual conduct of a sexual nature.

Individuals and Conduct Covered

These policies apply to all applicants, employees, or anyone directly or indirectly associated with or otherwise contracted with UTTC (e.g., An outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victim of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their supervisor, the Human Resources (HR) Department, or any member of management.

When possible, UTTC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that the behavior be discontinued. UTTC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

UTTC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. UTTC requests that the employee files their complaint within 180 days of the last incident; however, the Human Resources Department will investigate all incidents even if the earlier incidents happened more than 180 days earlier.

The Human Resources Department will investigate any written allegations of harassment, discrimination, or retaliation within five (5) working days. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual that, in good faith, reports harassment or discrimination is a serious violation of this policy and is strictly prohibited. Likewise, false and malicious complaints of harassment or discrimination are not authorized.

Employees that violate this policy are subject to corrective action and/or discipline, including and up to termination.

1-3 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a law that prohibits employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

UTTC complies with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, UTTC does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, dismissal, compensation, training or other terms, conditions and privileges of employment.

UTTC will provide reasonable accommodations to qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to UTTC. Contact the Human Resources Department with any questions or requests for accommodation.



2-1 Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and UTTC.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

UTTC has established the following categories for both nonexempt and exempt employees:

- **Full-time regular:** Employees hired to work a 40 hour workweek on a regular basis. These employees are classified as "exempt" or "nonexempt". These employees are eligible for UTTC's full benefit package, subject to the terms, conditions, and limitations of each benefit program.
 - **9-month:** Employees hired to work only during the academic year.
 - **10-month:** Employees hired to work two weeks before and four weeks after the academic year (subject to the same benefits as the 9-month employee classification).
 - **12-month:** Employees hired to work all year.
- **Part-time Regular:** Employees hired to work less than 30 hours per week on a regular basis. These employees are classified as "exempt" or "nonexempt". These employees are not eligible for UTTC's benefit package.
- **Part-time Temporary:** Employees hired to work less than 30 hours per week on a temporary basis for no more than 120 days. These employees remain temporary until the project is completed, the position is filled, or the period of employment ends; whichever comes first. These employees are not eligible for UTTC's benefit package.
- **Volunteers:** Individuals who perform services for UTTC on a voluntary basis. These individuals are required to complete a volunteer packet with the Human Resources Department before they are allowed to volunteer.

- **Community Service Worker:** Individuals who perform work for UTTC on a community service basis. These individuals are required to complete a community service packet with the Human Resources Department before they are allowed to work.

2-2 Background Checks

UTTC will conduct pre-employment background checks on all applicants who accept an offer of employment to ensure applicants are qualified and to maintain a safe and productive workforce and work environment.

All offers of employment are conditioned on receipt of a background check report that is acceptable to UTTC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Background checks will include a criminal record check. A criminal conviction does not automatically disqualify an applicant from employment. Based on the criminal background check an applicant may be deemed employable. For some positions, a criminal record may disqualify the applicant from the position or may put the employee into reassignment procedures.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

UTTC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

2-3 Probationary Period

All new and rehired employees are required to serve a ninety (90) day probationary period. The purpose of this probationary period is to provide the employee an opportunity to demonstrate his or her knowledge, skills, and ability to perform the duties and responsibilities of his or her position and conform to UTTC's policies and procedures. In addition, the probationary period provides the supervisor an opportunity to evaluate the performance and conduct of the employee.

2-4 Performance Evaluation

Performance evaluations shall be conducted prior to the end of an employee's initial probationary period (90 days) in any new position and on an annual basis. Annual performance evaluations for 12-month employees will be done on the anniversary of the employee's date of hire. Annual performance evaluations for 9 and 10-month employees will be conducted during the seventh month of the Academic Year or every March. Performance evaluations provide both supervisors and employees the opportunity to review job descriptions, job responsibilities, strengths, weaknesses, goals and objectives.

A Performance Improvement Plan (PIP) may be developed between the supervisor and employee to facilitate constructive discussion and to clarify and outline the desired level of performance for the position. Supervisors must submit the original performance evaluation forms to the Human Resources Department and provide a copy to the employee. Supervisors who fail to conduct performance evaluations are subject to corrective action and/or discipline, including and up to termination.

The employee may be eligible for a merit increase based on the results of the annual performance evaluation and budget availability. Twelve-month employees who due to promotion, salary scale adjustments, or other reasons, receive more than a 200% increase over the approved merit increase percentage, are not eligible for an increase during their annual performance evaluation if the increase falls within a one year time period of the increase.

2-5 Internal Transfers or Promotions

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, UTTC may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

UTTC offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in UTTC's best interest.

To be considered, employees must have held their current position for at least six (6) months, have a satisfactory performance record and have no disciplinary actions during the last six (6) months.

2-6 Nepotism, Employment of Relatives, Personal Relationships, and Fraternization

UTTC wants to ensure that institutional practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, great grand father, great grand mother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, first cousin, step parents, step brother, and step sister.

If employees begin a dating relationship, or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and the Human Resources Department of the relationship.

UTTC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Except as provided for herein, sexual or intimate relationships between the following individuals shall be strictly prohibited:

- Romantic, dating, and/or sexual relationships between an instructor (meaning all who teach at the College--faculty members, other instructional personnel), and a current student unless the parties involved were married or involved in an existing intimate relationship prior to the creation of the otherwise prohibited instructor/student, supervisor/employee or employee/student relationship. However, all such relationships qualifying under this exception shall promptly be disclosed in advance to Human Resource.;
- Romantic, dating, and/or sexual relationships between a supervisor (meaning a UTTC staff member in a position of authority over another to hire and fire, to direct tasks and performance, to grant raises and oversee tasks) and an employee under the supervision of the supervisor;
- Romantic, dating, and/or sexual relationships between an employee and student where there is an instructional, advisory or employment relationship between the two parties.

Personal relationships between a UTTC staff or faculty member and a UTTC student are generally discouraged. A personal relationship includes, but is not limited to: lending students money; employing students for personal services, such as babysitting, unless there is a

specifically approved UTTC program for such services; hosting or allowing parties to take place at which students are present, unless specifically approved in advance by UTTC; and similar situations where the staff or faculty member and students are present in a potentially compromising situation.

If an individual has any questions about whether prospective relationships will be in violation of this policy, said individual may submit their inquiry to HR and HR will provide guidance as to whether or not the relationship is authorized under policy.

Employees who violate the nepotism, employment of relatives, personal relationships, and fraternization policy are subject to discipline including and up to termination.

2-7 Corrective Action

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

UTTC reserves the right to use corrective action to address issues such as poor work performance, misconduct or other violations of UTTC policy. The corrective action policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior or performance issues. The corrective action policy has been designed consistent with the organizational values, the Human Resources Department best practices, and employment laws.

Outlined below are the steps of the corrective action policy and procedure. UTTC reserves the right to combine or skip steps in this process, or forego corrective action all together and proceed with suspension, demotion or termination, depending on the facts of each situation and the severity of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines UTTC's corrective action process:

- **Oral Warning:** A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Employees should recognize the grave nature of the

written warning. Written warnings are placed in an employee's personnel file.

- **Performance Improvement Plan:** When an employee has been involved in an unresolved disciplinary situation, or demonstrated an inability to perform work responsibilities efficiently, the employee may be given a final warning or placed on a Performance Improvement Plan (PIP). The PIP will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed, or if established goals are not met, dismissal may occur.

UTTC reserves the right to determine the level of discipline for an employee in regards to inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and dismissal.

Violations of UTTC Policies and Procedures, and other deficiencies or issues related to employment, may result in corrective action being taken by UTTC.

Supervisors need to address performance issues with employees within 10 working days of becoming aware of the incident. If a Supervisor who fails to address an employee's performance issues within 10 working days after becoming aware of such an incident, the Supervisor may be subject to corrective action and/or discipline, including and up to termination under this section. A Supervisor's failure to address an employee's performance issue within 10 working days after becoming aware of the incident in no way prohibits UTTC from addressing the employee's performance issues through corrective action.

2-8 Termination of Employment

Termination of employment within UTTC can occur for several different reasons.

- **Resignation:** Resigning employees are encouraged to provide two weeks' notice in writing to their supervisor and the Human Resources Department. UTTC reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. The employee will not be eligible for rehire for a period of ninety (90) days from date of resignation. UTTC will not accept a resignation submitted by anyone other than the employee – unless a valid Power of Attorney accompanies said resignation.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor prior to the beginning of their normal shift for three (3) consecutive workdays shall be considered to have abandoned their job. The supervisor will notify the Human

Resources Department and initiate the paperwork to dismiss the employee. The employee will not be eligible for rehire for a period of 12 months from date of dismissal.

- **Dismissal:** Employees of UTTC are employed on an at-will basis, and UTTC retains the right to dismiss an employee at any time. The employee will not be eligible for rehire for a period of 12 months from date of dismissal.
- **Reductions in force:** A Reduction in Force (RIF) occurs when budgetary constraints, reorganization, or a position changes so significantly that the employee is no longer able to perform the required duties and require UTTC to abolish positions.

Supervisors must complete the out-processing checklist form with the employee. Employees who fail to complete the out-processing checklist form with their supervisor or return issued property, materials, or written information belonging to UTTC, within 14 days of the separation, will authorize UTTC to deduct the reasonable replacement value of the property, materials, or written information from their final pay.

An employee who resigns or is dismissed will be paid through the last day of work, plus any available annual leave, less outstanding pay deductions, advances, or other agreements the employee may have with UTTC.

Actions that will be considered cause for dismissal include, but are not limited to:

- Violation of UTTC policies or procedures
- Being absent for three or more days without notification or permission (job abandonment)
- Violence in the workplace
- Deception, fraud, or theft
- Falsifying UTTC records (e.g. Employment applications or time cards)
- Engaging in indecent behavior
- Possessing or consuming drugs or alcohol in the workplace
- Disclosing confidential records or information
- Accepting gifts from UTTC business-related contracts for personal gain
- Failing to comply with licensure and certification requirements
- Bringing dangerous weapons on campus



2-9 Grievance Procedure

A grievance is an employee's formal expression of disagreement or dissatisfaction with an adverse personnel action involving alleged discrimination under the law, a decrease in salary, demotion, suspension without pay, discharge, or any written disciplinary action. Employees that have completed their 90 day probationary period may file a grievance. Temporary and probationary employees cannot file a grievance. An employee cannot file a grievance in a matter that does not involve themselves. Not being selected for a position is not a grievance.

The following Employees procedure should be used to file a grievance:

1. Employee must submit the grievance in writing to the Human Resources Director within five (5) business days (Monday-Friday) of the written notice of the adverse personnel action. Employee must state which policy was violated when filing the grievance. In the event there is a grievance filed on the Human Resources Director, the employee shall submit the grievance to the President.
2. Upon receipt of the grievance, the Human Resources Director will notify the employee within five (5) business days (Monday-Friday) as to the date, time, and place for a grievance committee hearing.
3. The Grievance Committee will be made up of three (3) members selected from a pool of vice presidents and directors. The Human Resources Director will be in attendance at the hearing for observation and procedural purposes.
4. Results or decisions and the basis of the decisions of the Grievance Committee will be issued by certified mail the same day or the following business day of the Grievance Committee hearing.
5. The decision of the Grievance Committee is final.



3-1 Drug-Free Workplace

UTTC is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, UTTC is committed to the elimination of alcohol or drug use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol or drug use in the workplace. This policy applies to all employees and all applicants for UTTC employment.

Employee Assistance Program (EAP)

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. The Human Resources Department will provide information about those consequences and resources for help with alcohol or drug problems through the EAP.

UTTC will assist and support employees who voluntarily seek help for such problems before becoming subject to corrective action and/or discipline, including and up to termination or dismissal under this or other policies. Such employees may be allowed to use available paid leave, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they are employed in positions that are safety sensitive, require driving, or if they have previously violated this policy.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.



Work Rules

The following work rules apply to all employees or contractors:

- Whenever employees or contractors are working, are operating any UTTC vehicle, are present on UTTC premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
 - The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's or contractor's body while performing UTTC business or while in a UTTC facility is prohibited.
- UTTC will not allow any employee or contractor to perform their duties while taking prescribed drugs that are adversely affecting the employee's or contractor's ability to safely and effectively perform their job duties. Employees or contractors taking a prescribed medication must carry that medication in the container labeled by a licensed pharmacist or be prepared to produce a prescription if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

UTTC retains the right to require the following tests:

- **Pre-employment:** Applicants are required to pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of employment consideration for a period of 12 months from the date of refusal.
- **Random:** All employees are subject to random testing to ensure compliance with the UTTC Drug-Free Workplace Policy. Those employees in safety sensitive positions, such as bus drivers, security officers, childcare providers, or other similar positions, are subject to more frequent testing. Random testing is defined as a selection of employees for testing performed by an outside party. The selection will result in an equal probability that any employee from a group of employees will be tested.
- **Reasonable suspicion:** All employees are subject to testing based on observations that are specific and made at the time of the observation of the suspected impairment. Suspected impairment must be based on the appearance, behavior, speech, or body odors of the employee. The report of the impairment will be made to the supervisor or a college administrator, who will notify the Human Resources Department. The Human Resources Department will schedule the testing and notify the employee.

- **Post-accident:** All employees are subject to testing when they cause or contribute to accidents that damages a UTTC vehicle, machinery, equipment, or property, or results in an injury to themselves or another individual requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Medical Review Officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from personnel files.

Inspections

UTTC reserves the right to inspect any or all UTTC property for drugs, alcohol, or other contraband. All employees, contract employees, and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate corrective action.

Crimes Involving Drugs

UTTC prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on UTTC property or while conducting UTTC business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Consequences

Employees who use, possess, buy, sell, manufacture or dispense alcohol, illegal drugs, or drugs not prescribed to the employee on UTTC property or while conducting UTTC business will be immediately dismissed.

A Full-time regular employee who tests positive for alcohol, illegal drugs, or drugs not prescribed to the employee will be suspended without pay and referred to the EAP and must follow any recommendations of the EAP and Counselor. The employee will be allowed to return to work when the EAP confirms and notifies the Human Resources Department of the successful completion of the mandatory appointments and will be subject to random testing for a period of 12 months. If an employee does not successfully complete the mandatory EAP it will result in dismissal.

Part-time regular, temporary, and probationary employees who test positive for alcohol, illegal drugs, or drugs not prescribed to the employee will be immediately dismissed. Full-time regular employees who test positive for alcohol, illegal drugs, or drugs not prescribed to the employee a second time will be immediately dismissed. Any employee that refuses to submit to testing will be immediately dismissed.

3-2 Tobacco Free Campus

Tobacco Definition

“Commercial tobacco” is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine. This excludes any FDA approved nicotine replacement therapy. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an E-cigarette which creates a vapor, in any manner or any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

Tobacco Free Policy

- Commercial tobacco is defined above as all tobacco-derived products sold commercially, including, but not limited to cigarettes, cigars, hookah-smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks, cigarillos, e-cigarettes, hookahs and dissolvable products.
- Tobacco use is prohibited on all campus grounds, in all campus-owned properties, and in all campus-owned vehicles.
- Tobacco use is also prohibited at all institution sponsored off-campus functions.
- Tobacco sales, industry promotions, advertising, marketing, and distribution are prohibited.
- Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment.
- The tobacco policy is clearly posted in employee and student handbooks, on the campus website, and in other relevant publications.
- UTTC will not own tobacco company stocks and holdings.
- UTTC does not accept any direct funding from tobacco companies.

Tobacco Cessation Services

Employees seeking assistance to deal with their tobacco addiction are urged to contact EAP. In addition, the state of North Dakota provides an online program referred to as NDQuits. To contact ndquits, call 1.800.784.8669 Or view: www.ndhealth.gov/ndquits. All ndquits services are free of charge.

Enforcement

All individuals on campus property or at an off-campus, school-sponsored event share in the responsibility for adhering to and enforcing this policy. All members of the United Tribes Technical College campus community are expected to support this policy and cooperate in its implementation and enforcement. Students, staff and

visitors violating this policy should be reminded of the policy and asked to comply.

Employees who violate the Tobacco Free Campus policy are subject to corrective action and/or discipline, including and up to termination.

3-3 Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. UTTC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. UTTC treats threats coming from an abusive personal relationship the same as other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Human Resources Department, security personnel, and safety personnel. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. UTTC will not retaliate against employees making good-faith reports. UTTC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities.

Employees who violate the violence in the workplace policy are subject to corrective action and/or discipline, including and up to termination.



3-4 Banning

For the protection of persons and property, an individual may be banned from the UTTC campus. If it is determined there is a reason to ban a person from entering campus, the requesting individual or department should submit a written request with appropriate documentation to the President for review and determination of whether a ban will be issued. The ban from the UTTC campus may be for a limited time, or indefinite. Only the President may ban individuals from campus.

The President will send the person being banned a notice stating the reason for the ban. The Safety and Security Department will enforce the ban and keep a list of those banned, along with the President's office. If a person is to be taken off the list, the President will send a written notice to the individual previously banned of the lifting of the ban.

The following are examples of reasons for prohibiting a person from entering the campus:

- The person is a sex offender who by law is restricted from coming within 1000 feet of a school;
- The person has recently been convicted of a crime of violence that occurred on the campus;
- The person has been engaged in recent behavior on campus, or has made a credible threat of behavior on campus that is violent, disruptive, or disrespectful, and that is either against student rules of conduct, UTTC personnel policies, normal rules of behavior, or a violation of law; or
- A lawful court order is in place, of which UTTC is aware, such as a domestic violence order that restricts an individual from coming near a student, employee, volunteer or other party who is frequently on campus.

3-5 Workforce Safety and Insurance

All UTTC employees are covered by Workforce Safety and Insurance (WSI), which manages and regulates an exclusive employer-financed, no-fault insurance system covering workplace injuries, illnesses, and death.

When you are injured on the job:

1. Notify your supervisor or the benefits administrator in the Human Resources Department immediately of the accident and your injury. Contact the safety and security director in the absence of the benefits administrator. By law, you must give written or oral notice to your employer within seven (7) days of an accident or after the general nature of your injury becomes apparent. If you fail to notify your employer, Workforce Safety and Insurance (WSI) may consider that failure when deciding whether your claim will

be accepted. Note: even if you feel your injury is not serious enough to need medical treatment, it is important you report your accident to your employer so they are informed of the potential hazard.

2. Seek first aid or medical attention promptly after a workplace injury. Currently, UTTC does not have a Designated Medical Provider (DMP), so you may go to a doctor of your choice. Inform the doctor that your injury is a workers' compensation injury. Also, inform the doctor of your work duties and ask if you can return to work within any work restrictions the doctor may impose. Follow restrictions, both on and off the job.
3. File a claim with WSI immediately after a work-related injury occurs (within 24 hours of occurrence). Use one of three methods: 1) online at www.workforcesafety.com, available 24 hours/weekends/holidays (follow online instructions); 2) by hand by completing the First Report of Injury (FROI) form, or 3) telephonically by calling 1-800-777-5033, 8 A.M. - 5 P.M. On business days.
4. Whichever claim filing method is used, complete the FROI form with the benefits administrator, if possible. Answer all questions fully and honestly on the form. Be sure to have the benefits administrator complete the employer's portion of the FROI form. If you have received benefits for an injury and are now off work again for that same injury, you must reapply for benefits in writing. Contact WSI and request a Worker's Notice of Reapplication (C4) form.
5. WSI will inform you of your claim number, in writing, upon registering your claim. Be sure to always inform the pharmacy and medical provider of your claim number.
6. Keep in touch with the benefits administrator and provide them with periodic updates on your condition.
7. Notify WSI immediately: 1) when you perform any type of work activity, whether you receive pay for it or not; 2) if you change your address or telephone number; or 3) if you apply for either Social Security Disability or retirement benefits or are found to be eligible for these benefits.

Types of benefits available:

- Medical benefits
- Pharmacy benefits
- Wage replacement benefits
- Permanent partial impairment (ppi) benefits
- Return-to-work services
- Reimbursement for personal expenses
- Death benefits

UTTC prohibits an employee from receiving concurrently both WSI wage replacement benefits and any UTTC paid leave benefits. The employee will be required to submit the WSI wage replacement benefits check(s) to the benefits administrator, in order to receive

credit back for any UTTC paid leave benefits during the medical leave. Failure to report WSI wage replacement benefits is subject to corrective action and/or discipline, including and up to termination.

3-6 Motor Vehicle Regulations

Employees are required to abide by ND state law and all UTTC motor vehicle regulations to ensure the safety and well-being of all children, students, staff, faculty, and visitors on or off UTTC property.

UTTC motor vehicle regulations include, but are not limited to:

- Upon demand, employees must provide a valid ND driver's license, registration, and proof of insurance
- All UTTC employees in driving positions must have a ND Driver's License and be insurable by UTTC's insurance carrier.
- Seatbelts must be worn and children must be buckled in an appropriate car seat
- Use of cellphones while driving is prohibited
- Speed limit as posted on UTTC property must be obeyed
- Use turn signals in accordance with ND law
- Park in the direction of traffic
- There are no assigned parking spots on campus except for handicap parking
- State issued handicap tag is required to park in handicap parking
- Parking is prohibited in areas marked "NO PARKING", cross walks, school bus drop off zones, or in front of any fire hydrants

Tickets and fines will be issued for any violations of UTTC Motor Vehicle Regulations. Unpaid fines may be deducted from the employee's pay check without notice.

Employees who violate the Motor Vehicle Regulations policy are subject to corrective action and/or discipline, including and up to termination.

3-7 Use of UTTC Equipment and Vehicles

Usage of UTTC motor vehicles requires a ND Driver's License and an acceptable motor vehicle record, as defined by UTTC's Comprehensive Liability Insurance Carrier.

Employees who need to use a UTTC vehicle for work-related travel must contact the Transportation Department and follow all Transportation Department policies and procedures, as well as any state law(s) when and where traveling.

Employees will exercise care and follow all operating instructions, safety standards, and guidelines when using UTTC equipment and vehicles.

Employees must notify their supervisors if any equipment or vehicle appears to be damaged, defective, in need of repair, or requires maintenance. Local law enforcement are mandated to report any accidents involving moving violations to the NDDOT Motor Vehicle Department which will affect the employee's personal driving record. The employee is subject to drug and alcohol testing immediately after an accident has been reported. As a driver (ND Driver's License) we are accountable for how we operate any vehicle; regardless of who owns the vehicle being operated.

Employees are subject to corrective action and/or discipline, including and up to termination for the improper, careless, negligent, destructive, or unsafe operation of equipment or vehicles.

3-8 Key Policy and Procedure

Purpose

The United Tribes Technical College (UTTC) Safety and Security Department provides key control for all faculty, staff and students.

General Provisions

All keys are issued by the Safety and Security Department and will remain the property of UTTC. Each building will have a separate building master key with as many sub-masters as necessary to accommodate the different departments within.

All mechanical, equipment and custodial rooms will be keyed separately from the building master.

The Safety and Security Department has the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key issuance privileges revoked and may be subjected to further Discipline in accordance with UTTC policies and procedures.

It is a violation of this policy to tamper with, change, add to, or alter any UTTC installed locking system by anyone other than the Safety and Security Department; this includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Safety and Security or responsible party for the room will be charged for all costs incurred.

Non Master Keyed Locks

Under special circumstances individual rooms may be keyed separate from a building master key system when approved by the Safety and Security Director or UTTC President.

Key Requests and Issuance

Faculty and staff may be issued keys to a UTTC building upon the recommendation of a Supervisor via Key Request Form submitted to the Safety and Security Director. No level of master key may be issued to students, and only when necessary to full-time faculty or staff.

In order to receive keys, faculty or staff must bring their UTTC ID card when they pick up the key(s) from the Safety and Security Department.

Records of all keys issued will be kept in a log and will be maintained by the Safety and Security Department, with the exception of Housing and the Mailroom.

Lost Keys

The loss or theft of any key must be reported immediately to the key holder's supervisor, and the Safety and Security Department.

Repined key cylinder (lost, stolen, or damaged) requests will be accessed a charge of \$25.

Transfer of Keys

The transfer of keys between employees or between departments is not permitted.

Worn Keys

Individuals holding properly authorized keys may exchange damaged or worn keys at the Safety and Security Department. If a key is broken in the lock, please notify the Safety and Security Department immediately.

Return of Keys

It is the responsibility of the Supervisor to assure that all keys are returned to the Safety and Security Department upon the key holder's:

- Transfer to another department;
- Termination of employment: or
- Change of assignment.

Supervisors will be notified of missing keys upon return to the Safety and Security Department. The Safety and Security Director will determine when re-keying of locks or space is required

Contractor Access

A staff member of the Facilities or Safety and Security Department will open doors when a contractor needs access. Contractors will not be issued key(s) at any time.

Lock Out Procedure

The Safety and Security Department will provide after-hour emergency access for faculty and staff members. Access will be limited to UTTC assigned offices and scheduled classrooms only. Faculty and staff should first contact their Vice President or Director for approval.

After hours' calls should be directed to the UTTC Safety and Security Department at (701) 221-1700.

4-1 Confidentiality

All information considered confidential will not be disclosed to external parties or to employees without a “need to know.” The employee should contact the supervisor to determine if certain information is considered confidential.

All information received by the employee in the course of employment is considered confidential unless otherwise stated. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Office of the President.

Employees who violate the Confidentiality policy are subject to corrective action and/or discipline, including and up to termination.

4-2 Conflict of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of UTTC may conflict with the employee’s own personal interests. UTTC property, information or business opportunities may not be used for personal gain.

A conflict of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with UTTC.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer or potential customer, competitor or supplier, unless equally available to all UTTC employees.

An employee with a potential conflict of interest question must seek advice from management. An employee must seek review from the President before engaging in any activity, transaction or relationship that might give rise to a conflict of interest.

Employees who violate the Conflict of Interest policy are subject to corrective action and/or discipline, including and up to termination.

4-3 Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the UTTC interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by UTTC. This prohibition also extends to the unauthorized use of any UTTC 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. The employee may be asked to terminate the outside employment or may be dismissed if UTTC determines that an employee’s outside work interferes with performance.

Employees who violate the outside employment policy are subject to corrective action and/or discipline, including and up to termination.

4-4 Electronic Communication and Internet Usage

The following guidelines have been established for using the internet, UTTC provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, UTTC-provided equipment (e.g., Cell phone, laptops, and computers) and services must not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon UTTC or be contrary to UTTC’s best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and UTTC provided equipment such as cell phones and laptops.

- Employees must not copy, retrieve, modify or forward copyrighted materials, except with permission of the copyright holder, or as allowed by the “fair use” exception to copyright law.
- Employees must not use the system in a way that disrupts the system used by others. Employees must not send or receive large files that could be saved or transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees must not open suspicious e-mails, pop-ups or downloads. Contact the Information Technology (IT) Department with any questions or concerns to reduce the introduction of viruses or other unwanted software into UTTC’s information system.
- 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 UTTC.

All UTTC supplied technology and UTTC related work records belong to UTTC. UTTC routinely monitors use of UTTC supplied technology.

Employees who violate the Electronic Communication and Internet Usage policy are subject to corrective action and/or discipline, including and up to termination.

4-5 Social Media

Employees may not post on social media sites financial, confidential, sensitive or proprietary information about UTTC, including but not limited to, internal affairs, operations, business practices, students, employees or applicants. When posting on social media sites, employees must use the following disclaimer when discussing UTTC related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of UTTC.”*

Employees may not post on social media sites obscenities, slurs or personal attacks that can damage the reputation of UTTC, clients, employees or applicants.

UTTC may monitor content on the internet. Employees who violate the Social Media policy are subject to corrective action and/or discipline, including and up to termination.

4-6 Solicitation, Distributions, and Posting of Materials

UTTC prohibits the solicitation, distribution, and posting of materials on or at UTTC property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by UTTC management

and UTTC sponsored programs related to UTTC’s products and services.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on UTTC premises at any time.
- Employees may only admit non-employees to work areas with management approval or as part of a UTTC sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times.
- Employees may not solicit other employees during work times, except in connection with a UTTC approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a UTTC sponsored event.
- The posting of materials or electronic announcements are permitted with approval from the Office of the President.

Violations of this policy should be reported to the Human Resources Department. Employees who violate the Solicitation, Distribution, and Posting of Materials Policy are subject to corrective action and/or discipline, including and up to termination.

4-7 Employee Personnel Files

Employee personnel files are the property of UTTC. Personnel files are maintained by the Human Resources Department and are considered confidential.

Managers and supervisors may only have access to personnel file information on a “need to know” basis. A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of the file, in accordance with anti-discrimination laws.

Personnel file access by current employees and former employees will be permitted upon written request within three (3) business days of the receipt of the request unless otherwise required under state law. Personnel files are to be reviewed only in the Human Resources Department in the presence of a Human Resources Representative. During a review of an employee file no materials may be copied, added, altered or removed.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

4-8 Employee Medical Files

Employee medical files are the property of UTTC. Medical files are maintained by the Human Resources Department and are considered confidential.

Managers and supervisors may only have access to medical file information on a “need to know” basis.

Medical file access by current employees will be permitted upon written request within three (3) business days of the receipt of the request unless otherwise required under state law. Medical files are to be reviewed only in the Human Resources Department.

4-9 Committees

UTTC’s governance structure is comprised of the Board of Directors, Administrative Council, standing committees, and sub-committees. Ad hoc committees and task forces may also be established for specific purposes and for limited periods.

There are eight committees: 1) Institutional Effectiveness; 2) Curriculum; 3) Assessment of Student Learning; 4) Healthy Coalition; 5) Facilities; 6) Diversity; 7) Extended Learning; and 8) the Institution Review Board. Committee membership is comprised of UTTC employees with each committee having its own approved set of by-laws.

4-10 Chain of Command

I. Generally:

There shall be clear defined lines of authority that decisions can be made efficiently on behalf of the organization. The chain of command shall be strictly adhered to in regard to communication between employees and their supervisors. The United Tribes Technical College (UTTC) organizational chart is one example of the chain of command for UTTC. Employees should communicate their concerns with their immediate supervisors to achieve a remedy before attempting to bring their concern to a higher authority within their chain of command. Notification shall be given to your immediate supervisor notifying him/her of that action in the event communication with your immediate supervisor is not possible or an issue is unresolved by the supervisor and communication with the next higher authority is made.

II. Human Resources (HR):

The HR department is the organization’s official voice regarding personnel policies, benefits and employment. HR has no authority over any employees or departments

outside of the HR departmental boundaries. The HR department exists to provide advice, guidance, referral, and assistance, deemed appropriate in accordance with the organizational mission and department need.

III. Temporary Supervisors:

Instances may arise where an employee may be assigned to a temporary supervisor to complete a project or activity deemed necessary to the benefit of UTTC. In these instances, a directive will be provided in writing by the employee’s permanent supervisor to the employee and temporary supervisor, identifying who the temporary supervisor will be and the duration of the assignment. During the period of temporary supervision, the temporary supervisor will have supervisory duties over the employee in accordance with UTTC policies and procedures. At the end of the project, the temporary supervisor will surrender supervisory authority back to the permanent supervisor in writing and normal activities will resume.

4-11 Dress Code Policy

United Tribes Technical College (UTTC) expects employees to dress appropriately in business attire of a casual nature. Office personnel are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to coworkers should be the factors that are used to assess that you are dressing in business casual attire that is appropriate. Personnel in Athletics, Maintenance, Transportation, Groundskeepers, and Security are subject to wear appropriate clothing pertaining to their position which will vary from office personnel.

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although casual, will exhibit common sense and professionalism.

Most of this dress code is left to the employee’s personal discretion but supervisors have the right to determine the appropriateness of clothing. Generally, if an employee has any doubt about something, the employee should either not wear the clothing, or should speak to a supervisor before wearing it. Employees who violate the dress code policy are subject to corrective action and/or discipline, including and up to termination.

Fridays will be designated as “Casual Blue Jeans Day”. Employees can wear blue jeans by donating \$1 to the UTTC Scholarship Fund. Supervisors will collect and submit money to appropriate department.

4-12 Use of Electronic Signatures

Purpose and scope

Federal and state laws authorize the acceptance of electronic signatures as legal and enforceable for most transactions. UTTC recognizes this general standard as well as the increased operational efficiency gained from conducting many business transactions by computer, over the internet, and by e-mail.

This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law. The policy does not require a specific method for acceptance of an electronic signature, but authorizes each department or administrative office to implement the method that provides an appropriate level of authentication assurance to address the identified degree of risk in each transaction.

Definitions

- Authentication means to identify the person providing the electronic signature and establishing that said individual is authorized to provide the electronic signature and has the intent to provide the electronic signature so to confirm that the signature is genuine, authentic and intentional.
- Electronic signature, or “e-signature,” is an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record. Examples can include a digitized image of a handwritten signature, a code or personal identification number (PIN), and a mouse click on an “I accept” or “I approve” button. An electronic signature must be attributable (or traceable) to a person who has the intent and authority to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of PIN or unique log-in username and password), and the recipient of the transaction must be able to permanently retain an electronic record of the transaction at the time of receipt.

- Electronic record is any record created, used, or stored in a medium other than paper, including information processing systems, computer equipment and programs, electronic data interchanger, electronic mail, voice mail, text messages, and similar technologies. To the extent that facsimile, telex, and/or telecopying, and/or former hard copy documents are retained in electronic form, through a scanning process, they are also considered electronic records.
- Electronic transaction, or “e-transaction,” is a transaction conducted or performed, in whole or in part, by electronic means or electronic records. The information provided, sent, or delivered, in an electronic record must be capable of retention by the recipient at the time of receipt to qualify as an electronic transaction.

Individuals are expected to take all precautions to safeguard their password and files to prevent unauthorized use. Sharing of passwords or other access tokens is prohibited. Individuals who falsify e-records, e-transactions or e-signatures are subject to corrective action, up to and including termination of employment. Further, violations of criminal law will be reported to the appropriate authorities for prosecution. Individuals are required to report any suspicious or fraudulent activities related to e-transactions, e-records or e-signatures immediately to the Human Resources Department.

4-13 Employment Agreement

Employment Agreements will be issued to 9 and 10-month Child Development Center Directors, Academic Affairs Faculty, and Theodore Jamerson Elementary School Staff by April 30th of the Academic Year.

Employment Agreements identify start date, end date, category, classification, term of employment, position title, department, and compensation for the next Academic Year.

Employment Agreements must be signed and returned to the Human Resources Department no later than 5:00 p.m. every May 15th. If May 15th falls on a weekend, the deadline will be on the closest work day. Failure to meet the deadline will result in voluntary resignation.



5-1 Work Schedules

Normal working hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday, with a one hour unpaid lunch break. Employees are encouraged to ask their supervisor upon hire what the department policies and procedures are for their position.

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. UTTC reserves the right to alter or amend any individual's work schedule depending upon UTTC needs and availability of funds.

5-2 Timekeeping

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. And ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Monday and ending on Sunday. The workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a work week and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the employee's supervisor.

Time cards and time clocks are available throughout the UTTC campus to assist employees to track the number of hours worked. Each employee and supervisor must maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded on an application for leave.

Time sheets are submitted bi-weekly. The employee is responsible for signing his or her time sheet to certify the accuracy of all time recorded. The supervisor is responsible for ensuring the accuracy of the time sheet and signing the time sheet before submitting to payroll for processing. In the event of an error in reporting time, immediately report the problem to the supervisor.

Altering, falsifying, tampering with time cards and time sheets or clocking in or out for another employee will result in dismissal.

5-3 Payment of Wages

All employees are paid biweekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees will receive their payroll check on the last

day of work (whenever possible), before the holiday in the event that a regularly scheduled payday falls on a holiday.

Employees are paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. In the event of a lost paycheck, the finance department must be notified in writing as soon as possible before a replacement check will be issued. The lost paycheck will be voided.

A new Form W-4 must be submitted to the Human Resources Department if an employee's marital status changes or the number of exemptions previously claimed increases or decreases.

Employees may receive earned wages before a regular payday twice in any twelve month period in exceptional circumstances; such as death in the employee's immediate family, a life threatening illness in the immediate family, or emergency car repairs needed to get to work.

5-4 9-12 Conversion Program

A Salaried/Exempt 9 or 10-month employees has the option to have their salary paid over a 12-month period, which will be at the rate of 1/26th of their academic year salary. Insurance premiums will also be converted.

In order to participate, the employee must notify the Human Resources Department in writing before the end of the first pay period of the academic year. Employees hired after the first pay period of the academic year will not be eligible to participate. Participating employees will need to re-enroll each academic year.

Employees will not be allowed to drop from the program until the following Academic Year. However, in the event an employee must take excused leave without pay, e.g. FMLA or LWOP; or is unable to meet the required 80 hours per pay period, the individual will be dropped from the program.

5-5 Pay Deductions

The law requires that UTTC make certain deductions from every employee's compensation, such as; required state and federal withholdings, documented payroll advances, and court ordered deductions.

UTTC offers programs, benefits, and contributions beyond those required by law, as described in this handbook. All other deductions from pay must be specifically authorized in writing by the employee.

5-6 Wage and Work Conditions

Overtime

A supervisor may need to assign some non-exempt employees to work overtime hours when operating requirements cannot be met during regular working hours. When possible, a supervisor will provide advance notification of these mandatory assignments. Overtime assignments will be distributed as fairly as possible to all employees qualified to perform the required work. Before assigning any overtime, a supervisor must be certain that the additional costs of overtime are within the budget. All overtime work for non-exempt employees must be pre-approved by the supervisor.

Overtime worked without prior authorization from the supervisor may result in corrective action.

As required by law:

- Overtime pay must be paid at one and one-half times the employee's regular rate of pay for hours worked over 40 in any workweek.
- A workweek is a seven consecutive-day period, defined by UTTC as Monday through Sunday.
- Overtime is computed on a weekly basis, regardless of the length of the pay period.
- Overtime is based only on hours worked; paid holidays, paid time off, or sick leave need not be counted in computing overtime hours.
- Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime.

Meal periods

- Employees working a normal 8 hour day will have, at the discretion of the department, up to a 60 minute break for a meal period.
- A minimum 30 minute meal period must be provided in shifts exceeding 5 hours when there are two or more employees on duty.
- Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for the meal period.
- Employees may waive their right to a meal period upon agreement with the employee's supervisor.
- Employees do not have to be paid for meal periods if they are completely relieved of their duties and the meal period is at least thirty minutes in length. Employees are not completely relieved if they are required to perform any duties during the meal period.
- Other breaks (such as 15 minute "coffee" breaks) are not required by law, but must be paid breaks if they are offered by the employee's supervisor.

Travel time

The following types of travel time are not considered work time for which an employee must be compensated:

- Ordinary travel from home to work
- Time spent as a passenger on an airplane, train, bus, or automobile outside of regular working hours
- Activities that are merely incidental use of an employer-provided vehicle for commuting home to work

The following types of travel time are considered work time for which an employee must be compensated:

- Travel during regular work hours
- Travel on non-work days during regular work hours (regular work hours are those typically worked by an employee on work days)
- Travel time from job site to job site or from office to job site
- The driver of a vehicle is working at any time when required to travel by the employer
- One-day assignments performed at the employer's request (regardless of driver or passenger status)

On-call

- When employees are required to remain on-call on the employer's premises or so close thereto that they cannot use the time effectively for their own purposes, they are considered to be working and must be compensated.
- When employees are on-call and are not required to remain on the employer's premises but are required to respond to a beeper or leave word at home or the employer's business where they may be reached, they are not considered to be working and need not be compensated.

5-7 Honoraria, Stipends, and Human Subjects Research Incentives

A UTTC employee may not receive honoraria for providing services associated with, or compensated by, UTTC employment, other than as specified below. An honorarium is normally a one-time payment granted in recognition of a special service such as a special lecture, panel discussion, grant review, or similar activity. A stipend for providing ceremonial or traditional services, such as a drum group, singer, military escort, or similar service is not considered an honorarium.

A UTTC employee may receive an honorarium for non-UTTC sponsored activities if:

1. The activity is performed during non-working hours or while on annual leave; and
2. All expenses such as travel, per diem, and taxes are the total responsibility of the employee or the non-UTTC sponsor of the activity in which the employee is participating.

Honoraria may be made to non-UTTC individuals in certain situations. These payments could include a payment to a person made in situations where UTTC has no legal obligation to the person for their services, such as volunteers, or for services for which fees are not traditionally required. For example, an honorarium may be used to pay a guest speaker at a conference to cover their travel, accommodation, and/or preparation time. However, if the fee is prescribed by the individual providing the service, or if the fee is negotiated between UTTC and the individual, an honorarium situation does not exist, instead, the situation is a contract for services. The individual is responsible for all taxes regarding the honorarium.

Honorarium payments to anyone are generally not allowable charges to federal funds unless a contract or grant specifically authorizes such payments. As a general rule, stipends, human research subject incentives, and honorarium payments in excess of \$600.00 will be considered to be taxable income to the recipient(s) as governed by current Internal Revenue (IRS) law and regulations.

All stipend and human research subject payments must be in conformity with an active documented research grant, current MOU, or other executed official documentation, authorizing the payment. Sufficient funds in an approved budget must be available to fund the payment. Requests for stipends and human subject research payments from Federal Grants must be forwarded and approved by the respective Principal Investigator (PI), Vice President of Academic Affairs, Finance Director, and President.

Honorarium payments should be submitted to the appropriate Vice-President or President with the following documents attached.

Completed W-9, request for Taxpayer Information for the payee receiving the Honorarium payment;

Letter of explanation justifying the payment of the Honorarium Award; and

Written approval of the Honorarium payment by the respective Vice President or President (or designee).

A request from a Principal Investigator to obtain funds for a payment or stipend to a subject in a human subject research project must be presented to the appropriate Vice-President and have the following documents attached:

Completed W-9 "Request for Taxpayer Identification and Certification" form, for the payee receiving the stipend payment.

Copy of the page(s) of the Grant Award or MOU that authorizes the payment from the program and shows a clear indication of the purpose of the payment and the payment period of the Grant Award or MOU.

Available budget in the respective Fund and Account where payment is charged; and

Written approval for the project by the appropriate IRB (Institutional Review Board)

Other Considerations

Types of payment requests that are not considered as stipends, payments for human subject research, or honorarium payments, include, but are not limited to:

Payments made to students for teaching, instructing or tutoring other students (wages).

Payments to students to offset the cost of tuition, room and board costs as part of a non-credit, work related agreement (Scholarships).

Payments to students for Fellowship or teaching activities.

Prizes won in a contest, or awards are not stipends and are taxable income to the payee if the amount of the award/prize exceeds \$500.00.

Request for payments where a contract has been executed with the Payee for "Services Rendered."

5-8 Salary Scale

The UTTC Salary Scale is designed to recognize individual levels of education, training, experience, and responsibility in regard to the duties defined in the position description. The labor market and availability of funds are additional factors for the salaries set forth in the Salary Scale. UTTC intends to revise the Salary Scale annually or as funds permit. The proposed Salary Scale will be published in the UTTC Employee Handbook and will be used for determining starting salary, salary increases, and annual budget formulation.

Employees who fall within the salary range will be eligible for a merit increase based on their annual performance evaluation and the approved fiscal year budget. Current employees earning more than the maximum amount for their position will be grandfathered in at that amount and will be provided a lump sum payment based on their annual performance evaluation and the approved fiscal year budget. All other employees will be capped at the maximum amount and will be provided a lump sum payment based on their annual performance evaluation and the approved fiscal year budget. A combination of salary increase and lump sum payment may be necessary, as not all employees' salaries will fall exactly on the maximum amount.

Changes are effective upon Board of Director approval for the first year of implementation. For subsequent years, changes are effective at the beginning of the first pay period of each fiscal year.

Table 1. Administration

| Position Title | Status | Minimum | Midpoint | Maximum |
|--|---------------|----------------|-----------------|----------------|
| President | NEGOTIABLE | | | |
| Executive Assistant to the President | Exempt | \$40,000 | \$46,095 | \$52,191 |
| Administrative Assistant | Non-Exempt | \$13.75 | \$15.85 | \$17.94 |
| College Relations Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Communications Specialist | Exempt | \$41,600 | \$47,939 | \$54,279 |
| Facilities Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Maintenance Tradesmen and Custodian Supervisor | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Maintenance HVAC Technician | Non-Exempt | \$20.00 | \$23.05 | \$26.10 |
| Maintenance Plumber | Non-Exempt | \$23.50 | \$27.08 | \$30.66 |
| Maintenance Custodian I | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Maintenance Custodian II | Non-Exempt | \$12.50 | \$14.40 | \$16.31 |
| Maintenance Construction Supervisor | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Maintenance Carpenter | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Maintenance Laborer | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Maintenance Painter | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Maintenance Groundskeeper and Driver/Service Technician Supervisor | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Maintenance Groundskeeper I | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Maintenance Groundskeeper II | Non-Exempt | \$12.50 | \$14.40 | \$16.31 |
| Maintenance Driver/Service Technician | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Chief Financial Officer | Exempt | \$70,000 | \$80,667 | \$91,334 |
| Accounts Receivable Specialist | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Accounts Payable Specialist | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Payroll Specialist | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Contracts and Grants Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Contracts and Grants Coordinator | Exempt | \$50,000 | \$57,619 | \$65,239 |
| Property and Procurement Supervisor | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Property and Supply Technician | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Bookstore Manager | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Mailroom Specialist | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Part-Time Mailroom Clerk | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Safety and Security Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Safety and Security Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Security Officer | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Security Officer II | Non-Exempt | \$16.13 | \$18.59 | \$21.05 |
| Human Resources Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Human Resources Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Human Resources Benefit Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |

Table 2. Academic Affairs

| Position Title | Status | Minimum | Midpoint | Maximum |
|---|---------------|----------------|-----------------|----------------|
| Vice President of Academic Affairs | Exempt | \$80,000 | \$92,191 | \$104,382 |
| Administrative Assistant | Non-Exempt | \$13.75 | \$15.85 | \$17.94 |
| Admissions and Recruitment Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Admissions Advisor | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Financial Aid Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Assistant Financial Aid Director | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Scholarship Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Faculty Instructor I (Voc Cert, AA/AAS, BA/BS, MS/MS) | Exempt | \$38,000 | \$43,791 | \$49,581 |
| Faculty Instructor II (BS w/5 TW, MS w/2 TW, PhD w/0yrs) | Exempt | \$41,250 | \$47,536 | \$53,822 |
| Faculty Instructor III (BS w/10 TW, MS w/7 TW, PhD w/5yrs) | Exempt | \$44,750 | \$51,569 | \$58,389 |
| Faculty Instructor IV (BS w/15 TW, MS w/12 TW, PhD w/10yrs) | Exempt | \$48,500 | \$55,891 | \$63,281 |
| Faculty Instructor V (BS w/20 TW, MS w/17 TW, PhD w/15yrs) | Exempt | \$52,500 | \$60,500 | \$68,501 |
| Faculty Instructor VI (BS w/25 TW, MS w/22 TW, PhD w/20yrs) | Exempt | \$56,750 | \$65,398 | \$74,046 |
| Faculty Instructor VII (BS w/30 TW, MS w/27 TW, PhD w/25yrs) | Exempt | \$61,250 | \$70,584 | \$79,917 |
| Faculty Instructor VIII (BS w/35 TW, MS w/32 TW, PhD w/30yrs) | Exempt | \$66,000 | \$76,058 | \$86,115 |
| Intertribal Research & Resource Center Director | Exempt | \$65,000 | \$74,905 | \$84,810 |
| Tribal Science Outreach Coordinator | Exempt | \$50,000 | \$57,619 | \$65,239 |
| Dean of Instruction | Exempt | \$65,000 | \$74,905 | \$84,810 |
| Librarian | Exempt | \$40,000 | \$46,095 | \$52,191 |
| Assistant Librarian (10 mo.) | Exempt | \$37,440 | \$43,145 | \$48,851 |
| Information Technology Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Information Technology Content Developer | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Information Technology Technician | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Information Technology Network Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Information Technology Communications Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Registrar | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Assistant Registrar | Non-Exempt | \$16.00 | \$18.44 | \$20.88 |
| Enrollment Services Specialist | Non-Exempt | \$16.50 | \$19.01 | \$21.53 |
| Outreach Administrator | Exempt | \$37,440 | \$43,145 | \$48,851 |
| Institutional Research Director | Exempt | \$65,000 | \$74,905 | \$84,810 |
| Institutional Research Analyst | Exempt | \$60,000 | \$69,143 | \$78,286 |
| Career and Technical Education Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Land Grant Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Land Grant Agroecology Technician | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Land Grant Agroecology Extension Educator | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Land Grant Nutrition Extension Educator | Exempt | \$45,000 | \$51,857 | \$58,715 |
| Workforce Innovation and Opportunity Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Workforce Innovation and Opportunity Case Manager | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Career Services Director (10 mo.) | Exempt | \$48,125 | \$54,165 | \$62,792 |
| Student Activities & Retention Administrator | Exempt | \$37,440 | \$43,145 | \$48,851 |

Part 5

COMPENSATION

Table 3. Campus Services

| Position Title | Status | Minimum | Midpoint | Maximum |
|---|------------|----------|----------|----------|
| Vice President of Campus Services | Exempt | \$70,000 | \$80,667 | \$91,334 |
| Administrative Assistant | Non-Exempt | \$13.75 | \$15.85 | \$17.94 |
| Athletic Director/Head Men's Coach | Exempt | \$60,000 | \$69,143 | \$78,286 |
| Café Manager | Exempt | \$37,440 | \$43,145 | \$48,851 |
| Housing Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Housing Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Resident Service Administrator | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Resident Service Technician | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Resident Assistant (12 mo.) | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Resident Assistant (9 mo.) | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Housing Custodian I | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Housing Custodian II | Non-Exempt | \$12.50 | \$14.40 | \$16.31 |
| Child Development Center Dir. w/ BS & ND teacher licensure (9 mo.) | Exempt | \$38,392 | \$44,242 | \$50,093 |
| Child Development Center Dir. w/ BS & no ND teacher licensure (9 mo.) | Exempt | \$34,388 | \$39,628 | \$44,869 |
| Child Development Center Billing Technician (9 mo.) | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Child Development Center Preschool Teacher (9 mo.) | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Child Development Center CDC Aide (9 mo.) | Non-Exempt | \$12.00 | \$13.83 | \$15.66 |
| Health & Wellness Director | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Disabilities Services Coordinator | Exempt | \$50,000 | \$57,619 | \$65,239 |
| Chemical Health Administrator/Domestic Violence Coordinator | Exempt | \$45,760 | \$52,733 | \$59,706 |
| Wellness Counselor (LSW) (9 mo.) | Exempt | \$37,066 | \$42,714 | \$48,363 |
| Student Health Center Coordinator (RN Required) | Exempt | \$55,000 | \$63,381 | \$71,763 |
| Student Health Center LPN (9 mo.) | Non-Exempt | \$18.00 | \$20.74 | \$23.49 |
| Health Promotion Center Coordinator/Head Women's Coach | Exempt | \$60,000 | \$69,143 | \$78,286 |
| Activities Specialist | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Exercise and Fitness Specialist | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Elem. School Principal (12 mo.) | Exempt | \$70,000 | \$80,667 | \$91,334 |
| Elem. School Bus Driver and Custodian (12 mo.) | Non-Exempt | \$14.00 | \$16.13 | \$18.27 |
| Elem. School Parent Liaison | Non-Exempt | \$20.00 | \$23.05 | \$26.10 |
| Elem. School Teacher I (BA/BS, MA/MS)* | Exempt | \$38,392 | \$44,242 | \$50,093 |
| Elem. School Teacher II (BS w/6 T, MS w/2 T, PhD w/0yrs)* | Exempt | \$41,463 | \$47,781 | \$54,100 |
| Elem. School Teacher III (BS w/11 T, MS w/7 T, PhD w/5yrs) * | Exempt | \$44,780 | \$51,604 | \$58,428 |
| Elem. School Teacher IV (BS w/16 T, MS w/12 T, PhD w/10yrs)* | Exempt | \$48,363 | \$55,733 | \$63,103 |
| Elem. School Teacher V (BS w/21 T, MS w/17 T, PhD w/15yrs)* | Exempt | \$52,232 | \$60,191 | \$68,151 |
| Elem. School Teacher VI (BS w/26 T, MS w/22 T, PhD w/20yrs)* | Exempt | \$56,410 | \$65,006 | \$73,602 |
| Elem. School Teacher VII (BS w/31 T, MS w/27 T, PhD w/25yrs)* | Exempt | \$60,923 | \$70,207 | \$79,491 |
| Elem. School Teacher VIII (BS w/36 T, MS w/32 T, PhD w/30yrs)* | Exempt | \$65,797 | \$75,824 | \$85,850 |
| Elem. School Para (AA/AAS)* | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Elem. School Para (BS)* | Non-Exempt | \$21.28 | \$24.52 | \$27.77 |
| Elem. School Parent Educator (AA/AAS) | Non-Exempt | \$15.00 | \$17.29 | \$19.57 |
| Elem. School SPED Coordinator (MA/MS)* | Exempt | \$50,000 | \$57,619 | \$65,239 |
| Elem. School Counselor (MA/MS)* | Exempt | \$38,392 | \$44,242 | \$50,093 |

Part 5 COMPENSATION

| | | | | |
|---|--------|----------|----------|----------|
| Elem. School Social Worker (LSW) | Exempt | \$38,392 | \$44,242 | \$50,093 |
| Elem. School Instructional Coach* | Exempt | \$38,392 | \$44,242 | \$50,093 |
| Elem. School Special Education Teacher* | Exempt | \$44,780 | \$51,604 | \$58,428 |
| Elem. School Speech Language Pathologist (MA/MS)* | Exempt | \$44,780 | \$51,604 | \$58,428 |
| FACE Adult Educator (DOI/Certified)* | Exempt | \$38,392 | \$44,242 | \$50,093 |

*Educational Standards and Practices Board (ESPB) Professional Licensure Required.

Part 6 BENEFITS

6-1 Holidays and Holiday Leave

Full-time regular 12-month employees will be granted time off for the holidays listed below:

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Day (Monday following the UTTC powwow)
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Full-time regular 9 and 10-month employees will be granted time off for the holidays listed below:

- Labor Day
- Indigenous Day (Monday following the UTTC powwow)
- Veteran’s Day
- Thanksgiving Break (Thursday and Friday)
- Winter Break (Two weeks per academic calendar)
- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Spring Break
- Good Friday
- Easter Monday

A holiday that falls on a weekend will be observed on the work day closest to the holiday.

An employee must have worked or be on paid leave the work day before and after the holiday to be eligible for holiday leave.

Employees receive ordinary pay for the holidays listed above. Non-exempt employees who work on a recognized holiday will be paid for holiday leave and for hours physically worked (double time).

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

6-2 Administrative Leave

Full-time regular employees shall receive paid administrative leave while attending approved activities held off campus on behalf of UTTC during normal working hours. Full-time regular essential personnel (RAs, Security and Maintenance), part-time regular and temporary employees are not eligible for Administrative Leave. All other paid leaves supersede Administrative Leave.

Except as otherwise provided for herein, full-time regular employees shall receive paid administrative leave when the President closes the campus, for reasons including but not limited to, inclement or dangerous weather conditions, and during said closure the employees are not expected to be at their workstations.

Part-time regular and temporary employees are not eligible for Administrative Leave; therefore, they should be given the opportunity to make up their hours during the course of the rest of the week when reasonable time permits.

Inclement Weather:

For the purposes of this Administrative Leave Policy, RAs, Security and Maintenance shall be considered “full-time regular essential personnel”. So long as they are able to do so safely, full-time regular essential personnel shall report to work when the campus has been closed by the President for weather related reasons. Full-time regular essential personnel shall not be eligible for paid administrative leave for campus closures due to inclement weather because their presence and duties during said closures is an essential function of their position(s). This notwithstanding, full-time regular essential personnel must decide and determine for themselves if they can safely arrive at work under the conditions. If full-time regular essential personnel are unable to report to work when the campus is closed

due to weather conditions, the employee can elect to (1) use any accrued paid time off for the missed day or (2) the employee will not be paid for the day. This policy is not to be construed to require any employee to place themselves in peril, danger or other risk and said employee shall assume all risk of property damage, injury, including death, to himself and other, which may result from transporting to and from UTTC during periods of inclement weather. Said employee does, by accepting employment at UTTC, indemnify UTTC from such liability.

Regardless of whether campus remains open or is closed on a day of inclement weather, it is each employee's decision to determine if they can safely arrive at work under the conditions.

6-3 Annual Leave

Full-time regular 12-month employees commence to earn and accrue annual leave from the first day of employment, but are not entitled to use their accrued leave until completion of the initial 90 day probationary period.

Annual leave will accrue, per pay period (80 hours), according to the following schedule:

- Less than 2 years of employment – 4 hours
- More than 2 years but less than 10 years of employment – 6 hours
- More than 10 years of employment – 8 hours

The maximum carryover, per calendar year, is in accordance with the following schedule:

- Less than 2 years of employment – 104 hours
- More than 2 years but less than 10 years of employment – 156 hours
- More than 10 years of employment – 208 hours

Annual Leave will not accrue during a pay period when the Employee does not have 80 hours. UTTC defines 80 hours as any regular hours worked plus any approved administrative, annual, personal, sick, bereavement, witness, and jury duty. Leave without pay (LWOP) will not be considered toward your 80 hours.

An employee who wishes to use annual leave must receive approval from his or her supervisor at least one week before using requested leave to allow coverage of duties while on leave. Failure to do so may result in the absence being treated as leave without pay.

Available annual leave may be cashed out once every year. An Annual Leave Cash-out Request Form must be completed and approved by the employee's supervisor and submitted to payroll. Annual leave may be cashed out at a minimum of 20 hours and up to a maximum of 80 hours per calendar year. Employees must maintain at least 24 hours of available annual leave after cash out.

Employees will be paid for available annual leave upon termination of employment.

6-4 Personal Leave

Full-time regular 9 and 10-month employees receive 24 hours of personal leave each academic year. The leave is on a use or lose basis. Full-time regular 9 and 10-month employees are not entitled to use their personal leave until completion of the initial 90 day probationary period. Full-time regular 12-month employees do not receive personal leave.

An employee who wishes to use personal leave must receive approval from his or her supervisor at least one week before using requested leave to allow coverage of duties while on leave. Failure to do so may result in the absence being treated as leave without pay.

Employees are not paid for unused personal leave upon termination of employment.

6-5 Sick Leave

Full-time regular employees commence to earn and accrue sick leave from the first day of employment, but are not entitled to use their accrued leave until completion of the initial 90 day probationary period.

Sick leave shall be accrued at the rate of 4 hours per pay period. Employees will not be permitted to accrue more than 520 hours of sick leave.

Sick leave is a privilege and may be used for:

- Illness or injury of an employee or an employee's immediate family, i.e. spouse, child, or dependent
- Medical, well-care (prenatal), dental, or vision appointments

Sick Leave will not accrue during a pay period when the Employee does not have 80 hours. UTTC defines 80 hours as any regular hours worked plus any approved administrative, annual, personal, sick, bereavement, witness, and jury duty. Leave without pay (LWOP) will not be considered toward your 80 hours.

Employees must notify the supervisor at the beginning of their shift that he or she will be absent due to illness or injury. An employee may be asked to present medical documentation, which supports sick leave periods of three (3) or more consecutive working days. Medical documentation may be necessary for sick leave exceeding one (1) working day at the discretion of the supervisor.

Medical documentation need not state the nature of illness or injury, but employer/supervisor can require that medical documentation provide information, including but not limited to: The date the employee was seen by the physician or qualified medical practitioner; confirmation that the absence was medically necessary; and the date that the

individual will be medically cleared to return to work.

Employees are expected to schedule planned appointments in a manner that minimizes disruption of work flow. Failure to do so may result in the absence being treated as leave without pay.

Extended use of sick leave will be reviewed for possible eligibility of the Family Medical Leave Act (FMLA) provisions.

Leave Sharing/Donation Policy

UTTC recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available paid leave. To address this need, all eligible employees will be allowed to donate accrued paid sick hours from their available leave balance to their co-workers in need of additional paid sick leave.

The donation of paid sick leave is strictly voluntary. Donated paid sick leave will go into a leave bank for use by eligible recipients. The donation of paid sick leave is on an hourly basis, without regard to the dollar value of the donated or used leave. Employees cannot borrow against future paid sick leave to donate.

To be eligible to donate paid sick leave, the employee must:

- Be continuously employed with UTTC for a minimum of two years
- Not be on an approved leave of absence
- Retain a minimum of 208 hours of paid sick leave
- Donate a minimum number of paid sick leave hours that an eligible employee may donate is 8 hours per calendar year; donate no more than 50 percent of the employee's current balance.

To be eligible to receive donated paid sick leave the employee must:

- Be continuously employed with UTTC for a minimum of one year
- Have no other paid leave available
- Have a medical emergency, defined as a medical condition of the employee or a dependent that will require the prolonged/extended absence of the employee from duty

Employees who would like to request donated paid sick leave are required to complete a Paid Sick Leave Request Form and submit it to the Human Resources Department. Requests for donated paid sick leave must be approved by the Human Resources Department, the employee's immediate supervisor, and the President. If the recipient employee has paid leave in their available leave balance, this leave will be used prior to any donated paid sick leave. Donated paid sick leave may only be used for leave related to the approved request. Employees who receive donated paid sick leave may receive no more than 480 hours (12 weeks) within a

rolling 12-month period. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Employees will not be paid for available sick leave upon termination of employment.

6-6 Family and Medical Leave

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following qualifying events:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies (demands, emergencies). Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the armed forces, including a member of the National guard or reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan"

on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Use of Leave

During an FMLA qualifying event, UTTC requires employees to use FMLA leave concurrently with their accrued paid leave. An employee's ability to use accrued paid leave is determined by the terms and conditions of the normal leave policy.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

6-7 Bereavement Leave

Full-time regular employees will be granted 24 hours of paid bereavement leave after the loss of a close relative. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, great grand father, great grand mother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, first cousin, step parents, step brother, and step sister. The employee may use available personal or annual leave if additional leave is required.

6-8 Witness Duty

Full-time regular employees will receive paid leave upon receipt of notification to appear in court as a witness. Employees must notify and provide a copy of the witness summons or subpoena to their supervisor.

6-9 Jury Duty

Full-time regular employees will receive paid leave upon receipt of notification to serve on a jury. Employees must notify and provide a copy of the jury summons or subpoena to their supervisor.

6-10 Wellness

UTTC understands the importance of and is committed to the health and well-being of all employees. All

employees have the opportunity to use 30 minutes per day for campus based wellness activities at appropriate times during working hours with their supervisors' approval.

The college will actively communicate nutrition education, physical activities, prevention methods and various ways to provide physical, mental, spiritual and emotional well-being.

UTTC Land Grant Extension has registered dietitians on staff to assist with your nutrition needs. See all the resources available at <http://www.uttc.edu/landgrant>.

The Health Promotion Center and Certified Personal Trainers, located in the Lewis Goodhouse Wellness Center, offers a variety of classes, training programs, and group activities. The Health Promotion Center has a calendar for each month. Please see the UTTC website at <http://uttc.edu>.

6-11 Education Assistance Program

United Tribes Technical College (UTTC) is committed to the recruiting, hiring and retention of the best possible faculty, staff and administration. As part of its desire to meet its employees' evolving needs, UTTC has established educational assistance programs, including the Tuition Waiver Program, the Advanced Degree Tuition Program, and the Advanced Degree Incentive Program. The purpose of each of these programs is to foster the professional growth and development of UTTC's eligible employees.

I. Tuition Waiver

Full-time employees may attend classes at UTTC tuition free. Supervisors may approve the program of study as long as the program of study is directly related to their position as a UTTC employee and does not interfere with their normal job duties. An employee will be allowed to enroll in six (6) credit hours per semester and three (3) credit hours during the summer session. If required to fulfill a job related activity, the employee will be expected to miss class as their job takes precedence.

Employees enrolled in the Tuition Waiver Program will be allowed up to six (6) hours of release time per week to complete their coursework if the course falls within working hours. Employees must be on campus for these hours, and will not be required to clock out or use annual leave. The employee must coordinate these release hours with their supervisor to ensure hours spent on coursework will not interfere with their normal job duties.

In order to be eligible for the tuition waiver, the employee must be continuously employed for a period of one year by the last day to add/drop for the semester that the tuition waiver is submitted. The tuition waiver form needs to be

completed and submitted to the financial aid office by 5:00 p.m. on the last day to add/drop for the semester.

The tuition waiver will cover the tuition, books and fees for the employee for all passed credits in all semesters that a tuition waiver has been submitted as long as the tuition is paid directly to UTTC. The tuition waiver will only cover bachelor, associates, and certificate programs. Single semester short-term workforce training programs will not be covered. The tuition waiver will only cover one program at each level; eligible employees, their spouse, or dependents will only receive tuition waiver benefits for one certificate, one associate degree, and one bachelor degree.

A 'C' or above grade must be maintained in order to be eligible for the tuition waiver. Courses taken on a pass or fail basis must be completed with a "passed" grade. Non-graded courses graded satisfactory or unsatisfactory must be completed with a "satisfactory" grade. The tuition waiver will not cover failed, dropped, or withdrawn credits, which also may result in a bill to the employee.

An employee's spouse or children living in the household are eligible to attend tuition free. If an employee leaves or is terminated for any reason during the semester, the tuition waiver will still be valid for the terminated employee, their spouse, and/or any children living in the household for that semester only.

The tuition waiver applies only to UTTC courses and programs. UTTC will not reimburse an employee for costs associated with earning a certificate, associate degree or bachelor degree from another institution.

Please contact the Financial Aid department for further details or to obtain the Tuition Waiver Form.

II. Advanced Degree Tuition Reimbursement

A. Eligibility

Employees who have been employed by United Tribes Technical College (UTTC) or Theodore Jamerson Elementary School (TJES) for at least one year, and who are enrolled in an advanced degree program offered through a regionally- accredited institution, will be eligible for tuition reimbursement to assist with covering unmet financial need. For the purpose of this policy, Advanced Degrees applies to Baccalaureate degrees not offered by UTTC but necessary to meet accreditation or program-specific requirements, Masters and Doctoral degrees, and unmet financial need includes outstanding balances for tuition, books, and fees not covered by all other financial assistance options such as assistance from a federally-recognized Indian tribe, scholarships, fellowship grants, GI benefits, but excluding subsidized and unsubsidized student loans.

Employees who receive tuition reimbursement from UTTC to offset the costs of enrolling in one Master's Degree Program will not subsequently be eligible to receive

tuition reimbursement from UTTC to offset the costs of enrolling in a second, separate Master's Degree Program.

Employees who receive tuition reimbursement from UTTC to offset the costs of enrolling in one PhD Program will not subsequently be eligible to receive tuition to receive tuition reimbursement from UTTC to offset the costs of enrolling in a second, separate PhD Program.

B. Course Load and Funding

Tuition reimbursement will be available for up to six credits per employee per academic term. Academic terms are defined as fall, spring, and summer semesters. The amount of reimbursement will be based on the number of faculty and staff participating in the tuition reimbursement program, and depending on the level of funding available for tuition reimbursement, employees may receive only a partial reimbursement of their total unmet financial need. Funding sources for tuition reimbursement may include institutional or departmental funds, grants, or other funding sources.

C. Reimbursement Amounts

Tuition reimbursement provided to each employee will be calculated based on available funding for the academic term and number of participants in the tuition reimbursement program, with a maximum reimbursement amount of \$1,000.00 per employee per semester.

The following is a sample of how tuition reimbursement would be calculated: If there is a total \$6,700.00 in available funds for the tuition reimbursement program and there are ten (10) employees participating in the tuition reimbursement program, each employee would be eligible to receive \$670.00 in tuition reimbursement.

However, if an employee is receiving funding other than subsidized and unsubsidized student loans, including, but not limited to, assistance from a federally-recognized Indian tribe, scholarships, fellowship grants, or GI benefits, the amount of tuition reimbursement the employee is eligible to receive shall not exceed the amount of the employee's unmet need (i.e. the amount of tuition, books and fees, not covered by funding sources other than subsidized and unsubsidized student loans).

D. Grade Requirements

Only those courses where a passing grade, as determined by the employee's institution, is earned will be eligible for tuition reimbursement. Evidence of successfully meeting grade requirements for tuition reimbursement must be submitted by the employee with the tuition reimbursement documentation to the Human Resources Office for tuition reimbursement processing. Falsification or misrepresentation of academic information will result in the denial of tuition reimbursement and will be grounds for disciplinary action in accordance with UTTC or TJES policies and procedures, up to and including termination.

E. Tuition Reimbursement Documentation

To receive tuition reimbursement, employees must complete and submit an application for tuition reimbursement to the Human Resources office prior to the established semester deadlines. The application for tuition reimbursement must include the cost of the course(s), books, and fees, and amount of aid, if any received to assist with covering these costs. Subsidized and unsubsidized federal loan information does not need to be included. An unofficial transcript or grade report indicating the grade(s) earned must also be included.

An employee will only receive tuition reimbursement from UTTC after providing proof of successfully completing each semester, including providing proof of employee of meeting the grade requirements of subsection II(D) of this Policy for which the employee is to receive tuition reimbursement assistance.

F. Tuition Reimbursement Application Deadlines

Applications and associated documentation for tuition reimbursement must be received by the Human Resources Office by the following dates for each semester:

- Fall semester: January 10th
- Spring semester: June 10th
- Summer semester: September 10th

Applications received after the due dates for each semester will not be accepted.

G. Separation of Employment

Faculty and staff who discontinue employment at UTTC or TJES for any reason will not be eligible for tuition reimbursement for courses in which he or she is currently enrolled.

H. Continuance of Program

In the event funding for advanced degree tuition reimbursement becomes unavailable, the tuition reimbursement program will be suspended. UTTC and TJES reserve the right to modify or terminate the Advanced Degree Tuition Reimbursement Policy at any time and for any reason.

I. Advanced Degree Tuition Reimbursement Process

Tuition reimbursement will be processed through the Human Resources Office. The following process will be used to reimburse unmet financial needs associated with tuition, books, and fees.

Prior to the deadline for each semester, the employee will submit a tuition reimbursement request with the necessary documentation to the Human Resources Office.

Human Resources staff will review the tuition reimbursement documentation, and will coordinate with

Title III Part F Director to determine availability of existing funds, and the amount of tuition reimbursement to be applied for each employee based on the calculations outlined in the “Reimbursement Amounts” section of the Advanced Degree Tuition Reimbursement Policy.

Human Resources staff will submit a Purchase Requisition (“PR”) for the amount of the tuition reimbursement based on the tuition reimbursement calculations.

The tuition reimbursement will be issued on a separate check within two weeks following the submission of the tuition reimbursement Purchase Requisition (“PR”).

J. Taxability of Reimbursement

Reimbursed tuition may be subject to federal tax regulations. It is up to the employee to discuss the implications of tuition reimbursement with their tax advisor.

K. Release Time

Employees enrolled in an advanced degree program of study are allowed up to six (6) hours of release time per week to attend classes. Employees are not required to clock out or use annual leave. The employee must have supervisor approval to ensure classes will not interfere with their normal job duties.

III. Advanced Degree Incentive

Full-time regular employees who have been employed for 12 months after receiving their degree are eligible for a one-time per degree level advanced degree incentive. Employees who have earned an advanced degree from a regionally accredited institution of higher education in the area for which they are currently employed must complete and submit the Advanced Degree Incentive Request Form with supporting documentation to their supervisor 30 days after completing 12 months of employment.

The incentives for each degree level are as follows:

- Associate degree ... \$1,000
- Bachelor degree..... \$2,000
- Master’s degree \$3,000
- Doctorate degree ... \$4,000

6-12 Lactation/Breastfeeding

Work can be an inhibiting factor in the duration that a mother will breastfeed a child. When employees and students are able to nurse or pump while at work or school, less absences are recorded and there is less job turnover.

A designated room (with working outlets, lights, and a usable lock) will be available to all staff, faculty, and students for purposes of nursing or pumping breast milk.

- The space will allow for privacy, safety, and cleanliness. The space will not be a restroom or toilet stall.
- A source of clean running water will be available near the designated room to allow for washing hands and equipment.
- Employees and students will provide their own cooler or storage containers for appropriate storage of expressed milk.
- Flexible break times will be allowed for expression of milk.

On UTTC campus the designated areas are: Lewis Goodhouse Wellness Center and Skills Center. Please see Director for available rooms.

Full-time regular employees may be allowed to bring their infants to work until three months of age if:

- The mother is providing her infant breast milk
- The supervisor deems the policy fits the needs of the department
- The work area is assessed as safe for the infant
- Presence of the infant does not interfere with the mother's job duties
- Infant diapers are removed from the work site daily
- The situation is re-evaluated monthly to ensure appropriateness for UTTC, the mother, and the infant

This policy will remain flexible and interpreted on an individual basis.

6-13 Special Events

UTTC International Powwow, Tribal Leaders Summit, Thunderbird Run, and other Cultural Activities

- The United Tribes International Powwow, Tribal Leaders Summit, Thunderbird Run, and other Cultural Activities are established institutional events of UTTC.
- Employees are asked to work during these events to make them a success.
- The work time requested is a minimum of 4 hours and up to 8 hours. If an employee wishes to work more than 8 hours up to a maximum of 24 hours, the additional time must be approved in advance by the employee's supervisor and the appropriate event coordinator.
- Exempt employees that work before or after their normal work hours will receive administrative leave, by recording their name and time(s) with the appropriate event coordinator.
- Exempt employees that work during their normal working hours will track those hours as "regular hours worked" and will not receive administrative leave.
- Non-exempt employees that work before, during, or after their normal work hours will track those hours as

"regular hours worked".

- Administrative leave must be used by December 31st of each year for 12-month employees and by the end of the academic year for 9 and 10-month employees.

Graduation

- All faculty and appropriate administrative personnel are expected to participate in the Fall and Spring semester graduations.
- Cap, gown, and appropriate vestments should be worn by faculty and appropriate administrative personnel.
- Arrangements for rental or purchase of cap, gown, and appropriate vestments may be made at the UTTC bookstore.

6-14 Insurance Plans and Retirement

Full-time regular employees are eligible to participate in the following insurance plans:

- Basic term life insurance
- Basic accidental death and dismemberment
- Health insurance
- Dental insurance
- Vision insurance
- Voluntary term life insurance
- Voluntary accidental death and dismemberment
- Short term disability
- Long term disability
- AFLAC

New hired employees are eligible to participate in the various insurance plans, which will be effective the first of the month following the employee's date of hire. Employees have 30 days from their date of hire to make their elections.

Newly hired employees that decline to participate in the various insurance plans during the initial election period will be eligible to participate at a later date, e.g. qualifying event or open enrollment. The open enrollment effective date is January 1st of each year. Participation or the decision to waive the various insurance plans will need to be verified each year during open enrollment.

Insurance plans will terminate the end of the month from the last day of employment with UTTC or December 31st if dropped during open enrollment.

Insurance Premiums are deducted from the first payroll check of each calendar month for that month's Premiums; with the exception of Health Insurance which is deducted semi-monthly. During the second payroll check of February, March, and April, Insurance Premiums will be deducted to cover the summer months of June, July, and August for 9 and 10 Month Employees.

The Consolidated Omnibus Budget Reconciliation act (COBRA) gives workers and their families who lose their Health, Dental, or Vision insurance the right to choose to continue insurance(s) for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours, transition between jobs, death, divorce, and other life events. Individuals that choose to participate in COBRA will need to contact the COBRA Administrator for details and will be required to pay 102% of the Insurance Plan(s) premium.

UTTC has established a 403b retirement program that provides full-time regular employees the opportunity to save for retirement on a tax-advantaged basis. UTTC will match the employee's contributions as follows:

- At the beginning of the second (2nd) year of continuous employment, UTTC will match the employee's contribution up to a maximum rate of five percent (5%) of the employee's bi-weekly salary.
- At the beginning of the fifth (5th) year of continuous employment, UTTC will match the employee's contribution up to a maximum rate of six percent (6%) of the employee's bi-weekly salary.
- At the beginning of the seventh (7th) year of continuous employment, UTTC will match the employee's contribution up to a maximum rate of seven percent (7%) of the employee's bi-weekly salary.

Full-time regular employees must have 40 hours (regular hours worked plus any approved paid administrative, annual, personal, sick, bereavement, witness, jury duty, and holiday leave) per week on a regular basis to meet the various insurance and retirement eligibility requirements.

Employees that do not meet the insurance and retirement eligibility requirements for two (2) consecutive pay periods will be terminated from the various plans and must follow the newly hired process when they have 40 hours per week on a regular basis again.

For full details refer to the Insurance and Retirement Plan Documents or contact the Human Resources Department.



6-15 Military Leave

The Uniform Services Employment and Reemployment Act of 1994 (USERRA), 38 U.S.C. §§ 4301-4333, provides employment and reemployment rights for members of the uniformed services, including veterans and members of the Reserve and National Guard. Under USERRA, service members who leave their civilian jobs for military service can perform their duties with the knowledge that they will be able to return to their jobs with the same pay, benefits, and status they would have attained had they not been away on duty. USERRA also prohibits employers from discriminating against these individuals in employment because of their military service.

6-16 Employee Assistance Program (EAP)

Full-time regular employees and their dependents can utilize the EAP at no cost. The EAP is designed to provide short-term counseling, training, and resources for employees and their dependents who may be experiencing emotional, financial, drug, alcohol, marital, legal, or family problems. The EAP is available twenty-four hours per day, 365 days a year.

Employee participation in the program is voluntary and completely confidential. An employee or dependent may get contact information through their Supervisor or the Human Resources Department.

An employee may be referred to the EAP by his or her Supervisor, particularly if the problem(s) are affecting the employee's job performance. A Supervisor may mandate an employee to use the EAP as a condition of corrective action.





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