

PANOLA COLLEGE

CARTHAGE, TEXAS



SUPPORT STAFF

HANDBOOK

Special Notification

Please note that this handbook does not in any way purport to function as a contract or quasi-contract for employment; it should be used as no more than a source of general guidelines for the support staff employee. This handbook may be changed without prior notice.

Revised April 2013

PANOLA COLLEGE SUPPORT STAFF HANDBOOK

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INTRODUCTION

PURPOSE OF HANDBOOK

This statement of support staff personnel rules and regulations has been prepared to serve as a guidebook for the College in the dissemination of policy information to support staff employees. Should an employee need further information, he/she may inquire of his/her immediate supervisor. These rules and regulations may not necessarily apply to professional staff or student employees. If there is a conflict between statements in this handbook and those covering the same subject in the Board Policy Manual, then the President of the College shall decide on which document to base a decision.

DEFINITION OF A SUPPORT STAFF EMPLOYEE

A support staff employee is defined as a person employed by Panola College in a career position with a designation other than professional staff or student employee. Support staff employees are hired into a position from an approved list of support staff job descriptions and paid based on the Board approved hourly rates for his/her job description and level based on years of experience and education. A medical examination may be required if warranted by the position for which the applicant has applied.

DEFINITION OF EMPLOYMENT STATUS

Support staff employees are assigned a level (status) of employment such as full-time, part-time, or temporary. The levels may have different meanings when related to benefits as explained below:

1. Teacher Retirement System Participation: Full-time status to meet eligibility requirements means that an employee is employed for one-half or more of the standard work load at a rate comparable to the rate of compensation for other persons employed in similar positions. This is the eligibility test used to determine if an employee qualifies for insurance benefits provided by Employees Retirement System.
2. Eligibility for Panola College Benefits:
 - i. Vacation Leave - Only support staff employees who have employment covering a full twelve (12) months are eligible for paid vacation leave.
 - ii. Sick Leave, Personal Leave, and Holidays - Only support staff employees who have employment covering a minimum of nine (9) months are eligible for paid time off for illness, personal time, or holidays.

Generally, full-time support staff employees are those who have employment from nine (9) months to twelve (12) months. Part-time and temporary support staff employees are all of those whose terms of employment cover less than nine (9) months.

HOW TO REPORT CRIMES OR EMERGENCIES

The College has no health facility on campus. If an accident or emergency occurs on campus, first aid will be administered, and, if deemed necessary, assistance will be requested from the local hospital's emergency department. Depending on the severity of the emergency, consider calling 911 immediately.

In the case of fires, hostage situations, bomb threats, etc., and other emergencies, dial 911 immediately and dial 903.693.1100 to reach Panola College Administrative Services. In non-emergency situations such as theft and/or auto accidents with no injuries, call Campus Police or the police departments of Carthage, Center, Jefferson, or Marshall.

PURPOSE OF PANOLA COLLEGE

STATEMENT OF MISSION

Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, technical and workforce programs, developmental courses designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to help each student achieve his or her full potential and to contribute to the further development of society.

STATEMENT OF VISION

Panola College is committed to excellence in instructional programs, student services, service to the community, and leadership in economic development and cultural enrichment of the region.

Instructional Goals

Specific instructional goals to which Panola College adheres are listed in priority order below:

1. To develop a capacity for thinking in the student.
2. To raise the level of educational achievement.
3. To assist the student in acquiring skills in problem solving.
4. To provide opportunity for students to acquire basic skills.
5. To raise the level of vocational achievement.
6. To provide opportunity for students to acquire the concept of learning as a continuous process.
7. To provide opportunity for students to learn to function effectively in a rapidly changing world.

8. To develop special aptitudes.
9. To develop a capacity for creative development.
10. To assist the student in learning self-discipline.
11. To acquire an awareness of career opportunities.
12. To acquire a sense of personal worth and dignity.
13. To develop a sense of responsibility.
14. To acquire the capacity for self-analysis and self-evaluation.
15. To develop independent work habits.
16. To develop skills necessary to get along with others.
17. To develop a concern for the equal dignity of every individual.
18. To raise the level of income of the student.
19. To develop skills for personal use.
20. To develop economic competence in personal affairs.

Management Goals

Prioritized management goals for Panola College are as follows:

1. To improve the quality of instruction.
2. To establish and maintain academic standards.
3. To allocate funds in accordance with priorities to meet established goals.
4. To provide quality basic skills instruction.
5. To plan for long-range development.
6. To provide staff development for professional personnel.
7. To evaluate the process of the College toward stated goals.
8. To provide quality academic advising.
9. To select and reward personnel dedicated to student learning.
10. To develop an early warning system of potential dropouts.
11. To insure that all persons connected with the College participate in decision-making.

12. To provide opportunities for students to participate in co-curricular activities.
13. To provide financial resources to qualified students.
14. To improve career development opportunities.
15. To develop and maintain a student orientation program.
16. To provide for placement and follow-up of students.
17. To seek new and stable sources of revenue.
18. To cooperate with external agencies.
19. To commit resources to conduct institutional research.
20. To increase faculty, student, and administrative involvement in the community.

PURPOSES OF PUBLIC COMMUNITY COLLEGES

Section 130.033 of the Texas Education Code defines the purposes of a public community college as follows:

The purpose of each public community college shall be to provide:

- "(1) technical programs up to two years in length leading to associate degrees or certificates;
- (2) vocational programs leading directly to employment in semi-skilled and skilled occupations;
- (3) freshman and sophomore courses in arts and sciences;
- (4) continuing adult education programs for occupational or cultural upgrading;
- (5) compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- (6) a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals; and
- (7) such other purposes as may be prescribed by the Coordinating Board, Texas College and University System, or local governing boards, in the best interest of post-secondary education."

Panola College is committed to providing educational programs and services to achieve these purposes.

ACCREDITATION

Panola College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Panola College.

HISTORY OF PANOLA COLLEGE

The earliest impetus for the establishment of a junior college in Panola County came from several forward-looking educators during the early 1930's. Dr. Sterling Davis, a prominent dentist and resident of the Clayton community, suggested that in view of the establishment of two-year colleges in several locales across the state, a similar institution might prove an asset to Panola County. Carthage teacher L. R. Sharp proposed that the County Board of Trustees reorganize the county into five school districts with a junior college as the capstone. The implementation of these plans was delayed with the outbreak of World War II.

Following the end of the war, a newly developed natural gas field in Panola County offered a tax base large enough to support a junior college district. School administrators from Carthage, Beckville, and Gary were instrumental in publicizing the need for a two-year college in the county. Early in 1947, a citizens meeting was called to discuss the matter. A favorable response led to the formation of a steering committee for the purpose of establishing a junior college. Carthage Superintendent of Schools Q. M. Martin was chosen as chairman, and under his direction the committee developed preliminary plans.

A formal proposal in the form of a petition and supporting documentation was presented to the State Board of Education by Mr. Martin at its regular meeting on May 12, 1947. In a unanimous vote, authorization was given for a public election to consider the establishment of a two-year college in Panola County.

Following a diligent campaign financed largely by the Carthage, Beckville, and Gary independent school districts, a public election was held on June 17, 1947, to elect the first Board of Trustees and authorize a local tax to support a junior college. A total of 889 votes were cast in favor of the establishment of the college, with only 26 negative votes. A seven-member board was elected, consisting of H. T. Long, R. C. Beauchamp, Doc Buchanan, J. C. Phillips, Dr. Sterling Davis, Dr. D. B. Daniel, and T. J. Butler.

The Board of Trustees moved quickly to employ personnel, select a campus, and make provisions for the first class of approximately 100 students, which entered in January 1948. B. W. Musgraves was selected in September 1947, as the first president of the institution. A 35-acre site, located approximately one mile west of the square in Carthage, was chosen as the location for the new college. The physical plant consisted initially of three temporary barracks-type buildings purchased from Camp Fanning in Tyler. One building was used as an administration building and general office space. Another building was utilized for classrooms. The third barracks was used as an athletic dormitory for the College's football team.

In 1949, a Quonset hut was purchased for use as a field house. In that same year construction was completed on the Administration Building, the College's first permanent structure. An auditorium was constructed on the east end of the building and used for classroom purposes until 1964. A gymnasium was also constructed in 1949.

Following the resignation of Mr. Musgraves, Floyd Boze served as acting president of the College

during the 1950-51 academic year. With the hiring of M. P. Baker in May 1951, Panola College began a long period of growth in the quantity and quality of its academic programs and physical facilities.

Between 1950 and 1970, the College developed an educational program of academic excellence, which came to be well respected throughout the state of Texas. A student union building was completed in 1957, and an athletic dormitory was constructed in 1964. During the last two years of Mr. Baker's presidency, a major construction project was completed. This multi-faceted project consisted of the Roy Monk Science Building with facilities for classrooms and laboratories, the new M. P. Baker Library, and the Raymond Rhea Fine Arts building to house the College's music and drama programs. These buildings were completed strictly through the use of local monies.

In September 1967, former superintendent of Carthage schools, Q. M. Martin, became president of Panola College. During the next several years, the College embarked upon the development of several vocational-technical programs. To house these programs, the W. H. Gullette Occupational-Technical Building was opened in 1971. This was closely followed by the completion of the Merle Glass student dormitory in 1972 and auditorium-speech arts building which was constructed in 1973 with the aid of a matching federal grant.

Dr. Charles Hayes served as president of the College during the 1973-74 school year; he was succeeded by Arthur M. Johnson. Mr. Johnson's administration was marked by the expansion of the College's educational program to out-of-district sites at Marshall and Center. During the second half of the 1970's, enrollments increased from 600 to approximately 900 full-time and part-time students. The Sid Baker Turner Chapel was completed in 1978. Construction was also begun on a new athletic field house in 1979. Also completed during Mr. Johnson's tenure was the Arthur Johnson Gymnasium.

Upon the retirement of Mr. Johnson, Dr. Gary D. McDaniel became the seventh president of Panola College in September 1981. Noteworthy achievements during Dr. McDaniel's tenure were the completion of the athletic field house and extensive renovations of the Martha Miller Administration Building, student center, and physical education gymnasium. Additional campus improvements included the construction of six racquetball courts, a weight training facility, additional parking areas, a new band hall, and campus landscaping projects. An upgrading of the physical education and fine arts programs was also achieved over a period of several years. During 1987-88, a performing arts studio containing classrooms and a drama workshop was annexed to the Q. M. Martin auditorium. Also completed during this time was a renovation of the athletic dormitory and new 90-bed men's dormitory.

Following a fund raising drive in Harrison County, dedication ceremonies were held for the Marshall Occupational Education Center in May 1983. The center provided vocational training programs in cosmetology, welding, and vocational nursing for the citizens of Harrison County.

In 1984, another fund-raising project was conducted in Center, Texas, to promote the establishment of a Shelby County Center. The Shelby County Chamber of Commerce provided the land and a 16,500 square-foot building to house vocational and academic classes in Center. The building was officially opened in December 1984.

In June 1993, Dr. William Edmonson became the eighth president in the history of the College. During 1994, the College renovated the property acquired from Gibson, Inc., and received approval to begin an Associate Degree in Nursing (Registered Nursing) program in the facility. The first class of ADN students began classes in January 1995. Concurrent with the upgrading of facilities and programs, intensive recruiting efforts have resulted in substantial enrollment increases.

After the retirement of Dr. Edmonson in August 2000, Dr. Gregory Powell became the ninth president in the history of Panola College.

STATEMENT OF ADMINISTRATIVE POLICY ON AFFIRMATIVE ACTION

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national or ethnic origin, veteran status, or disability.

INSTITUTIONAL COMMITMENT TO AFFIRMATIVE ACTION

Panola College is committed to a strong program of affirmative action as set forth in its Affirmative Action Plan adopted by the Board of Trustees. A plan was first approved for the College on February 11, 1974, and it has been revised and updated since its inception.

PANOLA JUNIOR COLLEGE DEVELOPMENT CORPORATION

The Panola Junior College Development Corporation was chartered and incorporated in 1982, as a non-profit, tax-exempt foundation to assist in the development of scholarships, endowments, and other resources to assure a stable and growing financial base for the College. Gifts from friends of the College provide financial resources for scholarships and other enrichment programs.

GENERAL ADMINISTRATION

GOVERNANCE

Panola College is governed by a seven-member board of trustees elected by the people of Panola County for six-year terms. The Board names its own officers, including a Chair, Vice-Chair, and Secretary. The Board meets on the third Monday of each month in sessions open to the public as required by the Texas Open Meetings Act. It may also be called into special or emergency sessions. The Board of Trustees is the ultimate governing authority for the College.

The function of the Board is primarily that of policy-making. It also considers such official actions as the sale of property, authorization of new building programs, adoption of the annual budget, new degree-granting programs, and faculty elections.

The Board is kept informed on broad institutional developments as well as on specific matters requiring its collective judgment. Board members periodically attend continuing education courses to keep them fully informed of their responsibilities, current legislation, and trends affecting higher education. The Board assesses the needs of the College and diligently seeks to provide as many educational opportunities as feasible for the citizens residing within the College's service area.

ADMINISTRATIVE MANAGEMENT

The President of the College is employed by the Board of Trustees as chief executive officer, and he/she is responsible for all phases of College operations. The operations of the College are divided into six functional areas: 1) Instruction, 2) Workforce and Economic Development, 3) Institutional Advancement, 4) Satellite Operations, 5) Student Services, and 6) Fiscal Services, each under the leadership of a senior administrator who is responsible for the performance of his/her functional area. The specific responsibilities and reporting relationships of the Board of Trustees, President, and administrators are identified in organizational charts that may be obtained from the Panola College web site at www.panola.edu.

PERSONNEL BENEFITS

VACATIONS

Generally, all twelve-month support staff employees are allowed ten (10) working days, or eighty (80) hours, of paid vacation leave annually. This time actually begins to accrue on the date of employment, but the employee is not entitled to any paid vacation leave during the first six months of employment. In the seventh month of continuous employment the employee is retroactively credited with five (5) days of vacation leave and may begin using such time pending approval from his/her supervisor. Time is then earned and credited to the employee at the rate of one-day (8 hours) for each full month of continuous employment for the next six (6) months. Therefore, if the employee used no vacation leave for the first twelve continuous months of employment, then he/she would have ten (10) working days available on his/her first anniversary date. No more than five vacation leave days may be accrued in any six-month period.

Annual accumulation of vacation leave shall not exceed 12 work weeks (60 days). Holidays recognized by the College District that occur during a vacation period shall not be counted against vacation leave. An employee may not accrue vacation leave continuously; vacation periods must be scheduled during the College District's current fiscal year. It is the responsibility of the employee and the employee's supervisor to insure the accumulated time does not exceed the maximum.

The Business Office accounts for vacation time based upon the accrual policies, time cards, absence requests, and other documentary records; however, employees are urged to maintain their own records to help resolve any disputes. In the event an employee has taken more vacation leave at the time of termination than he/she would have accrued, the unpaid payroll time may be reduced by those excess hours.

Upon termination, including retirement, employees are usually paid for any accrued vacation hours. However, if the employee has any indebtedness to the College, he/she must agree to repay the debt through payroll deduction or reduction. The actual number of days paid for upon termination is based strictly on the accrual method explained previously in this section.

Also, please note that support staff employees are encouraged to use their vacation leave; therefore, if all vacation time for an employee hired on September 1 has been used as of August 31, and the employee has served twelve full months of continuous employment, then he/she is entitled to take ten days (80 hours) of vacation leave for the upcoming fiscal year. However, if this employee terminates after his/her anniversary date, September 1, then he/she is not entitled to payment for ten working days (80 hours); instead, he/she will be restricted to the number of hours accrued, but not used, between the last September 1, and the date of termination.

Vacation leave does not apply to support staff whose terms of employment equal less than twelve (12)

months.

Any conflicts in policies between those stated in this Support Staff Handbook and the Board Policy Manual will be resolved by the President of the College.

PAYROLLS

Support staff employees are generally paid bi-weekly (every other Friday) for the hours reported on time cards or time sheets two weeks prior to the date of payment. The person in the Business Office who is responsible for preparation of the College payroll will issue a schedule at the beginning of each fiscal year specifying the payroll dates. If the normal Friday pay date falls on a holiday, generally payroll will be processed on the previous Thursday. Regarding overtime, support staff employees are paid for time worked in excess of forty (40) hours per workweek at the rate of one and one-half times their normal hourly rate; this is referred to as overtime pay.

EMPLOYEE AUTOMATIC DIRECT DEPOSIT

Automatic direct deposit for payroll checks is required for all employees of the College. Direct deposits are processed and wired directly to the employees chosen banking institution on the specified payroll dates. Employees may choose a variety of deposit options and should contact the Business Office for further information.

LENGTH OF SERVICE

Length of service at the College is subject to the following conditions:

1. If all service has been continuous except for sick leave, authorized absences, or temporary interruptions of less than six months duration due to the College's temporary lack of need for the employee's services, the length of service shall be calculated from the initial date of employment.
 1. If an employee is rehired following an earlier termination, he/she is classified as a new employee with regard to eligibility for vacation leave and sick leave.
 2. In the event that an employee transfers or is promoted from one classification to another, continuous credited service accumulated under the prior classification counted under the new classification.

OUTSIDE EMPLOYMENT

The primary employment responsibility of a Panola College employee is to the College. Support staff employees are required to submit a written request to his/her immediate supervisor prior to the acceptance of outside employment. This policy does not apply to work performed for pay during holidays or vacation periods.

JURY OR COURT DUTY

Employees of the College will generally be granted paid leave time to serve on ordered jury duty or to serve as a subpoenaed witness. Such duties should be reported to the immediate supervisor. Copies of these summonses must be forwarded to one's supervisor to be placed in a personnel file. Employees are entitled to retain all compensation received for such services. No deductions may be made in regular compensation for a reasonable period of time spent absent from duty in performing these civic responsibilities.

HOLIDAYS

Support staff employees should refer to his/her annual Employee Agreements to determine paid holidays. Legal holidays for nine- to twelve-month support staff employees are listed in the official College calendar, which is published annually in the "General Catalog." Holidays, which are typically observed during the fiscal year, are Labor Day, Thanksgiving, Christmas, New Year's Day, Spring Break, Martin L. King's birthday, Good Friday, Memorial Day, and Independence Day.

SICK AND PERSONAL LEAVE

Generally, all nine- to twelve-month employees are entitled to sick and personal leave as stated on the Employee Agreements, which he/she signs at the beginning of each academic year. Personal leave is handled in a similar fashion to sick leave, and it may be carried over annually as part of the maximum sick leave carryover of ninety (90) days. The annual sick and personal leave allowances are as follows:

Nine-month employee	9 days (including 2 personal days)
Ten-month employee	10 days (including 2 personal days)
Eleven-month employee	11 days (including 2 personal days)
Twelve-month employee	12 days (including 2 personal days)

In the case of twelve (12) month employees, sick leave is earned at the rate of one day for each month of full continuous employment, not to exceed five days in any six-month period. The sixth month is always the month of non-accrual. Accruals begin on the date of employment; however, no sick leave or personal days may be used during the first six months of employment. At the end of the six-month period, the employee will be credited with five sick days and one personal day.

To record the amount of sick leave when the employee has worked part of a day, deduct the amount of time worked from eight hours, and this is the amount of sick leave to be charged to the employee. Sick leave is a daily calculation so the employee is not allowed to make up hours at the end of the week as a means of obtaining additional compensation.

Sick leave may be used for personal illness/disability and catastrophes involving the employee's immediate family as defined in Board Policy DEC (LOCAL).

Employees who terminate employment for any reason are not entitled to compensation for unused sick or personal leave.

FREE TUITION AND FEES AT PANOLA COLLEGE

The following scholarship policies were developed by the Scholarship Committee. Having received Presidential approval, they became effective in the Summer I, 1994 semester.

Faculty/Staff Scholarships

The requirements for professional/support staff scholarships for dependent children and/or spouses of full-time/retired full-time employees are as follows:

1. Employees, spouses and/or dependent children are required to file for financial aid.
2. Spouses are eligible for a total of 65 non-repeated hours (including transfer hours).
3. Dependent children
 - a. Defined by current (1994) federal financial aid criteria.

The dependent child cannot be any of the following:

 - (1) 23 years of age or older
 - (2) a veteran of the U.S. forces
 - (3) married
 - (4) a ward of the court
 - (5) have any legal dependents
 - b. High school graduate: limit of six (6) semesters to begin no later than the first long semester after graduation.
 - c. GED: limit of six (6) semesters to begin no later than the first long semester after passing the GED.
 - d. Individual approval: limit of six (6) semesters after meeting the requirements for admissions.
 - e. Early admission: two semesters equal one (1) semester. Early admission semesters enrolled count as part of the total six (6) allowed. This limit pertains to semesters in which Panola College paid for the courses/program.
 - f. Summer enrollment: two sessions equal one (1) semester.
 - g. Transfer: courses required within the Bachelor's degree; six (6) semester limit still applies.
 - h. May not have completed a Bachelor's degree.
4. Employees, spouses, and dependent children will receive tuition, fees, and book loan.

Consumable items must be purchased by the recipient.

5. Books may be purchased at the end of the semester at half (1/2) price.

Tracking Responsibility

1. Performing scholarships will be tracked by the grantor and his/her chairperson.
2. Faculty/Staff, Presidential, Dean's, Panola College, and endowed scholarships will be tracked by the Office of Recruitment and College Relations.

RETIREMENT PROGRAMS AND CEREMONIES

All support staff employees are required to participate in the Teacher Retirement System (TRS) if he/she works at least half of the time normally required for his/her position.

All College employees are covered by Social Security. The necessary salary deductions are made each pay period and employees are entitled to all benefits of Social Security. Social Security benefits are subject to offsets and reductions for TRS Employees.

There will be only one official retirement ceremony per academic calendar year. All employees who are retiring during that year will be honored during the Spring semester. For example, any employee who retires during the Fall or Summer semesters will be honored during the Spring ceremony. Before an employee will be honored, he/she must submit a letter to his/her supervisor stating his/her plans to retire. The employee must also meet the necessary requirements for retirement through the Teacher Retirement System.

TAX-DEFERRED (SHELTERED) ANNUITIES

Under the provisions of public law, full-time employees of the College may elect to purchase a tax-deferred (Sec. 403(b) salary reduction) retirement annuity. While the annuity is being purchased, the employee does not pay current federal income taxes on the amount deducted from his/her salary for the annuity premium. Taxes will be paid on the deferred annuity at retirement or whenever the individual chooses to withdraw the account.

In the event that an employee signs a contract for a tax-deferred annuity, his/her annual earnings are reduced by the annual contractual amount. This procedure is defined as a reduction rather than a deduction to comply with current tax regulations. Interested employees may obtain information on tax-deferred annuity programs from the College's Benefits Coordinator in the Human Resources Office.

GROUP MEDICAL AND DENTAL INSURANCE

Group medical insurance is provided for all active and retired employees who meet the eligibility requirements for participation in the Teacher Retirement System. The College pays the cost of medical coverage for each active and retired employee subject to state appropriations. Group dental insurance is provided for all active TRS-eligible employees hired on, or prior to, May 26, 1998; these employees

upon retiring from the College will be eligible for dental premium reimbursement if he/she satisfies the criteria established by Resolution 9798-04. Employees hired after May 26, 1998 will not be reimbursed for his/her dental premiums upon his/her retirement.

New employees must apply for coverage within thirty days after the initial date of employment. Health coverage for the employee begins 90 days after the first active duty date of employment. A new enrollment period begins each September 1, and eligible employees are requested to review his/her coverage's during the preceding July and August so the insurance coverage's for the coming fiscal year will represent that to which he/she is entitled and prefer.

Those employees who choose dependent coverage's must pay for the additional insurance through a payroll deduction at the first of each month. Full information on medical and dental coverage's is available from the College's Benefits Coordinator in the Business Office.

Prior to termination or retirement, employees should contact the Benefits Coordinator and complete any necessary paperwork. If an employee leaves after the first of a month, coverage's will generally continue through the end of the month of termination. Under Federal law, the college must make health and dental insurance available to employees for at least eighteen (18) months after termination unless the reason for termination is gross misconduct. Under these COBRA provisions, the employee must pay the monthly premiums. See the Benefits Coordinator for details.

Employees are requested to keep the Benefits Coordinator informed of any changes, which might affect his/her coverage (address, newborns, etc.).

COBRA

On April 7, 1986, a federal law was enacted (Public Law 99-272, commonly called "COBRA"). This law requires the State of Texas to offer employees and dependents covered under the Uniform Group Insurance Program (UGIP) the opportunity to temporarily extend their health and dental coverage at the group rates. Continuation coverage is available only when certain qualifying events cause coverage under the UGIP to end. Coverage under COBRA is limited to the health and dental coverage in effect at the time of the qualifying event. For more information concerning COBRA, please contact the College's Benefits Coordinator.

BASIC LIFE INSURANCE

Basic term life insurance (a minimal amount) is provided for each employee who qualifies for health insurance provided by the College. The College pays the full amount of the premium. Generally, coverage is effective within ninety days from the initial date of employment. This policy is subject to change according to the conditions imposed by the insurance carrier.

OTHER INSURANCE COVERAGES

Employees who qualify for group medical and dental coverage also may elect to purchase other forms of insurance such as optional life, dependent term life, accidental death and dismemberment, and disability. The premiums will be deducted as payroll deductions.

PRE-TAX (IRS SEC. 125, CAFETERIA PLAN, TEX FLEX) DEDUCTIONS

Employees may elect to reduce their Federal tax liability on their earnings by having their monthly insurance premiums deducted from their gross earnings before the applicable Federal income taxes are withheld. This feature is referred to as Premium Conversion.

Also, employees may have amounts deducted from earnings to contribute to Health Care Reimbursement Accounts and/or Dependent Care Reimbursement Accounts. These deductions are also pre-tax and are used by the employee to assist in paying for unreimbursed health care costs and child day care costs. These are referred to as "TexFlex" deductions by Employees Retirement System.

Employees should understand that these options may restrict making insurance coverage changes during the fiscal year and may also have negative impacts on future Social Security benefits and disability benefits.

ADMISSION TO COLLEGE-SPONSORED ACTIVITIES

All current and retired employees and their immediate families as defined in the section of this handbook entitled "Sick and Personal Leave" will usually be admitted free to athletic events, dramatic productions, musical concerts, and other official on-campus activities sponsored by Panola College. In some cases where meals are involved, employees may be required, if they attend, to purchase tickets.

WORKERS' COMPENSATION

Worker's Compensation regulations require the injured employee to report promptly to his/her supervisor any injury sustained during the performance of official duties. The employee will need to assist the Business Office in completing the necessary paperwork. Failure to do so may result in disqualification of coverage and may result in a liability for the employee and/or the College.

FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act of 1993, employees who have worked for a covered employer for at least twelve months and have performed at least 1,250 hours of work during the last twelve months may under certain circumstances give at least thirty (30) days advance notice to his/her employer and receive up to twelve (12) weeks of family or medical leave without pay. Any employee who needs such leave should consult with his/her immediate supervisor and a member of College administration to be sure that he/she is eligible and that all of the provisions of the law are complied with.

If any employee leave policies contradict the provisions of this act, the provisions of the Family and Medical Leave Act of 1993 shall prevail.

EMPLOYEE COMPLAINTS

Employees wishing to file a complaint should reference Panola College Board Policy DGBA (LOCAL) through the on-line policy. The policy may be found on the Human Resources page of the Panola College web site at www.panola.edu.

BUSINESS OFFICE POLICIES

PROPERTY TAXES AND TAX COLLECTION

The Board of Trustees levies an annual property (ad valorem) tax sufficient to operate the College considering all other sources of revenue and the necessary levels of expenditures, both operating and capital. The County of Panola collects the taxes for the College. The tax rolls prepared by the Panola County Tax Appraisal District constitute the official tax roll of the College.

ANNUAL BUDGET

College revenues and expenditures are measured by an annual budget, which is prepared and developed by the College President with assistance from all levels of the College's employees including faculty, staff, and administration. The annual budget is submitted to the Board of Trustees prior to the beginning of each fiscal year for its approval, modification, or rejection. The annual budget is adopted at a regular meeting of the Board of Trustees, which is open to any citizen or taxpayer residing within the College tax district.

INSURANCE (RISK MANAGEMENT)

All College buildings and their contents, College-owned vehicles, and other College properties are insured by companies licensed to write insurance coverage in the State of Texas. Insurance coverage must be provided through an agency, which has been reviewed and approved by the Board of Trustees.

TELEPHONE CALLS

Long distance telephone calls are monitored by using departmental-specific codes. All official long distance calls should be approved by the appropriate administrator. Personal long distance calls should not be made from College telephones unless an emergency exists. Employees are requested to use 1-800 numbers whenever possible to save money for the College. The personal use of College telephones is strongly discouraged.

PERSONNEL RECORDS

The personnel records on support staff personnel which are kept in the Human Resources Office include, but are not limited to the following: (1) W-4 forms for income tax withholding, (2) I-9 forms for Employment Eligibility Verification, (3) Retirement records, (4) Contracts and Employee Agreements, (5) an Employee Forms Checklist, (6) Medical, Dental, and Insurance records, (7) Absence Reports, (8) W-5 forms for Earned Income Credit, and (9) Payroll Authorization forms. It is the responsibility of the Human Resources Office to keep these files up to date. It is the responsibility of each employee to report changes in his/her personal status to the Human Resources Office (address changes, marriage status, etc.).

INVENTORY OF EQUIPMENT

The College has a computerized inventory of all equipment. In order to properly maintain an accurate inventory of these items, periodic audits will be performed by the Business Office. The Business Office requests that College employees report to them the status of the equipment in their area. (i.e. damages, transfers, obsolescence, etc.)

PAYMENT OF AMOUNTS DUE TO PANOLA COLLEGE

All amounts due to Panola College for goods and services purchased from the College must be paid within thirty (30) days unless other arrangements are made with the Vice President of Fiscal Services.

EMPLOYEE USE OF COLLEGE-OWNED EQUIPMENT AND FACILITIES

Motor vehicles such as buses, vans, cars, tractors, computers, tables, chairs, lawn mowers, or any other equipment owned by the College may not be borrowed, rented, or used for private purposes by any College student or employee. Such actions jeopardize the insurance coverage maintained by the College. Also, the private use of public property is a violation of law.

OUTSIDERS' USE OF COLLEGE-OWNED FURNITURE, EQUIPMENT, AND FACILITIES

As a general rule the College will not allow the use of College-owned furniture, equipment, and facilities by outside individuals or groups. Only recognized non-profit community organizations or service groups may borrow them for special purposes and then only for one-day periods. The President and Vice President of Fiscal Services of Panola College reserve the right to approve or disapprove the use of College-owned furniture, equipment, and facilities to outside individuals and groups.

LOST AND FOUND ITEMS

Lost and found items should be turned over to the College Business Office as soon as possible. The Vice President of Fiscal Services or his appointed representative shall be responsible for determining the status of items, which remain unclaimed after a six-month period.

CONTRIBUTIONS TO THE COLLEGE (GIFTS, ENDOWMENTS, ETC.)

Private contributions to the College are earnestly solicited and gratefully received. They must be irrevocable. They may be given with or without stipulations regarding their use. The College reserves the right to determine the appropriate use of such gifts. The Panola Junior College Development Corporation (Foundation) is authorized to accept endowment funds for development purposes. Anyone who wishes to make a gift or contribution to the College should contact the Director of Recruiting and College/School Relations. Contributions are tax deductible, but the grantor should seek professional legal, financial and tax advice before making a commitment.

PROCEDURES FOR REQUISITIONING PROFESSIONAL SUPPLIES

Supplies, which are not available in the College Store, should be requisitioned by completing a Purchase Requisition form from the Business Office. The requisition must be approved by a Director or Department Chairperson and a Dean or Administrative Officer. If approved, a Purchase Order will be issued from the Business Office, and the order may be placed by the requisitioner. If the cost of an item is \$1,000 or more, the requisitioner is required to get more than one quote. The requisitioner should maintain his/her copy of the Purchase Requisition with the issued Purchase Order until the goods are received. The Accounts Payable Specialist will send the original copies of the Purchase Order and Purchase Requisition to the selected vendor. When goods are received, the recipient should sign the packing slip and write the Purchase Order number on it. Then send the packing slip to the Accounts Payable Specialist in the Business Office. If the goods are not acceptable, the requisitioner should return them as soon as possible and notify the Accounts Payable Specialist of the return shipment.

PURCHASING PROCEDURES

Purchase Requisition and Order forms for ordering supplies and equipment are available on the Panola College Business Office web site. Individuals should observe the following procedures in ordering supplies and equipment:

1. A DPS Requisition must be completed by the person wanting to order supplies, and it must be approved by a Director or Department Chairperson and a Dean or Administrative Officer. After approval, the DPS Requisition is sent to the Business Office for a Purchase Order to be issued.
2. All purchases must be made by means of a properly executed DPS Purchase Order. This form must be approved by the Vice President of Fiscal Services. All blanks (i.e. budget account number, description of items ordered, quantity, etc.) must be filled in. The Vice President of Fiscal Services reviews for accuracy and verifies available funds in accounts to be charged. No Purchase Order will be approved when budgeted money is not available. Three quotes must be received for purchases exceeding \$1,000.00. The requisitioner should allow ten working days for all Purchase Orders to be processed. Copies will be distributed as follows:
 - a. The white copy is kept in the Business Office.
 - b. The yellow copy is mailed, faxed, or returned to the requisitioner.
 - c. The pink copy is returned to the requisitioner.
3. Administration should observe the following guidelines in regard to purchase requisitions:
 - a. Careful review of purchase requisitions by administration will assure a strong degree of control over purchases.
 - b. Purchase orders must be completed (usually typed) by the Business Office.
 - c. The proper approval signatures must be placed on all purchase requisitions.
 - d. Purchase order numbers will be issued by the Business Office after all proper signatures are verified on the Purchase Requisition.

4. Packing slips for goods received should be initialed and dated by whoever receives and verifies shipments received. The third copy of the purchase order may be checked and signed by the recipient if no packing slip is available. This copy of the signed and dated packing slip will be forwarded to the Accounts Payable Specialist, matched with the original, and the invoice when received. Invoices will not be paid without adequate proof of the receipt of goods.
5. If supplies or equipment are returned to the supplier, a copy of the purchase order should be prepared with "RETURNED" printed across the bottom in large letters. A copy should be forwarded to the Accounts Payable Specialist.

COMPETITIVE BIDDING

Estimates for equipment and supplies (personal property) costing over \$10,000 must be submitted under a competitive bid procedure as prescribed by guidelines adopted by the Board of Trustees, which comply with Texas state statutes.

CAMPUS MAIL DELIVERY

Mail and packages will be delivered daily to each administrative area by College Store personnel. Inter-campus mail should be sent in standard campus mail envelopes. Holiday mail delivery shall be coordinated by the Vice President of Fiscal Services.

SUPPORT STAFF PERSONNEL POLICIES

RECRUITMENT

To ensure equality of opportunity, the College actively recruits applicants for support staff positions from all segments of the population. It is the policy of Panola College not to discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, veteran status, or disability in any phase of employment from recruiting to termination.

An applicant for employment at Panola College will be selected on the basis of educational background and related work experience for the position to be filled. The applicant is required to meet minimum educational and experience requirements established for the position unless it is determined that the quantity and quality of the applicant's education and experience are otherwise acceptable.

When a vacancy exists for a support staff position, the appropriate Departmental Supervisor, Dean or Director will notify the College President by completing the appropriate paperwork. Vacant support staff positions will be filled by applicants who have been processed according to established College recruiting procedures. The immediate supervisor and his/her Dean or Director is responsible for the final selection of the prospective employee. An interview committee will be utilized to select a candidate. The President must approve the employment of all support staff personnel. Hiring procedures may be found on the College's website under Human Resources.

PROMOTION AND TRANSFERS

The College attempts to fill positions whenever possible by promoting or transferring present employees. A support staff employee is generally ineligible for promotion or transfer until he/she has completed one continuous year of service in his/her current position. Such a change must have the approval of the immediate supervisor and the President of the College.

A support staff employee who desires a promotion or transfer to another position should discuss this request with his/her immediate supervisor. The supervisor will convey the request to the appropriate Dean or Director who will refer it to the College President.

Promotions or transfers are not automatic. These changes will generally be approved pursuant to the immediate supervisor's request. Notice of an existing vacancy is posted on campus for five days prior to advertising the position externally. In the event of extenuating circumstances, the administration may omit the five-day posting procedure. It is the responsibility of the support staff employee to initiate the request for a promotion or transfer to an available position.

REST PERIODS

Support staff employees are allowed one rest period during the morning and afternoon shifts. No single rest period may exceed fifteen minutes absence from the employee's workstation. Support staff personnel may not accumulate rest periods, nor may such time be utilized for late arrival, early departure, or handling off-campus personal business during working hours.

PAYROLL DEDUCTION

Statutory payroll deductions must be made from an employee's payroll check for federal income tax withholding, Social Security, and retirement contributions. Voluntary deductions are available at the employee's discretion for dependent hospitalization, tax sheltered annuities, credit union deposits, and other insurance such as cancer, disability, etc. Employees should inquire about those companies approved to offer insurance coverage to College employees before talking to company representatives.

OVERTIME PAY

Overtime is defined as all College-authorized time worked by a non-exempt hourly employee who is in excess of forty hours per normal workweek. A normal workweek is defined as a workweek without paid or unpaid time off. An employee must work in excess of any time off plus forty regular hours to begin receiving overtime pay. Overtime work is compensated at the rate of one and one-half of the employee's normal wage rates. Overtime pay regulations apply only to those employees classified as non-exempt. The normal workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

COMPENSATORY TIME OFF

Non-exempt employees may take compensatory time off in lieu of receiving overtime pay for hours worked under the following conditions:

1. The determination as to whether an employee shall receive pay or paid time off for overtime shall be made by the supervisor of the employee.

2. "Compensatory time off" will be earned at the rate of 1.5 hours per hour of overtime worked. Individuals can accumulate up to a maximum of 40 compensatory time off hours. Overtime earned above this 40 hour maximum shall be paid according to the procedures listed above. For accrued comp time, employees must submit a payroll time card or sheet to the appropriate supervisor that reflects the overtime worked and that indicates the desire to receive compensatory time. The supervisor shall authorize the awarding of compensatory time and forward the time sheet to the Business Office where all comp time shall be accrued and tracked.
3. Employees desiring to utilize accumulated compensatory time and regular time off shall follow the procedures in place to request authorization to be absent from duty and to report actual time taken off of work.

DISCIPLINARY ACTION

Disciplinary action is the responsibility of the immediate supervisor and should be initiated when appropriate to the situation. Available types of disciplinary actions are verbal reprimand; written reprimand, change of assignment, demotion, suspension, and discharge or termination.

RESIGNATION

When a support staff employee intends to resign from a position at the College, the immediate supervisor should be given as much advance notice as possible so that satisfactory arrangements may be made for a replacement. At least two weeks advance notice is requested in the event of a resignation.

Except in cases of sickness or emergency, a support staff employee should not be absent from duty without authorized leave. Any employee who is absent for three consecutive workdays without an authorized leave is deemed to have abandoned his/her position and to have resigned from the College. An exception may be made by the immediate supervisor in the event of extenuating circumstances.

DISMISSAL OR SUSPENSION

Offenses which constitute gross misconduct and justify suspension or dismissal include, but are not limited to, the following: property theft; consuming intoxicating beverages during work hours or on campus grounds; inability to perform assigned duties satisfactorily because of alcohol intoxication or being under the influence of controlled substances; malicious damage to property, tools, or equipment; indecent or immoral conduct which violates common standards of decency; conviction of an offense involving moral turpitude; unauthorized absence; falsifying time-clock reports or other records; fighting; insolence or insubordination; negligence causing undue spoilage, waste, or delay; sleeping during duty hours; chronic unauthorized visiting or failure to perform assigned duties, or violation of the Drug-Free Workplace Policy.

Noncontractual employees, which would include all support staff employees, have no property right in his/her employment and may be dismissed at will. Dismissed, or terminated, support staff employees shall receive either advance notice or salary in an amount equal to the remainder of the one pay period. (Ref. Board of Trustees Policy Manual - DMC).

DUE PROCESS FOR SUPPORT STAFF EMPLOYEES

A support staff employee will be offered due process to appeal his/her dismissal or suspension. The first level of appeal shall be the immediate supervisor. If the employee is not satisfied after appealing his/her case to the immediate supervisor, then each subsequent appeal shall be initiated with higher levels of administrative management personnel such as Directors, Deans, etc. If the situation cannot be resolved at these levels to the satisfaction of the employee, he/she may request a hearing with the President of the College. In a hearing granted by the President, all pertinent evidence, either verbal and/or written may be presented by the employee, supervisors, and administrators to the President. The President shall render a decision based on the preponderance of the evidence and shall issue a written decision based solely on the evidence presented at the hearing within ten working days after the date of the hearing.

LAYOFFS

When it becomes necessary to reduce personnel within a work area, the immediate supervisor should consider all pertinent factors in objectively determining the nature and extent of support staff reductions. These factors should include, but not be limited to, reviews of employees' work effort for quality and output. In the event that all factors are deemed equal, the employee with the least seniority (length of service) shall be terminated first, and additional lay-offs shall be made according to the ascending length of service beginning with those with the shortest period of employment.

There are no "bumping rights" for any employee, and lay-offs are determined by administrative supervisors with approval from the President of the College. When possible, administrators will give fourteen calendar days notice prior to commencing support staff reductions. Whenever possible and applicable, personnel who have been laid off will be recalled before new support staff personnel are employed.

PERSONNEL ACTION FORM

Whenever an employee resigns or is dismissed, the immediate supervisor should notify the Director of Human Resources immediately. The Office of Human Resources will submit a "Notice of Personnel Action and Payroll Authorization" form and the employee's statement of resignation or cause for discharge. All persons terminating employment with the college should meet with the Director of Human Resources or his representative to satisfy themselves of the accuracy of their personnel records and to ensure that all documents related to employee termination are completed or will be completed to affect a proper termination (i.e., COBRA - Comprehensive Omnibus Budget Reconciliation Act of 1986.)

DRESS STANDARDS

Panola College personnel are expected to dress appropriately while on duty. Office personnel should pay particular attention to their attire because of the professional image they are expected to project to the public. Blue jeans or tight-fitting pants are not considered appropriate attire for office personnel. Supervisors are responsible for determining proper attire and advising those who violate this policy.

IMMIGRATION AND NATURALIZATION SERVICE (FORM I-9)

Employees must provide documentation of their status to work legally in the United States; Federal Form I-9 is used for this purpose. Employers must review this form prior to hiring a new employee; therefore, this form must be satisfactorily completed prior to any offer of employment.

EMPLOYEE STANDARDS OF CONDUCT: SEXUAL HARASSMENT

DEFINITION

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student, or group of employees or students because of his or her gender and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on District premises, or is circulated in the workplace.

ISOLATED AND INADVERTENT OFFENSES

Employees who, without establishing a pattern of doing so, engage in isolated conduct of the kind defined above or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate tend to demonstrate insensitivity that necessitates remedial measures. When employees become aware that such activities are occurring in their areas, they should report the circumstances to their immediate supervisor. The supervisor shall then contact the offending employees and counsel with them to help them understand the harm they are doing.

MATTERS INVOLVING SEXUALLY EXPLICIT MATERIAL

Panola College and its employees are engaged to provide instructional and other services to members of the community involving matters of varying natures. Occasionally, the College will be engaged to provide services in a matter that may include sexually explicit materials or of a sexually explicit nature.

Such services could include, but are not limited to, services and courses offered in anatomy, art, sociology, literature, counseling, parenting, nursing, and other allied health areas. Work involving such matters for

members of the community is not considered a form of sexual harassment. Such work, when reasonably necessary, is considered a part of an employee's job function and should be conducted in a professional and ethical manner. In the event a particular matter involving sexually explicit materials is so offensive as to impair an employee's work performance, then the employee should bring the matter to the attention of his or her immediate supervisor, who will make an effort to reasonably accommodate the employee, subject to the requirements of the College, ethical considerations, and availability of other employees possessing sufficient knowledge and expertise to provide services consistent with the standards required by the College.

PROHIBITED CONDUCT

Employees shall not engage in conduct constituting sexual harassment. District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

INITIATING A COMPLAINT

Any College employee who believes that he or she has been the victim of sexual harassment, as defined above, (the "complainant") may bring the matter to the attention of his or her immediate supervisor if that supervisor is not party to the claim. If the claim is against the immediate supervisor, the claimant may bring it to the attention of the next supervisor in the chain of command. Upon receiving the complaint, the supervisor will report the complaint, excluding names, to the dean of administration. Upon resolution of the complaint, the supervisor will report the resolution to the dean of administration.

The complainant should present the complaint to the supervisor as promptly as possible after the alleged harassment occurs.

The initial discussion between the complainant and the supervisor should be kept confidential, with no written record.

If the complainant, after an initial meeting with the supervisor, decides to proceed, the complainant should submit a written statement to the supervisor with a copy to the dean of administration, which will maintain all official records and ensure the timeliness of each step in the process. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case shall be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.

The supervisor has ten workdays to inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

RESOLUTION OF A COMPLAINT

Promptly after a complaint is submitted, the supervisor should initiate whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to both parties. If both parties are available, the supervisor has five workdays to affect a resolution satisfactory to both parties.

If either party is dissatisfied with the resolution proposed by the supervisor, he or she may request a review by the intermediate supervisor by submitting a written request within five days to the intermediate supervisor with a copy to the dean of administration. The intermediate supervisor will have ten workdays to respond to the complainant's request.

If the complainant is dissatisfied with the intermediate supervisor's response, he or she has five workdays to request an inquiry by a review committee by submitting a written request to the dean of administration. This committee will consist of the appropriate vice-president, and other employees appointed by the College President.

REVIEW BY REVIEW COMMITTEE

Members of the review committee should initially meet to discuss the complaint within five workdays. Unless the review committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the review committee and to confront any adverse witnesses. The review committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. The inquiry should be conducted within a reasonable time limit necessary to hear all the evidence concerning the complaint. Once such a determination has been reached, it should be communicated in writing, to both parties, within three days. A summary of the basis for the determination should be provided to either party upon request.

CORRECTIVE ACTION AND/OR DISCIPLINARY MEASURES

The review committee shall recommend to the College President such action as may be reasonably necessary to resolve the dispute, including, but not limited to, change of work assignment, educational or professional counseling, official reprimand, suspension, or termination of employment.

APPEAL

If the complainant is dissatisfied with the resolution offered by the review committee, he or she has five workdays to request a review by the College President, who will act as arbiter after all steps have been completed. The College President shall have ten workdays to reach a determination and communicate the determination to both parties. If the complainant is dissatisfied with the determination of the College President, he or she may file a written appeal within five working days to the Board.

REMOVAL OF PARTIES TO THE COMPLAINT

In the event the supervisor or intermediate supervisor is a party to a complaint under this policy, the next appropriate step will be taken in the sequence of events in this policy.

In the event a member of the review committee is a party to a complaint under this policy, such member shall be disqualified from serving on the review committee and the College President shall then appoint a suitable alternate to serve on the review committee with regard to such complaint.

TIMELINESS

From time to time, unforeseen circumstances may interfere with the timeliness of the process. Such circumstances may include, but are not limited to, illness, difficulty in arranging for witnesses, and unscheduled emergencies. In the event of such circumstances, the dean of administration shall determine new deadlines, activities, or schedules and notify all parties to the complaint.

A DRUG FREE COLLEGE

Information for Employees Regarding Illicit Drugs and Alcohol Abuse

- Standards of Conduct Prohibiting Unlawful Possession, Use or Distribution of Illicit Drugs
- Health Risks Associated with Use of Drugs and Alcohol Abuse
- College Penalties for Prohibited Conduct Related to Drugs and Alcohol
- Criminal Penalties Under State and Federal Law for Unlawful Possession, Use or Distribution of Drugs and Alcohol

Panola College Policy Statement on Drug and Alcohol Use and Abuse

In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, Panola College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs/alcohol by its students or employees on school premises or as part of any of its activities. Panola College recognizes the importance of information about drug/alcohol abuse. Provided here, for the benefit of each student and employee, are standards of conduct and legal and disciplinary sanctions for the unlawful possession or distribution of illicit drugs/alcohol. Listings of area resources for drug/alcohol counseling and rehabilitation are available in the Counseling Offices and Human Resources Office.

Legal Sanctions

The most common legal violations and their consequences are listed below. This list does not imply a limitation on the number of controlled substances as defined in state and federal law.

PENALTIES UNDER TEXAS LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substance (drugs).	Confinement in state prison not more than two years or less than 180 days and a fine not more than \$10,000.	Confinement in state prison from 15 to 99 years or life and a fine not more than \$250,000.
Possession of controlled substance (drugs).	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000.	Confinement in state prison from ten to 99 years or life and fine more than \$10,000.
Delivery of marijuana.	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000.	Confinement in state prison from ten to 99 years or life and fine more than \$50,000.
Possession of marijuana.	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000.	Confinement in state prison from five to 99 years or life and fine more than \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs or both).	Confinement a minimum of 72 hours.	Class B Misdemeanor: Confinement in jail not more than 180 days and a fine not more than \$2,000 or both.
Public intoxication.	Release to responsible adult.	Class C Misdemeanor: Fine not to exceed \$500.
Purchase of alcohol by a minor.	Community service.	First violation - Class C Misdemeanor: Fine not to exceed \$500.
Consumption of alcohol by a minor.	Community service.	First violation - Class C Misdemeanor: Fine not to exceed \$500.
Possession of alcohol by a minor.	Community service.	First violation - Class C Misdemeanor: Fine not to exceed \$500.
Sale of alcohol to a minor.		Class A Misdemeanor: Confinement in jail not to exceed one year and fine not to exceed \$4,000 or both.

PENALTIES UNDER FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution, or dispersing drugs (except marijuana).	No less than one year in federal prison and no more than \$100,000 fine.	Zero to life in federal prison and no more than a \$10,000 fine.
Possession of drugs (except marijuana).	Probation to one year in federal prison and no more than \$10,000 fine.	Five years in federal prison no more than a \$250,000 fine.
Distribution of marijuana.	Probation to one year in federal prison and a fine of no more than \$10,000.	Five years in federal prison no more than a \$250,000 fine.
Possession of marijuana.	Probation or misdemeanor: prison up to one year.	Five or more years on federal prison and a fine of no more than \$100,000 - depending on amount.

DRUG AND ALCOHOL ABUSE AND REHABILITATION PROGRAMS POLICY

It is Panola College’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Panola College premises, including off-site locations, and while conducting business-related activities off Panola College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or voluntary participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Panola College has a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of an Employee Assistance Program. They may also wish to discuss these matters with their supervisors or with the Office of Human Resources to receive assistance or referrals to appropriate resources.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take sick leave or unpaid time off to participate in a rehabilitation or treatment program through the Panola College's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all College policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the College any undue hardship.

Under the Drug-Free Workplace Act, an employee of Panola College must report any criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or with the Office of Human Resources without fear of reprisal.

DRUG TESTING

Panola College is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks.

An Employee Assistance Program (EAP) provides confidential counseling and referral services to employees for assistance with such problems as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from an EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in an EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Office of Human Resources.

ELECTRONIC COMMUNICATIONS POLICY

With this policy, Panola College advises its employees that all data/information kept on e-mails; voice mails or the computer is property of the College and subject to access at any time. Employee access to the Internet, telephone system, and the sending and receiving of profane e-mails can be monitored and restricted to avoid violation of the College.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist, political, harassing or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- Send unsolicited (SPAM) email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.

Duty of care

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

Personal usage

Although the institution's email system is meant for business use, Panola College allows personal usage if it is reasonable and does not interfere with work and does not incur any cost to the institution.

Making a Positive Impact with Email

“Human communication is approximately 90% body language, 8% tone of voice, and 2% what you say.”

General Etiquette Guidelines to Follow

- You represent Panola College; therefore, all written communication should reflect an expectation of professionalism.
- Use principles of good writing and pay attention to spelling, grammar, punctuation, and word usage.
- Format and design your message for clarity.
- Avoid using emoticons, graphic background or wallpaper in business emails.
- Use high-priority flags only when necessary.
- Emails are not essays. If the text is long, consider an attachment.
- Use abbreviations sparingly.
- Common courtesy is always welcomed and appreciated in written communication and helps to promote two-way communication.
- Avoid offensive or slang language of any kind.
- Be mindful that email is not private. (Emails can be forwarded and/or blind copied to others.)
- Be patient while waiting for a response.

Sending

- Send messages only to those who need to read them. Be careful how you use blind copy because it can cause unexpected complications.
- Use standard email format.
- Use reply to all only when necessary.
- Include meaningful subject lines.
- Begin message with a salutation.
- Use clear and informative signature files, and include your email address, phone number and address when necessary.
- Use the inverted pyramid form of writing. Your most important statements should appear in the first paragraph. Follow up with supporting details.
- Keep paragraphs short for easy reading.
- Use the spell check or consult grammar and style manuals.
- Re-read your message one last time before you send it.
- When forwarding email (if you must), remove headers from previous mailings – including the email addresses – if any.
- Use “Request Delivery” and “Read Receipt” sparingly. Consider asking for a response from your reader within your email message.

Responding

- It is best not to forward a message or attachment without the author’s permission. Asking for permission to forward a message or attachment demonstrates your integrity in personal and business communications.
- Never respond in the heat of the moment.

PERIODIC REVIEW OF USER ACCESS PRIVILEGES

All POISE computer accounts will be reviewed once per year for appropriateness of access. The review process shall use the associated approval form. The employee's job description will be attached to the form by the appropriate Vice President. The form shall be signed by the appropriate Vice President and by the Director of Information Technology.

TRAVEL

Panola College supports its employees by providing opportunities to participate and attend professional meetings. The college provides this support through annual budget allocations, release time to attend programs, seminars and meetings, and by providing college and/or rental vehicles. All travel must be approved in advance by submitting a completed *Request for Authorization for Travel* form to your immediate supervisor. Five working days prior approval is required.

General Reimbursement Guidelines for Travel

All travel is to be conducted on a reimbursement of cost basis. Travel advances will not be issued unless it is demonstrated that a lack of an advance will prohibit travel or create an undue hardship on the employee. The following reimbursement rates have been established by the institution.

1. Personal Mileage – Set at the rate adopted by the State of Texas. NOTE: Mileage is reimbursed based upon official distances between cities of origin and destination as published by the Texas Department of Transportation.
2. Hotel Charges – Actual rate charged by the hotel, subject to approval by the appropriate budgetary head. NOTE: Receipts must be submitted for reimbursement to be approved. Additionally, Panola College is exempt from State of Texas sales tax. It is the employee's responsibility to obtain a hotel tax exemption form from the Business Office prior to travel. State of Texas sales tax will not be reimbursed.
3. Food Charges – Employees will be reimbursed for their actual expenses up to a maximum of \$35.00 per day. NOTE: Receipts must be submitted for reimbursement to be approved.
4. Other Charges – All other expenses submitted for reimbursement must be considered as necessary for travel and receipts must be submitted for reimbursement to be approved.

PERSONNEL CLASSIFICATION

ADMINISTRATIVE OFFICIALS

The College President is the Chief Executive Officer and is directly responsible in all matters to the Board of Trustees. The general administrative officers share in formulating policy and managing the various departments of the College. The general administrative officers of the College are the Vice President and Dean of Instruction, Vice President of Student Services, Director of Institutional Advancement, Vice President of Fiscal Services, and Directors of the Satellite Centers.

CLASSIFICATION SYSTEM

Position job classification is an important aspect of personnel management. In order to establish appropriate compensation levels and to conduct effective recruitment, selection, and training, management must identify and analyze the duties, responsibilities, and qualifications required of various positions. In order to establish a classification plan, all similar positions must be grouped together and an appropriate job title assigned to each group. Please note that the terms, job and position are used interchangeably throughout this handbook.

UNDERLYING PRINCIPLES OF CLASSIFICATION SYSTEM

The principles underlying the classification system at Panola College are as follows:

1. The College classifies positions, or groups of duties and responsibilities, rather than employees. It does not consider the employee's length of service or extra qualifications, only the duties of the position.
2. Positions are placed in the same category (regardless of location) if their duties and responsibilities are similar enough to require the same basic knowledge and skills.
3. Titles are assigned which are descriptive of the kind and level of work. Each title is then defined and described in a job description, which lists typical duties for positions in the category, suggested minimum experience and education, and necessary knowledge of equipment. Specific duties required for each position are also included.
4. Positions are classified on the basis of duties currently being performed. Changes in organization or function may result in a reclassification of positions or revision of job descriptions. Job descriptions and classifications will be reviewed once a year to ensure that they accurately reflect work assignments.
5. Suggested job requirements are intended as general guidelines only. Any reasonably equivalent combination of experience and education may be considered appropriate in future hiring, at the discretion of the immediate supervisor. The list of skills and abilities is not all-inclusive. Qualifications such as honesty, loyalty, integrity, and consideration for others are additional attributes, which are desirable in all employees.

BASIS FOR CLASSIFICATION

Support staff personnel are classified under a uniform plan and are paid according to a corresponding salary schedule. Each classification by job description is assigned a position level (A-F), which correlates, to a Salary Schedule that indicates a minimum and maximum hourly rate based on years of services, education, and degrees of responsibility. Classifications are made on the basis of duties and responsibilities. In accordance with the provisions of federal statutes, it is the policy of Panola College not to discriminate in classification or compensation based on age, race, creed, color, religion, sex, age, national or ethnic origin, or disability. All classified positions are assigned appropriate salaries, which provide equal pay for equal work and responsibility.

JOB DESCRIPTIONS WITHIN THE CLASSIFICATIONS

Job classifications with similar duties and responsibilities are grouped within the same level (A-F).

Job descriptions are the basis for assigning an alphabetical (A-F) designations to differentiate the separate classifications. Each series of classifications (A-F) is assigned an appropriate pay range. The classification is used on budget documents, employee agreements, and other official records and publications.

RESPONSIBILITIES FOR EMPLOYEE PLACEMENT AND CLASSIFICATION

Responsibilities for employee placement and classification are delegated to the appropriate administrative officials, and are subject to the review of the College President. Specific responsibilities are:

1. Determination of the beginning salary rate for new support staff personnel covered by these regulations. The beginning pay will not be less than the minimum pay rate established for the job description, nor will it be less than the minimum pay rate set forth by College policy.
2. Determination of the time sequence and amount of pay increases. Based on the appropriate Salary Schedule, these are normally reviewed when annual departmental budget recommendations are made. Full-time support staff personnel are usually considered for pay increases, which would become effective on September 1 of each year.
3. Determination of temporary assignments. Support staff personnel may be temporarily transferred to another position of higher or lower pay. Such a transfer will have a maximum duration of six months. In the event that an employee remains in a transfer position longer than six months, he/she will be regarded as occupying that position permanently. Pay rates for the position will be adjusted accordingly.

PURPOSE OF COMPENSATION PLAN

The purpose of a compensation plan is to enable the organization to recruit and retain competent employees. To accomplish this purpose, the plan must address several important factors: hiring rate, stability of employment, fringe benefits, and performance evaluations. The manner in which these various factors are combined into the Panola College compensation plan is described in the following section.

COMPONENTS OF COMPENSATION PLAN

1. Hiring Rates. The beginning salary for each position is established according to the appropriate local labor market. These starting salaries are adjusted to be sufficiently competitive to assure the organization of its fair share of qualified employees. The rates for the various categories are related to each other within the organization in a manner that recognizes significant differences in levels of responsibility and difficulty of duties.
2. Stability of Employment. Some recognition is necessary for length of service within the organization. The cost of compensating experienced employees is more than offset by savings in turnover cost. Hourly rates on the Salary Schedule correspond to the number of years of employment with the institution.

3. Fringe Benefits. Considered broadly, the compensation plan also consists of the program of employee benefits. While fringe benefits are a supplement to wages rather than a substitute for them, they play a very important role in attracting and retaining good employees.
4. Performance Evaluation. The major purpose of the employee evaluation program is to assist individuals in the process of self-development and increased job efficiency. The success of performance evaluation is dependent upon the attitudes of supervisory personnel toward it and the manner in which it is conducted. Supervisors are expected to evaluate subordinates in terms of specific expectations and to communicate their assessment in meaningful terms to the individuals concerned. A performance evaluation should be accomplished each Spring by the immediate supervisor in consultation with the employee. It is essential to the development of good employees that he/she knows exactly what is expected of him/her. Timely and precise written documentary evidence of communications between supervisors and support staff employees is a must.

RECLASSIFICATION OF EMPLOYEES

In the event that the duties and responsibilities associated with a position no longer correspond to a classification, the supervisor should make a recommendation to the College President and the Vice President of Fiscal Services to reclassify the employee currently occupying that position.

SPECIAL NOTATION

Employees are eligible for salary increases after serving one full continuous year (12 months) within any specific job classification level. The only exception would be a job reclassification to a different level (i.e., level B to C) on the current salary schedule.

USE OF COLLEGE FACILITIES

DEFINITION: FACILITIES

The term facilities wherever used in relation to Panola College shall include, but not necessarily be limited to, all personal and real properties as defined by law which are currently owned, leased, or occupied with the expressed permission of the owner(s) of such property.

GENERAL POLICY

The facilities of Panola College whether owned, leased or occupied with the expressed permission of the owner(s) of the property exists for the primary purpose of providing educational services to students. College-related activities shall therefore receive first priority in matters of facility usage. When facilities are not otherwise committed or scheduled for use by the College or affiliated clubs and organizations, they may be made available at reasonable rates. The purpose of the activity will be a major factor in determining whether an organization is allowed to use College facilities.

Should an outside organization desire to have a meal served, the College recommends that the organization use the contract food service provider for the College, and the rental fee will be included in the price. An exception may be made for covered dish suppers, or when the size of the group is so large as to require an outside caterer. The cost of meals will be determined on an individual basis by the contract service manager and the College's President or Vice President of Fiscal Services. No

alcoholic beverages may be served or brought on campus by anyone using College facilities. College buildings are public property and may not be used for religious or political purposes except those specifically approved in advance by the College President. The President or his duly-appointed representative must approve in advance any activities which are to take place on or originate from any location owned, leased, or occupied with the expressed permission of the owner(s) of the property.

RENTAL PROCEDURES

An outside group which desires to use any College facilities must sign a Facility and Equipment Use Agreement form furnished by the Office of the President of the College. This form should be completed and filed with the Office of the President at least two weeks prior to the date for which the facilities are being requested.

Reservation dates for the use of facilities shall be coordinated with the College calendar. The President and Vice President of Fiscal Services shall have the authority to consider and approve or disapprove requests for the use of facilities.

A copy of the Facility Use Agreement is included in this handbook. The President of the College shall designate a College employee to complete the form based on the requests of the outside group, but it must be signed by a representative of the requesting group.

The minimum fee for the use of any College facility by an outside organization is \$30 per hour; on weekends it is \$32.50 per hour. This rate applies to all facilities. The lighting system and sound system in the Q. M. Martin Auditorium must be run by College-assigned personnel. A charge of \$5 per hour will be assessed for this service.

Additional charges may be made at the discretion of the College administration for furnishing supplies and equipment or for excessive cleanup. A \$50 damage deposit is required of all outside groups prior to approval of the use/rental agreement. This deposit is refundable if approved by the Vice President of Fiscal Services after an inspection of the facilities, which were used.

ELIGIBLE GROUPS

1. Use of College facilities by area high school and College groups is encouraged. Generally, a faculty chaperon is required for each 35 students in attendance from the school involved.
2. Adult groups whose membership is countywide and whose primary objective is educational, civic, or cultural are eligible for facility usage.
3. Religious or political groups will generally not be booked for the use/rental of College facilities. This includes organizations whose membership is composed of predominantly college or high school students. The President and the Dean of Fiscal Affairs of the College must specifically grant permission for these uses.
4. Recreational adult groups are generally ineligible for consideration even though they may be slightly civic or cultural in their orientation. The President and Vice President of Fiscal Services of the College may grant permission based on a thorough evaluation of a request.
5. Groups deemed by the College administration as controversial, publicly distasteful, or whose

presence on, or in, College facilities would demean the reputation or adversely affect the educational goals of the College are excluded from usage of facilities.

6. No regularly scheduled monthly meetings of any community organization will be allowed unless specifically approved by the President's office. Facilities are not available on an open rental basis.
7. In the event of the exclusion of a group from the use of College facilities, a representative of the group in question is entitled to appeal the exclusion at the next regularly scheduled meeting of the Board of Trustees. The group must request to be listed on the agenda of the scheduled meeting at least five working days prior to the date of the scheduled meeting.
8. College vehicles are generally scheduled for College use only. However, an outside organization whose primary purpose is to promote the economic growth of the College district will be permitted to use College vehicles only at times when they have not been scheduled by College personnel or student organizations.
9. Organizations using College facilities on weekends must pay maintenance personnel overtime pay because a maintenance person must be on duty whenever a College facility is in use by an outside group or organization.

FITNESS CENTER

FITNESS CENTER-PRIORITIES

In keeping with the general policy of using College facilities for the primary purpose of delivering educational services to the students, the priorities for scheduling activities in the Fitness Center are as follows: (1) for-credit physical education classes, (2) non-credit community service classes, (3) athletic team conditioning workouts, and (4) community use through organized classes. None of the Fitness Center facilities may be used without supervision from faculty or support staff.

FITNESS CENTER- SCHEDULING AND OPERATING HOURS

Scheduling of community service classes should be announced one semester in advance. Weight training for athletes should be scheduled as an organized credit class each Fall and Spring semester. The hours of operation for the Fitness Center are 8:00 a.m. to 10:00 p.m. Monday through Thursday. Free-time hours may be made available with the approval of the Chairperson of the Physical Education Department on a pre-scheduled basis, if time and space permit.

FITNESS CENTER- ELIGIBILITY FOR USE

Faculty, support staff, administration, and their immediate family members as defined under the section on personnel benefits in this handbook who are at least 17 years old and have completed grade eleven (11) in high school may utilize Fitness Center facilities during organized classes on either a credit or non-credit basis. Guests may use racquetball courts when accompanied by a College employee. Credit students including athletes may use fitness facilities free provided that proper

supervision is available by faculty or support staff, and arrangements have been made in advance with the Chairperson of the Physical Education Department. No one under 17 years of age is allowed to use the facilities.

FITNESS CENTER- OPERATING PROCEDURES

Administration of the Fitness Center is the responsibility of the Chairperson of the Physical Education Department. Entrance to the Fitness Center will be strictly monitored at all times. Under no circumstances will keys to the facilities be loaned to students, including athletes.

EQUIPMENT AND FREE-WEIGHT ROOMS

RULES AND REGULATIONS

1. Facilities are not to be used without supervision.
1. Facilities are reserved for students and members of organized classes only.
2. Use of tobacco in any form is prohibited.
4. No food or drink allowed.
5. Observe scheduled hours (do not arrive early or leave late).
6. Replace weights on racks after use.
7. Must wear t-shirts and athletic shoes at all times.
8. No loud, abusive, or profane language will be tolerated.

RACQUETBALL COURTS

RULES AND REGULATIONS

1. Must wear regulation racquetball shoes.
2. Must use regulation racquets and balls.
3. Eye guards must be worn at all times.
4. No more than four persons allowed on court at one time.
5. No loud, abusive, or profane language will be tolerated.
6. Use of tobacco in any form is prohibited.

7. No food or drink allowed.
8. Anyone using facilities must provide own racquets, balls, and eye guards.

VOLLEYBALL SAND COURT

RULES AND REGULATIONS

1. The use of the sand volleyball court is restricted to students only.
2. Users must supply their own volleyballs and other equipment.
3. Put all trash in the trash containers.
4. No loud music may be played after 8 p.m. or whenever it would disturb other school functions or neighbors.
5. No loud, abusive, or profane language will be tolerated.
6. Users must dress appropriately.
7. Do not hang onto the net.

CAMPUS SECURITY

Panola College is vitally concerned with the safety of its employees and students or anyone else using its facilities. For this reason, the College employs Campus Police officers to establish and maintain a security system, which is designed to provide security for those who use College facilities. Campus police are available 24 hours a day for seven days a week. The Director of Administrative Services is the administrative officer who manages this function. Annual reports are published which specify the number and type of crimes committed and investigated on campus and may be found on the College's website under Campus Police.

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