College Operations Section Policies

Policy 1100 – Emergency Cessation of Operations

The President or his/her designee has the authority to temporarily cease the operation of the College or any campus and/or instructional location.

(Revised and approved by President on 10/8/07)

Policy 1101 – Policies/Procedures

The President, as authorized by the Board of Trustees, shall have the authority for final approval of all operational policies and procedures and shall establish guidelines through which new policies/procedures may be presented for consideration.

(Revised and approved by President on 10/8/07)

Policy 1102 – Institutional Focus and Direction

The President or his/her designee has the authority to establish institutional focus and direction with respect to accreditation, continuous quality improvement, planning and the establishment of institutional goals.

(Approved by President on 1/19/10)

Policy 1105 – College Closing

The President or his/her designee is authorized to close the College at all locations for inclement weather or other reasons as determined by the President or his/her designee.

(Revised and approved by President on 10/8/07)

Policy 1106 – College Communications

The President or his/her designee is authorized to establish procedures for internal/external dissemination of College information.

(Revised and approved by President on 10/8/07)

Policy 1107 – Contracts and Other Institutional Commitments

The President and/or his/her designee are the only persons authorized to sign contracts or make similar commitments, such as partnership relations, on behalf of the College. Commitments made by unauthorized employees may become their personal obligation and may subject them to disciplinary action.

(Approved by President on 10/8/07)

Policy 1108 – College Logos and Other Representations

The President or his/her designee is authorized to establish procedures for the use of the College's official logo, its Cougar mascot and other representations of the College and its programs.

(Revised and approved by President on 10/8/07)

Policy 1109 – Phone and Mail Systems

The President or his/her designee is authorized to establish procedures for the use of the College's phone and mail systems.

(Revised and approved by President on 10/8/07)

Policy 1110 – Use of Computers/College Computing and Information Systems

The President or his/her designee is authorized to establish procedures for the use of the College's computers and College computing and information systems.

(Revised and approved by President on 10/8/07)

Policy 1111 – Information Technology Purchases and Projects

The President or his/her designee is authorized to establish procedures for Information Technology purchases, projects and other initiatives.

(Revised and approved by President on 10/8/07)

Policy 1115 – Professional Liability Protection

The President or his/her designee shall provide professional liability insurance to protect the Board of Trustees, the College, and the College's employees with regard to the actions performed within the line of their duties and job functions. The protection afforded shall be limited to the terms of the insurance policy.

(Revised and approved by President on 10/8/07)

Policy 1120 – Tuition Scholarships

The President or his/her designee is authorized to provide tuition scholarships to eligible employees, qualifying Trustees, and eligible dependents as set out in established procedure.

(Revised and approved by President on 11/22/10; Effective 7/1/11)

Policy 1125 – Equal Employment Opportunity, Equal Education Opportunity and Affirmative Action

To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of race, color, national origin, sex, disability, age or any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

(Revised and approved by President on 12/16/13)

Policy 1126 – Drug-Free Environment

The College is committed to protecting the safety, health and wellbeing of all employees, students and visitors in the educational and work environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. Therefore, we have established a drug-free program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Prohibited Behavior
In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student, employee or visitor on college property and/or at a college event or activity is prohibited unless its use is in accordance with Policy 1220-Service of Alcoholic Beverages for Special Events.

Health Risks
The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or College library.

Assistance
The College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and students, our drug-free policy:

- Encourages employees and students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows employees the use of eligible accrued leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered under employee and student health plans. However, the ultimate financial responsibility for recommended treatment belongs to the employee or student.

Confidentiality

All information received by the College through the drug-free program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies.

Attendance/Employment Conditions/Legal Sanctions

Students, employees, and visitors must abide by the terms of this policy or be subject to disciplinary action up to and including expulsion, termination of employment or other legal sanctions as may be provided in the Student Code of Conduct Procedure, the Employee Conduct and Discipline procedure, and/or through criminal prosecution.

- Students receiving performance awards or athletic scholarships shall be subject to random drug testing in order to assure compliance with these Acts and College policy.
- The College reserves the right to test employees for a controlled substance or abuse of alcohol with reasonable suspicion of cause to assure compliance with these Acts and College policy.
- Employees must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

College Requirements

1. When appropriate, notify any granting agency within ten (10) days of receiving notice of any employee criminal drug statute conviction.
2. Take appropriate personnel action within 30 days of receiving notice of a violation of College policy or criminal drug statute conviction, including but not limited to;
    a. Referral for prosecution and employment termination.
    b. Referral of employee to a Counseling/Rehabilitation Program;
    c. Require convicted employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
3. Make a good faith effort to continue to maintain a drug-free environment, including policy statement distribution and education.
4. Maintain a procedure to annually distribute a statement of compliance to all students and employees and conduct a biennial review of this procedure.

(Revised and approved by President on 5/7/07)

Minor revision 10/24/13

Policy 1127 - Freedom of Information

The Director of Public Relations is the Freedom of Information Officer for the College and all requests regarding information that is covered under the Freedom of Information Act are to be referred to the Director or his/her designee.

(Revised and approved by President on 11/18/08)

Policy 1128 – Americans with Disabilities Act

It is the intent of Barton County Community College to comply with all applicable provisions of the Americans with Disabilities Act. Any individual who feels he/she has been discriminated against in violation of this law should contact the College's ADA Compliance Officer for information on resolving such a claim.

(Revised and approved by President on 10/8/07)

Policy 1129 – Worker's Compensation and General Liability Insurance

The College provides Worker's Compensation Insurance for all employees as required by law. The College also purchases general liability insurance for incidents/accidents involving students and visitors.

In the event of an incident (an occurrence not resulting in immediate medical attention) or an accident requiring immediate medical attention involving students, employees, or visitors to College premises, an Incident/Accident Report Form should be completed within twenty-four (24) hours and returned to the appropriate College official as specified on the form. Incident/Accident Report Forms may be obtained through the College's Office of Human Resources, Health Services, Business Office, or Campus Security.

The College shall have the right to conduct tests for drugs or alcohol on employees who are involved in an accident occurring during a time when the employee is working for the College.

(Revised and approved by President on 3/9/10)

Policy 1130 – Anti-Harassment

The College is committed to providing a learning and working environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, veteran status, or any other legally protected characteristic will not be tolerated either to or by College

employees. The College shall provide ongoing anti-harassment training to ensure its learning and working environment is free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances, including verbal advances or propositions.
- Offering or denying employment and/or benefits based on receipt of sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that may include leering, making sexual gestures, or displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct may include touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, awarding of a grade, etc.; (2) submission or rejection of the conduct is used as a basis for making employment decisions, awarding of a grade, etc.; or, (3) the conduct has the purpose or effect of interfering with the learning environment, work performance, or creating an intimidating, hostile, or offensive work or learning environment.

(Revised and approved by President on 10/8/07)

1131 - Personal Relationships

The College prohibits dating, sexual or intimate relationships between employees who can exercise power or control over another employee, students and/or student employees, unless they are legally married. College employees who do not adhere to this policy are subject to disciplinary action up to and including termination.

PERSONAL RELATIONSHIPS GUIDELINES
Employees who are aware of employee/employee or employee/student relationships that are in violation of this policy must notify Human Resources immediately.

<u>Employee/Employee Relationships</u>
Unless they are legally married, a dating, intimate, or sexual relationship between a college employee who can exercise power or control over the other employee is prohibited. People in positions of authority who abuse or appear to abuse their power cause severe damage to the college.

Employee/Student Relationships

Unless legally married, dating, intimate or sexual relationships between a student and any college employee who can exercise power or control over that student is prohibited. Many employees of the college exercise various types of control or power over students. This power can be in the form of praise, criticism, disciplinary action and evaluation, financial aid, playing time for athletes, recommendations for employment or further education, or bestowing any other benefit on them. Such relationships, even though apparently consensual, create inherent conflicts of interest, tend to be exploitive in nature, and call into question the judgment and professionalism of the college employee. These relationships greatly increase the chances that the employee in the position of power will abuse that power or appear to abuse it to exploit the student or favor that student, unfairly placing other students at a disadvantage.

(Approved by President on 10/27/08)

Policy 1140 – Solicitation of Employees/Students

The President or his/her designee is authorized to establish internal and external guidelines for solicitation of employees and students.

(Revised and approved by President on 10/8/07)

Policy 1145 – Purchasing

The President or his/her designee is authorized to establish purchasing procedures.

(Revised and approved by President on 10/8/07)

Policy 1150 – College Events

The President or his/her designee is authorized to establish procedures for College events.

(Approved by President on 9/17/07)

Policy 1155 – Fund Raising and Gift Solicitation

The President or his/her designee is authorized to establish procedures for fund raising and gift solicitation on behalf of the College.

(Approved by President on 9/17/07)

Policy 1160 – Weapons

Barton Community College prohibits employees, students, and campus visitors from the possession or use of firearms, explosives, or other weapons (as defined in K.S.A. 21-4201) within any College building or facility and at any College-sponsored classes, events, or activities. This policy shall apply to all persons entering or on any College property.

This policy shall not apply to:

- Authorized commissioned law enforcement officers.
- Lawful possession related to an academic use for Barton's shooting range, such as law enforcement programs and academic courses as defined by the college.
- Military personnel who must carry a firearm as part of their commission at the Grandview facility or at any Kansas Military installation.
- Individuals contracting with the College to Bow hunt at Camp Aldrich.

Any person violating this policy may be subject to appropriate disciplinary action, including but not limited to termination, expulsion, immediate removal from the campus, and/or arrest.

(Approved by President on 6/27/13)