Human Resources Section Policies

Policy 1400 – Benefit Plans

The President or his/her designee is authorized to provide employees with the opportunity to participate in a variety of benefit plans including by not limited to: Flexible Benefit, health/dental, and life insurance.

(Approved by the President on 10/8/07)

Policy 1405 – Kansas Public Employees Retirement System (KPERS)

The President or his/her designee shall develop procedures for implementing the provisions required by the Kansas Public Employees Retirement System (KPERS).

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

Policy 1406 – Bloodborne Pathogens

The President or his/her designee shall implement an exposure control plan as required by the Kansas Department of Human Resources and the Kansas Department of Health and Environment for the safe handling of bloodborne pathogens.

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

Policy 1407 – Health Insurance Portability and Accountability Act (HIPAA)

It is the intent of the College to comply with all applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA) through established Office of Human Resources departmental policies and procedures.

Any individual requiring information relative to HIPPA or who feels his/her rights have been violated under this act should contact the Director of Human Resources, who serves as the College's official Privacy Official for HIPPA.

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

Policy 1410 – Employee Leave

The President or his/her designee is authorized to grant leave according to established procedure.

(Approved by President on 11/6/06)

Policy 1415 – Early Retirement

The President or his/her designee is authorized to develop, implement, and monitor an early retirement program.

(Approved by President on 5/16/07)

Policy 1420 – Employee Recognition

The President or his/her designee is authorized to provide for employee recognition through established procedure.

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

Policy 1425 – Employee Tuition Assistance

The President or his/her designee is authorized to provide for employee tuition assistance through established procedure.

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

Policy 1430 – Employee Record Confidentiality and Protection

The President or his/her designee is authorized to establish procedures for the confidentiality and protection of employee records and the release of information.

(Approved by President on 4/24/07)

Policy 1435 – Employee Conduct and Discipline

The President or his/her designee is authorized to establish employee conduct and discipline procedures.

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

Policy 1436 – Problem Resolution (Employee)

The President or his/her designee is authorized to institute a problem resolution procedure to address employee concerns with a condition of employment or when the employee feels a decision affecting him/her is unjust or inequitable, excluding disciplinary actions taken against an employee.

Employees in disagreement with a proposed college policy, procedure or action are encouraged to express their opinion through candid, professional discussions with the appropriate college personnel and in so doing, will not be construed as being disrespectful or disloyal to the College.

(Revised and approved by President on 2/23/09)

Policy 1440 – Employee Paperwork

The President or his/her designee is authorized to establish procedures for the collection and maintenance of required (mandated either by law or the College) employee paperwork.

(Approved by President on 10/8/07)

Policy 1441 – Employee Attendance on Committees, Councils, Task Forces, and Teams

The President or his/her designee may appoint standing or ad hoc committees, councils, task forces and/or teams, prescribe their functions, and establish terms of services of members. All personnel of the College may be asked to serve on one or more committees, councils, task forces and/or teams during the academic year.

(Approved by President on 10/8/07)

Policy 1442 – Employee Training

The President or his/her designee is authorized to mandate training for new and existing employees.

(Approved by President on 10/8/07)

Policy 1450 – Non-Temporary Position Additions and Staff Selection

The authority to create or fill a new dean or vice presidential level position rests with the Board of Trustees.

The President or his/her designee shall authorize the creation of all new full-time and regular part-time employment positions. The President or his/her designee has the responsibility of approving faculty and staff selections for non-temporary budgeted positions. Once a selection has been made, the President or his/her designee will present the candidate's name to the Board of Trustees to seek approval of the appointment if the candidate is not already a College employee working in a regular full-time or regular part-time position.

Part-time temporary employees may be hired by the appropriate work unit supervisor and do not require Board of Trustees approval.

All employment is coordinated through the Office of Human Resources.

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

Policy 1451 – Position Requirements

The President or his/her designee is authorized to establish procedures for position requirements including, but not limited to: education, certification and experience; and knowledge, skills, and personal qualifications.

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

Policy 1460 – Policies and Procedures/At-will

College policies and procedures are not intended to create an employment contract. Polices and procedures should not be construed to constitute contractual obligations of any kind between the College and any employee. These policies and procedures have been developed at the discretion of the College and may be amended or cancelled at any time and at the sole discretion of the College.

Kansas is an employment-at-will state and the College operates as an employment-at-will institution. No continuing employment rights or property rights in positions of employment are granted to College employees other than as specified by state statute or the contracts of contractual employees. Thus the College, at its total discretion, may terminate the employment of (non--contractual) "at will employees" for any reason whatsoever, with or without cause. Contractual employees may separate from employment in accordance with their contracts, College policies, and/or any applicable Kansas Statutes.

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

Policy 1461 – Nepotism

An employee may not work directly for or supervise a relative, or a person with whom he/she is in a "dating" relationship. A relative is defined as any person who is related by blood or marriage, or whose relationship is similar to that of a relative. A "dating" relationship is defined as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship.
The College reserves the right to take action if an actual or possible conflict arises which involves employees who are relatives or who are in a "dating" relationship, even though they do not report to each other, including reassignment or termination of employment.

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

Policy 1462 – Outside Employment

An employee may hold a job or consult with another organization outside his/her designated work hours as long as it is not in conflict with his/her College employment or is deemed detrimental to the College, and no College resources are used. Employees choosing to engage in another remunerative activity should first obtain the approval of their supervisor. If the College determines that the outside employment is not in the best

interests of the College, the employee may be asked to terminate the outside employment.

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

Policy 1463 – Intellectual Property

The President or his/her designee is authorized to establish procedures pertaining to intellectual property.

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

Policy 1464 – Political and Volunteer Activities of Employees

The President or his/her designee is authorized to establish procedures pertaining to the political and volunteer activities of College employees.

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

Policy 1465 – Performance Evaluation

The President or his/her designee is authorized to establish procedures for employee performance evaluations (mandated either by law or the College).

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

Policy 1470 – Employment/Separation

The President or his/her designee is authorized to establish employment/separation guidelines.

(Revised and approved by President on 4/24/07)

Policy 1475 – Payroll

The President or his/her designee is authorized to establish payroll procedures and definitions including but not limited to: workdays and workweek; payday and payroll periods; time sheets; payroll classifications; withholding; payroll computations; rest periods; holiday and closure pay; makeup time; attendance; non-exempt employee travel; leave proration; and wage garnishments.

(Revised and approved by President on 2/19/07)

Policy 1476 – Employee Pay Schedules and Faculty Load

The President or his/her designee is authorized to establish Administrative, Faculty, Exempt, and Non-Exempt employee pay schedules, as well as Faculty load parameters.

(Approved by President on 10/8/07)

Policy 1480 – Loss of Personal Property

Each individual shall be responsible for the safekeeping of any personal articles which are brought to campus. Should an employee experience a loss of, or damage to, such personal property, he/she should contact the Campus Security Department as soon as possible to report the loss. The College is not responsible for personal items that are lost, damaged, or stolen, unless the College agrees to the responsibility in writing.

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