

# Grayson College

## 2020–2021 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please e-mail [gcjobs@grayson.edu](mailto:gcjobs@grayson.edu) or contact the human resources office at 903-463-8770.



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# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Grayson College Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. The electronic format is available under the Policies, Handbooks, and Guides link at <http://www.grayson.edu/employee-resources>.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in college policies may supersede, modify, or render obsolete the information summarized in this book. As the college provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the human resources office if I have questions or concerns or need further explanation.

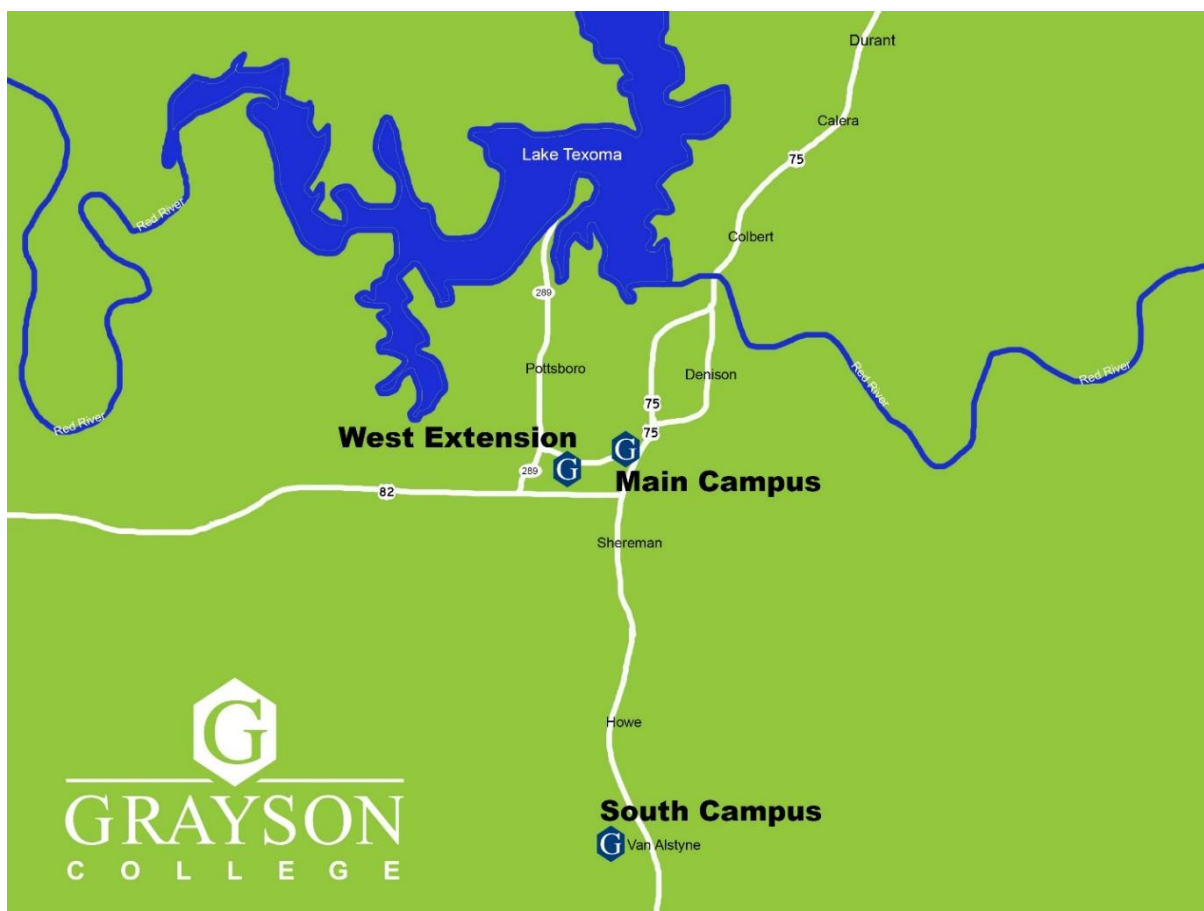
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Introduction

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful employment relationship. Not all college policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Director of Human Resources.

This handbook is neither a contract nor a substitute for the official college policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of college policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate college office. College policies can be accessed online at [www.grayson.edu](http://www.grayson.edu) under the Polices, Handbooks, and Guides link.



# College Information

## Description of the College

### *Policies AA, AB, AC Series*

Grayson College is in the heart of Grayson County and provides a vital link for higher education. GC's central location makes it easy for high school graduates to obtain an affordable education or for adults to begin or continue a college-bound track and/or meet professional licensing requirements.

GC offers small classes for personalized instruction, affordable tuition, caring, professional faculty, and the convenience of day, evening or online classes. The College provides a variety of cultural and recreational opportunities for its students and the community. The GC Viking athletes regularly compete for conference, regional and national titles.

Unique course and program offerings are among GC's diverse curriculum, including Viticulture and Enology (grape growing and wine making). GC also offers highly respected nursing programs as well as traditional one and two-year degrees in general academic, business, technical, and other health-related fields. Students may select courses in more than 60 academic and technical programs.

The Center for Workplace Learning (CWL) allows educators, private industry and government in the Texoma region to work together to create innovative workplace learning solutions to improve business competitiveness, create job opportunities, and enhance the economic vitality of the region. The CWL has earned a reputation as the premier provider of world-class education and training opportunities for employers and individuals throughout the region.

The Main Campus and West Extension are located midway between Sherman and Denison on Highway 691 and the South Campus is located in Van Alstyne. The college serves approximately 5,000 students annually. Grayson's reputation is highly respected by surrounding universities and industries as an excellent source of quality graduates who bring specialized, skilled and much-needed talents to the workplace.

Students come to Grayson for a variety of reasons, and our goal is to help them CONNECT, COMMIT, and COMPLETE that goal. Student success is supported through career advising, tutoring, job placement, numerous clubs and organizations, service learning opportunities, Honors College, and personal guidance from success coaches, faculty, and other professionals.

Area residents are encouraged to utilize the free services of the Small Business Development Center, or rent college facilities for events of all sizes.

## **Vision, Mission, Purpose, and Values**

*Policy AD*

### **CONNECT \* COMMIT \* COMPLETE**

Three words summarize the Grayson College strategy. You will learn more about how to help students CONNECT, COMMIT, and COMPLETE during the onboarding and on-the-job training process. Regardless of individual job duties, all college employees are encouraged to find ways to serve students and help them succeed.

#### **Vision Statement**

Grayson College is a premier learning college that transforms individuals, builds communities, and inspires excellence.

#### **Mission Statement**

The mission of Grayson College is student success.

#### **Purpose**

According to Texas Education Code 130.003(e) the purpose of each public community college shall be to provide:

- Technical programs up to two years in length leading to associate degrees or certificates. Vocational programs leading directly to employment in semi-skilled and skilled occupations.
- Freshman and sophomore courses in arts and sciences.
- Continuing adult education programs for occupational or cultural upgrading.
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- Workforce development programs designed to meet local and statewide needs.
- Adult literacy and other basic skills programs for adults.
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

#### **Viking Values**

Balance | Trust | Clarity | Teamwork | Service | Gratitude



## **Board of Trustees**

*Policies BA series, BB series, BC series, and BD series*

Consistent with Texas law and Southern Association of Colleges and School Commission on College standards, the board of trustees has the power to govern and oversee the management of the college. The board is the policy-making body for the college and has overall responsibility for the curriculum, taxes, annual budget, facilities, and appointment of the president or other chief executive, dean, faculty, and other employees. The board has complete and final control over college matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens to represent the community's commitment to a strong educational program for students. Board members are elected in November of even year terms and serve six-years. Board members serve without compensation, must be qualified voters, and must reside in the college district.

Current board members include:

- Ms. Jackie Butler, Chair
- Dr. Debbie Barnes-Plyler, Vice Chair
- Dr. John Spies, Secretary
- Dr. Mack Broiles
- Ms. Krista Kramer "KK" Hartman
- Mr. Terence Steele
- Mr. Ronnie Cole

Student Liaison to the board:

- Ms. Lavada Burse

## **Board Meetings**

The board usually meets the fourth Tuesday of each month at 3:00pm. Special and emergency meetings may be called when necessary. A written notice of regular and special meetings will be posted on the college website and at the administration entrance at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held or addition to the board agenda made with a two-hour notice.

The board meeting schedule, agendas, notices, and minutes are posted on the college website under the Board of Trustees link at <http://www.grayson.edu/about-us/board-of-trustees/board-agendas-and-minutes.html>.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## Administration

President of Grayson College	Dr. Jeremy McMillen
Vice President for Business Services	Mr. Giles Brown
Vice President of Information Technology	Mr. Gary Paikowski
Vice President of Instruction	Dr. Dava Washburn
Dean of Student Affairs	Dr. Molly Harris
Executive Director, Grayson College Foundation	Mr. Randy Truxal

## College Calendar

The academic calendar can be found online at [www.grayson.edu](http://www.grayson.edu).

## Helpful Contacts

Dean of Academic and Workforce Instruction	Dr. Chase Machen
Dean of Health Science	Dr. Jordan Utley
Dean of South Campus	Ms. Logan Maxwell
Dean of Institutional Effectiveness	Dr. Debbie Smarr
Director of Admissions/Registrar	Ms. Brandi Furr
Director of Athletics	Mr. Mike McBrayer
Director of Financial Aid	Ms. Amanda Howell
Director of Fiscal Services	Mr. Danny Hyatt
Director of Human Resources	Ms. Robyn Voight
Director of Student Life & Housing	Mr. OL Kelly
Executive Director, Center for Workplace Learning	Dr. Djuna Forrester

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors at the campus or department level, the employee is encouraged to contact the appropriate administrator as listed in the college directory.

# Employment

## **Equal Employment Opportunity**

*Policies DAA series, DIAA, DIAB its efforts to promote nondiscrimination and as required by law, Grayson College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.*

In accordance with Title IX and 34 C.F.R. part 106, the college does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the college's Title IX coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The college designates and authorizes the following employee as the Title IX coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Molly Harris, Dean of Student Affairs, 6101 Grayson Drive, HWY 691, 903-463-8714, harrism@grayson.edu.

The college designates and authorizes the following employee as the ADA/Section 504 coordinator to address concerns regarding discrimination on the basis of a disability: Jeffri Johnson Hodge, Disability Services Coordinator, 6101 Grayson Drive, HWY 691, 903-463-8751, hodgej@grayson.edu.

Questions or concerns relating to discrimination for any other reason should contact the Director of Human Resources, the Vice President for Business Services, or the office of the President. Reports of discrimination may be made as described in the Discrimination, Harassment, and Retaliation sections.

## **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the college website. Current employees who have been in their current position for at least 6 months may apply for vacancies for which they have appropriate qualifications.

## **Employment after Retirement**

### *Policy DC*

An individual receiving retirement benefits from the Teacher Retirement System (TRS) may be employed by the college if leadership determines that the employment is in the best interests of the college. Prior to the effective date of employment, the person must have been retired for at least one full calendar month if returning to part time work, or one full year if returning to full time work. An individual who retired under the Texas Optional Retirement Program also may be rehired and is not subject to a waiting period. Failure to follow TRS rules may result in a reduction or loss of annuity.

## **Contract and Noncontract Employment**

### *Policy DCA series*

College employees are either issued a contract or are considered employed at will.

**Term Contracts.** Select employees, including faculty and administrators, will be employed by contract for a term of up to three years. The terms and conditions of employment are detailed in the contract and in employment policies. All contract employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**At-Will Employment.** Employees not issued a contract are considered employed at will. Employment is not for any specified term and may be terminated at any time by the employee or the college.

## **Recertification of Employment Authorization**

### *Policy DC*

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the human resources office if you have any questions regarding reverification of employment authorization.

## **Searches and Alcohol and Drug Testing**

*Policy CR, DHB*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the college reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if there is reasonable suspicion that an employee is under the influence of alcohol or drugs in violation of college district policy. The college may search the employee, the employee's personal items, and work areas including college-owned technology resources, lockers, and private vehicles parked on college premises or work sites or used in college business. Disciplinary action may result if an employee refuses to submit to testing or is found to violate college district policy.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Faculty, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Alcohol and drug tests will be conducted when reasonable suspicion exists and at random. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty. Testing will be conducted following motor vehicle accidents.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the relevant policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the human resources office.

**Other Employees Subject to Drug Testing.** Certain employees may be subject to drug and alcohol testing as required by professional standards, accreditation, or licensing boards. For positions where drug testing is required, unsatisfactory drug test results will result in disciplinary action, which may include suspension from duties and termination of employment.

## **Workload and Work Schedules**

*Policies DEA, DJ*

**Professional Employees.** Faculty, administrators, and other professionals are exempt from overtime pay and are employed according to the work schedules set by the college. Notice of work schedules including start and end dates and scheduled holidays will be distributed each academic year.

**Support and Auxiliary Employees.** Support employees and some part-time professionals are considered nonexempt workers and receive notification of the required work schedule, hours of work, and holidays for their position on an annual basis. Nonexempt employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 17 for additional information.

**Summer Schedule.** A four-day work schedule is in place during month of June. During this time, employees typically work more hours each day and are not scheduled to work on Friday.

## **Breaks for Expression of Breast Milk**

### *Policies DG*

The college supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The lactation rooms are located on the main campus in the SAB building and on the South Campus.

## **Outside Employment**

### *Policy DBD, DBF*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the college. Disclosure is required at the beginning of the academic year or at any time during the year that the employee begins another job. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

### *Policy DL series*

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria including end-of-course evaluation of faculty. Non-faculty employees will participate in the evaluation process with their assigned supervisor at least annually. New faculty will participate in the performance evaluation process annually for the first three years of employment. After completing the third year of employment, faculty will participate in the evaluation process once every three years.

Written evaluations will be completed on forms or electronically as approved by the college. Reports, correspondence, and memoranda may also be used to document performance information. Employees will receive a copy of their evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing peer review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

# Compensation and Benefits

## Salaries, Wages, and Stipends

*Policies DE, DEA*

Employees are paid in accordance with administrative guidelines and an established pay structure. The college's pay plans are reviewed by the administration each year and adjusted as needed. All college positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 17.)

Faculty who teach courses in addition to a regular course load and exempt employees who perform supplemental duties may be paid a stipend in addition to their salary.

Employees should contact the Director of Human Resources for more information about the college's pay schedules or their own pay. All pay increases and step increases must be granted by the Board of Trustees.

## Paychecks

All professional salaried, hourly, and adjunct employees are paid bi-weekly. Stipends for special assignments may be paid monthly.

The human resources office will provide a payroll calendar for adjunct or overload contracts. Typically, pay for an 8-week course will be made in 4 equal installments.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates are available on the college website under the employment link at <http://www.grayson.edu/employment/index.html>.

## Payroll Deductions

*Policy CDDA*

The college is required to make the following automatic payroll deductions:



- Teacher Retirement System of Texas (TRS) or Optional Retirement Program (ORP) for all full-time employees.
- Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- English proficiency course costs, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, and annuities. Employees may also request payroll deduction for payment of club or recreational fees and certain charitable contributions approved by the president. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

### *Policy DEA*

The college compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees or hourly employees are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

With the exception of police officers, overtime is defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For nonexempt employees (not including police officers), the workweek begins at 12am Monday and ends at 11:59pm Sunday.

For police officers, overtime is calculated on a 14-day (two-week) work-period that begins at 12am Monday (day 1) and ends at 11:59pm Sunday (day 14). Police officers earn overtime after working 86 hours in the defined 14-day period as allowed under section 7K of the Fair Labor Standards Act.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time. Once the limit has been reached, the employee may be required to use the comp time or may receive overtime pay for additional hours.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate vice president must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the college. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. Expenses for meals associated with authorized travel not related to a state or federal grant will be paid on a per diem basis. No receipts are required for expenses paid on a per diem basis.

## **Medical, Dental, Vision, and Life Insurance**

### *Policy CKD*

Group health insurance coverage is provided to regular full-time employees through the Employee Retirement System (ERS), the Texas Employee Group Benefits Program (GBP). The college contributes the full employee insurance premium and half the premiums applicable to the employee's dependents. Tobacco users are subject to additional premiums that are not covered by the college.

The GBP includes medical, dental, vision, term and accidental life, and short- and long-term disability insurance. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, birth, divorce). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the human resources office for more information.

## **Cafeteria Plan Benefits (Section 125)**

### *Policy CDD*

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. Section 125 benefits with ERS also include TexFlex flexible spending accounts for healthcare expenses, limited dental and vision expenses, and dependent care expenses. TexFlex accounts allow you to set aside money on a pre-tax basis to pay for qualified expenses throughout the year. More information about cafeteria plan benefits will be provided to new employees and each year during the annual benefits enrollment.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

## **Workers' Compensation Insurance**

### *Policy CKE*

The college, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The college has workers' compensation coverage from Claims Administrative Services (CAS), effective September 1, 2017.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to a supervisor and an online accident report should be completed. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 28 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CKF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission.

## **Retirement**

### *Policy DEG*

All full-time personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Student workers and work study students are not eligible for membership.

Full-time faculty and certain administrators may choose to opt out of TRS and enroll in an optional retirement program (ORP). The option to enroll in the ORP must be made no later than the 90th calendar day of the first day of employment. Failure to elect the ORP during the 90-day election period shall be a default election into TRS.

An employee who is eligible to elect the ORP shall only have one opportunity during his or her lifetime, including any future periods of employment in Texas public higher education, to elect the ORP in lieu of TRS. The election may never be revoked. Therefore, new employees are urged to make this decision carefully.

Employees who plan to retire should notify the human resources office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Other Benefit Programs**

### *Policy DEB*

#### **Employee Assistance Program (EAP)**

All full-time and part-time employees have access to wellness benefits at no cost through Alliance Work Partners.

Benefits include counseling sessions (up to 6 visits per problem, per year), legal and financial services, personalized wellness plans, online assessments and skill-building tools, and SafeRide – a reimbursement program for employees who use a cab service instead of driving while impaired.

To learn more, you may watch a brief orientation video at [www.awpnow.com](http://www.awpnow.com). Log in with registration code AWP-GRACOL-3925.

Full benefits are available to the employee, spouse/partner, children/grandchildren age 26 or under, divorced spouse/partner, laid-off or terminated employees, and their spouse/partner and children/grandchildren for up to six (6) months from lay-off/termination date.

#### **Tuition**

Full-time employees may attend college district courses tuition-free.

In addition, full-time employees with 3 months of service, may apply for an employee transfer scholarship to receive up to \$200 per term for college courses taken at other, accredited colleges and universities.

### **Fitness Center**

All employees enjoy complimentary access to the college fitness center during regular operating hours, from 6am to 6pm.

### **Library Services**

Employees are eligible for a Grayson College library card, which also provides access to the Sherman and Denison public libraries.

### **Bookstore**

Employees receive a discount off apparel and other items in the GC bookstore. Be ready to show your id badge to take advantage of employee discounts.

### **Sporting Events**

Employees are encouraged to cheer on the Vikings at baseball, softball, and basketball games. Access to sporting events is free of charge.

### **Fine Arts Programs**

Employees are encouraged to attend theatre productions, musical programs, and recitals at no cost.

# Leaves and Absences

*Policies DEC, DECA, DECB, DED*

The college offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than 5 days should call the human resources office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the college.

Available paid leave must be used before unpaid leave is granted. In the case of leave under the Family and Medical Leave Act (FMLA), paid sick time and paid vacation time run concurrent with family and medical leave.

Employees must follow college and department procedures to report or request any leave of absence and complete the appropriate form or certification.

**Medical Certification.** Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, appropriate medical facts about the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. *Genetic information*, as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid or supplemented by the college as they were prior to the leave.

Employees on an approved unpaid leave of absence, other than family and medical leave, may continue their insurance benefits at their own expense. Otherwise, the college does not pay any portion of insurance premiums for employees who are on unpaid leave. This includes absences due to a work-related injury or illness.

## **Vacation**

### *Policy DED*

Full-time, 12-month employees of the College District shall accrue vacation leave annually at the following rates, prorated for each pay period worked:

<b>Years of Service</b>	<b>Work week of 35 hours</b>	<b>Work week of 40 hours</b>
Less than 15	70 hours	80 hours
15 or more	105 hours	120 hours

Each employee's vacation leave shall accrue at the end of each pay period in which that individual is employed. Upon completion of their 15th year of employment with the College District, personnel shall accrue vacation leave at the higher rate indicated above beginning with the first month of their 16th year. Earned vacation shall be taken at a time mutually acceptable to the employee and the employee's immediate supervisor, and should be scheduled in consideration of the work requirements of the department. Vacation leave shall require the advance approval of the employee's immediate supervisor and should be scheduled as far in advance as possible. The maximum accrual amount for all full-time employees (TRS definition) shall be three standard workweeks.

Upon voluntary separation, an employee may be paid accrued, but unused vacation leave if the employee provided and was available to work through a minimum two-week notice period. The two-week notice period may not include scheduled holidays or vacation time.

## **Holidays**

### *Policy DED*

Holidays officially observed by the College District shall be designated in the school calendar. Twelve-month employees shall receive paid leave for officially designated holidays. Those employees involved in mini-semester or special educational or work activities shall utilize an appropriate holiday schedule.

The schedule typically includes the following:

- Labor Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Jr. Day
- Spring Break
- Memorial Day
- Independence Day

Officially designated holidays may not apply to certain employees or positions as stipulated in special provisions to the employment contract or otherwise. Some personnel, because of the nature of their department or work activities, shall have holidays that differ in time and duration from the normal (e.g., police officers).

## **Sick Leave**

### *Policy DEC*

Full-time employees shall accrue sick leave at the end of each pay period. Employees whose regular workweek is 35 hours per week shall accrue 70 hours of sick leave per year, prorated for each pay period of active employment. Employees whose regular workweek is 40 hours per week shall accrue 80 hours of sick leave per year, prorated for each pay period of active employment.

Full-time personnel may accrue a maximum of 420 hours for those employees whose regular workweek is 35 hours per week, and 480 hours for those employees whose regular workweek is 40 hours per week.

An employee may use sick leave when he or she (1) is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth; (2) receives medical, dental, or optical examination or treatment; or (3) would, as determined by the health authorities having jurisdiction or by a health-care provider, jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease.

Sick leave may also be utilized to (1) provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; (2) provide care for a family member as a result of medical, dental, or optical examination or treatment; or (3) make arrangements necessitated by the death of a family member or attend the funeral of a family member. For purposes of this policy, "family member" is defined as spouse, and parents thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters, and spouses thereof; and other members of the immediate household. An employee's supervisor, or other superordinate personnel, may require a physician's statement before authorizing sick leave. Payment for unutilized sick leave shall not be made upon employee termination or voluntary separation. If an employee is absent for five or more continuous days due to his or her own personal illness, he or she must provide a fitness-for-duty certification before he or she can return to work.

## **Personal Leave**

### *Policy DEC*



Full-time employees shall be allowed two days per calendar year for personal leave to allow for activities that cannot be accomplished outside the normal work schedule. Personal leave shall not be cumulative from one calendar year to the next. Personal leave shall require the advance approval of the employee's immediate supervisor and should be scheduled in advance.

## **Bereavement Leave**

### *Policy DEC*

An employee shall be eligible for a maximum of three days of paid bereavement leave arising from a death in the immediate family of the employee or the employee's spouse. For purposes of this provision, "immediate family" shall include the parent, wife, husband, child, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, or another member of the immediate household.

## **Sick Leave Pool**

The purpose of the sick leave pool is to benefit employees who suffer, or are affected by, a catastrophic injury or illness which forces employees to exhaust all accrued leave.

Sick leave pool benefits are made possible through the voluntary donation of accumulated sick leave hours by fellow employees. All faculty and full-time employees who have completed one (1) year of employment with Grayson College and are eligible to accrue and use sick leave are also eligible to request sick leave pool hours.

A catastrophic injury or illness is defined as follows:

A severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family. A severe condition or combination of conditions is one that:

- Will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of his/her job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.); OR
- Has been notified by their treating doctor they are considered "terminal;" OR
- Has been absent from work a minimum of 30 calendar days and is expected to be off longer than sixty calendar days.

Immediate family is defined as those individuals related by kinship, adoption, or marriage who live in the same household; and foster children who are certified by the Health and Human Services Commission.

Eligibility and Application for Assistance:

Grayson College employees facing loss of compensation because of their own catastrophic

illness or injury or for one in their immediate family may apply for sick leave pool hours. If an employee, because of catastrophic illness or injury, is unable to make personal application for such benefit, a member of the immediate family or the employee's immediate supervisor may apply on the employee's behalf.

Maternity/childbirth is not considered a catastrophic injury or illness for the purpose of the sick leave pool benefit unless the employee is required to be off for more than 30 calendar days or is placed on doctor ordered bed rest or, as a result of their pregnancy, has to have surgery. Employees must exhaust all accrued leave before being eligible to apply for sick leave pool. An employee may apply to the sick leave pool once every (5) five years of his or her employment.

Medical certification of the prolonged catastrophic illness or injury from the primary attending physician is required prior to receiving donated sick leave pool. Certification must include diagnosis and estimated length of time the recipient employee is expected to be unable to work.

Employees may also apply for sick leave pool benefits if they had previously contributed to the pool, and then exhaust their own sick leave balance in the same fiscal year.

Employees are eligible to receive a maximum of six weeks of sick leave pool benefits from the pool based on the employee's typical work week (35 or 40 hours per week). Sick leave pool benefits will end upon a full release to work from their designated physician or when the maximum number of hours have been reached, whichever comes first.

Contributing to the sick leave pool is not a prerequisite to being eligible to apply for sick leave pool; and employees who are granted sick leave pool are not required to pay back the sick leave pool unless they resign their position from Grayson College within 90 days from usage for reasons unrelated to their illness.

The application for sick leave pool must be submitted promptly to Human Resources for review and consideration along with any required medical documentation to support their request for sick leave pool benefits.

Human Resources will notify the employee within seven calendar days from the date of the receipt of the application of the decision to approve or deny his/her request. The granting of sick leave pool for each catastrophic illness or injury will be determined by the designated HR member. If the employee is denied sick leave pool benefits they can dispute the denial by submitting a request to the President for review and consideration.

Any unused balance of sick pool leave granted to an employee returns to the pool if not used.

Employees eligible for Workers' Compensation Insurance (WCI) benefits are not eligible to use

sick leave pool benefits. In no case may sick leave pool benefits be used in conjunction with Workers' Compensation benefits. A request for sick leave pool benefits will not be processed if the employee has an open Workers' Compensation claim related to the illness or injury supporting the sick pool request, including any appeal to a denial of WCI benefits. Sick leave pool benefits may not exceed FMLA leave.

## **Family and Medical Leave Act (FMLA)—General Provisions** *Policy DECA*

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the college has adopted to implement the FMLA follows this general notice.

### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

### **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.dol.gov/whd](http://www.dol.gov/whd)

## **Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in 12-month period measured forward from the date an individual employee's first FML begins.

**Use of Paid Leave.** FML runs concurrently with accrued paid leave, compensatory time, and absences due to a work-related illness or injury. The college will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

**Combined Leave for Spouses.** Spouses who are employed by the college are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

**Intermittent Leave.** When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The college does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the college shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

**Reinstatement.** On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to reinstatement even if the employee has been replaced or his or her position has been restructured to accommodate the employee's absence. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the college may require the employee to reimburse the college's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the college, the college may not require the employee to reimburse the college's share of premiums paid.

**College Contact.** Employees that require FML or have questions should contact the human resources office for details on eligibility, requirements, and limitations.

## **Workers' Compensation Benefits**

### *Policy CKE*

An employee, absent from duty because of a job-related illness or injury, may be eligible for workers' compensation weekly income benefits, if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage. During the workers' compensation absence, the employee is not eligible for the college's contribution to health insurance premiums and is responsible for paying the entire amount.

## **Jury Duty**

### *Policy DEC*

The college provides paid leave to employees who are summoned to jury duty. An employee's pay or leave balances will not be impacted. Employees may keep any compensation the court provides.

An employee should report a summons for jury duty to the supervisor as soon as it is received and may be required to provide the college a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The college may consider the travel time required and the nature of the individual's position when determining the need to report to work.

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee, who is a parent or guardian of a child and any court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing, may use personal leave or vacation time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

An employee may request to be absent for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the college. The employee may use any accumulated personal or vacation leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

**Faculty Members.** Faculty members are required to provide written notice of a list of religious holy days to be observed during the semester to the chairperson of the department. The notice may be delivered personally or by certified mail return receipt requested. Faculty are also required to provide advance notice to all students whose class would be canceled.

## **Development Leaves of Absence**

### *Policy DEC*

A faculty member may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose. The leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary, unless the faculty member has held an administrative position at the College District for more than four years. In that case, the Board may grant development leave at the faculty member's full, regular salary for one year. To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching. The applicant must also agree to return to the College District following the conclusion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period of time equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

A development leave committee shall review applications and make recommendations to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than six percent of the



College District faculty members may be on development leave at any one time. The College President shall inform the applicants of the final determination by the Board.

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board. Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

## **Military Leave**

### *Policy DECB*

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year.

**Reemployment after Military Leave.** Employees who leave the college to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the college will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the director of human resources. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the director of human resources for details on eligibility, requirements, and limitations.

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the college. Employees are recognized at board meetings, in the college newsletter, and through special events and activities. Recognition and appreciation activities also include service awards, Viking Values awards, and faculty, adjunct, and staff member of the year awards.

## College Communications

Throughout the school year, the President's office provides numerous opportunities to share information pertaining to school activities and achievements. They include the following:

**Coffee & Conversations-** a casual gathering to visit with team members and hear from college leaders about current initiatives.

**Communications Council-** representatives from each department share information on current projects, challenges, and success stories.

**Gratitude Breakfast-** a casual breakfast with a focused discussion or activity pertaining to Grayson's Viking Values.

**President's Report-** a comprehensive monthly report outlining celebrations, key initiatives and milestones, student success, faculty development, foundation updates, facilities updates, and important dates.

**Viking Voice-** campus newspaper featuring student and faculty news.

## Complaints and Grievances

### *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the link to the college's policy concerning the process of bringing concerns and complaints can be found online at grayson.edu and the link is included below:

[https://pol.tasb.org/Policy/Download/523?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=DGBA(LOCAL).pdf)

## **Employee Conduct and Welfare**

### **Standards of Conduct**

#### *Policy DH*

All employees are expected to work together in a cooperative spirit to serve the best interests of the college and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain appropriate confidentiality in matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and college policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use college time, funds, and property for authorized college business and activities only.

All employees should perform their duties in accordance with state and federal law, college policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a college investigation may result in disciplinary action, including termination.

## **Discrimination, Harassment, and Retaliation on the Basis of Sex**

*Policies DAA, DH, DHC, DIAA, FA, FFDA,*

Employees shall not engage in discrimination, harassment, or retaliation on the basis of sex, including sexual harassment, sexual assault and other sexual violence, dating violence, domestic violence, or stalking against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Processes for reporting prohibited conduct are described below.

Other forms of prohibited discrimination, harassment, and retaliation are addressed below in the Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics section.

**Employees Who Witness Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking.** All employees who witness or receive information reasonably believed to constitute prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking against or by another employee or student, regardless of where or when the incident occurred, must promptly report the incidents to the college's Title IX coordinator: [name, title, office address, phone number, and email address]. An employee may also report to the college president or chancellor.

In addition to the report to the Title IX coordinator, a report against the college president or chancellor must also be made directly to the board of trustees.

An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, below, for additional information.

**Exceptions to the Reporting Requirements.** An employee is not required to report information they received as a result of a disclosure made at a college sponsored public awareness event unless the person has the authority to institute corrective measures on behalf of the college.

Absent the victim's consent, or unless required by law, a confidential employee, described below, may only disclose the type of incident reported and may not disclose information that would violate a victim's expectation of privacy.

An employee is not required to report an incident the employee learned of during the course of the college's review or processing of an incident report or that has been confirmed to have been previously reported.

**Victims of Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking.** An employee who is the victim of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking has the right to report the incident to the college and to receive a prompt and equitable resolution of the report.

Allegations may be reported to the employee's immediate supervisor, to the Title IX coordinator, Dr. Molly Harris, Dean of Student Affairs, 6101 Grayson Drive, HWY 691, 903-463-8714, harrism@grayson.edu, or the college president or chancellor. The employee may also report electronically through the college's website at grayson.edu. An electronic report may be submitted anonymously.

Alternatively, the employee may report the incident to a designated confidential employee. A confidential employee is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or who is designated as a confidential employee.

An employee is not required to report the incident to the person alleged to have committed it.

An employee who is the victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the college in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking, go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

**Retaliation.** The college prohibits retaliation against an employee for the purpose of interfering with a right or privilege under policies DIAA and FFDA; who, in good faith, makes a report or a complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing regarding an allegation of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking. This prohibition does not apply to the discipline of an employee who committed, or assists in the commission, of the misconduct.

**False Report of Failure to Report.** An employee commits an offense if the employee makes a false report or knowingly fails to report such incidents with the intent to harm, deceive, or conceal the incidents. An employee found by the college to have committed one of these offenses will be terminated.

A link to the college's policies that include definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is below:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/SEX AND SEXUAL VIOLENCE:

[https://pol.tasb.org/Policy/Download/523?filename=DIAA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=DIAA(LOCAL).pdf)

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/OTHER PROTECTED CHARACTERISTICS:

[https://pol.tasb.org/Policy/Download/523?filename=DIAB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=DIAB(LOCAL).pdf)

## **Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics**

*Policies DAA, DAAA, DH, DHC, DIAB, FA, FFDB*

In addition to the prohibition on discrimination, harassment, and retaliation on the basis of sex addressed above, employees shall not engage in discrimination, harassment, or retaliation on the basis of other legally protected characteristics against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in prohibited discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge will result in disciplinary action. Processes for reporting prohibited conduct are described below.

**Report of Actions Targeting Employees.** An employee who believes the employee or another employee has been discriminated or retaliated against or harassed on the basis of a legally protected characteristic other than sex is encouraged to promptly report such incidents to the employee's supervisor or the college president or chancellor. An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor is the subject of a complaint, the complaint may be directed to the college president or designee. A complaint against the college president or chancellor may be made directly to the board.

**Report of Actions Targeting Students.** Employees who suspect a student may have experienced discrimination, harassment, or retaliation on the basis of a protected characteristic other than sex are obligated to report their concerns to an appropriate college official. All allegations will promptly be investigated. An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, below, for additional information.

The link to the college's policies that include definitions and procedures for reporting and investigating harassment of students is below:

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/SEX AND SEXUAL VIOLENCE:

[https://pol.tasb.org/Policy/Download/523?filename=FFDA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=FFDA(LOCAL).pdf)

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION/OTHER PROTECTED CHARACTERISTICS:

[https://pol.tasb.org/Policy/Download/523?filename=FFDB\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=FFDB(LOCAL).pdf)

## **Reporting Suspected Child Abuse**

*Policies DH, DHC*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a local or state law enforcement agency, Department of Family and Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility in which the abuse occurred) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to Child Protective Services (CPS).

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or disabled person.

Reports to Child Protective Services can be made by calling 903-892-0580 or by calling the Texas Abuse Hotline at 800-252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Reports to the Department of Family and Protective Services can be made to the Texas Abuse Hotline at 800-252-5400 or, if not urgent, on the web at [www.txabusehotline.org](http://www.txabusehotline.org). An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. An employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. The college will not take any adverse action in response to good faith reports of child abuse or neglect or participation in an investigation regarding an allegation of child abuse or neglect.

Employees who suspect that a child has been or may be abused or neglected should also report their concerns to the Dean of Student Affairs. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the Dean of Student Affairs before making a report to the appropriate agency.

Reporting the concern to the Dean of Student Affairs does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation is prohibited.

The college has established a procedure for addressing sexual abuse and other maltreatment of children, which may be accessed at [https://pol.tasb.org/Policy/Download/523?filename=DHC\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=DHC(LEGAL).pdf). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. *Sexual abuse* in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. *Maltreatment* is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS) and follow the procedures described above.

## **Reporting Crime**

### *Policy DG*

The Texas Whistleblower Act protects college employees who make good faith reports of violations of law by the college to an appropriate law enforcement authority. The college is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. An *appropriate law enforcement authority* is part of a federal, state, or local governmental entity that the employee in good faith believes is authorized to regulate under or enforce the law alleged to be violated or to investigate or prosecute a crime.

## **Technology Resources**

### *Policy CR*

The college's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all college-owned devices used on or off college property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the college.



- Does not unduly burden the college’s computer or network resources.
- Has no adverse effect on job performance or on a student’s academic performance.

Electronic mail transmissions and other use of college technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Vice President of Information Technology.

## **Personal Use of Electronic Media**

*Policy CR, DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

Employees are responsible for their public conduct even when they are not acting as college employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee shall ensure that the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos does not interfere with their job duties.
- The employee shall not use the college’s logo or other copyrighted material of the college without express, written consent.
- An employee may share any information that has already been posted on Grayson College social media pages. Employees may not share or post, in any format, information, videos, or pictures obtained while on duty or on college business unless the

employee first obtains authorization from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records [See Policy FJ]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DBA]
  - Confidentiality of college records, including private e-mail addresses. [See Policy GCA]
  - Intellectual property [See Policy CT]
  - Prohibition on the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person. [See Policy DH (EXHIBIT)]

## **Records Retention**

### *Policy CIA*

Employees must retain local government records for the appropriate retention period, which varies depending on the category of record (i.e., the content contained in that individual e-mail message) described in the college's records retention schedule. *Local government record* means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The determination of which category of record applies must be made on a case-by-case basis. If the contents of the record fall in more than one category in the records retention schedule and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. The college's records retention schedule is available at <https://www.tsl.texas.gov/slr/recordspubs/jc.html>.

An employee in possession of public information that is stored on a personal device must preserve the information in accordance with the college's records retention schedule or transfer the records to the college upon request.

## **Criminal History Background Checks**

### *Policy DC*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the college with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

### *Policy DH*

An employee must notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony or offense involving moral turpitude.

Moral turpitude includes, but is not limited to the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)

- Acts constituting abuse under the Texas Family Code

## **Alcohol- and Drug-Abuse Prevention**

### *Policies DH, DI*

Grayson College is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at college-related or college-sanctioned activities on or off college property. Employees, who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours, may be dismissed. The college's policy regarding employee drug use follows:

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on College District property or at College District-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

The College District recognizes that alcoholism and drug and/or controlled substance dependency are illnesses and disorders. The College District shall seek to provide channels of referrals for help, but it shall be the student's or employee's responsibility to seek help. All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

**Exceptions:** The College President is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions. The use of College District facilities for this purpose shall require the completion of an application, as well as written approval from the College President prior to the event.

The Board designates the T.V. Munson Viticulture and Enology Center, and other facilities as locations where, in conjunction with instructional purposes associated with the Viticulture/Enology curriculum, possession and consumption of alcoholic beverages is approved only in the form of partially fermented grape juice and wine in accordance with state and federal laws.

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. See Exhibit DI

### *Exhibit DI*

The college district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition will be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the college district; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee must:

- Abide by the terms of this notice; and
- Notify the College President, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide notice in accordance with college district policy.

This notice complies with the requirements of the federal Drug-Free Workplace Act. (41 U.S.C. 702)

### SOURCES FOR INFORMATION ON ILLEGAL DRUGS

National Institute on Drug Abuse: Commonly Abused Drugs

<https://www.drugabuse.gov/drugs-abuse>

Drug Enforcement Administration: Federal Trafficking Penalties

<https://www.dea.gov/druginfo/ftp3.shtml>

## **Tobacco Products and E-Cigarette Use**

*Policies DH, GDA*

The college prohibits the use and sale of tobacco products and e-cigarettes on all college-owned property, in college vehicles, and at college-related activities, unless in a designated

smoking area. This includes all buildings, parking facilities, and facilities used for athletics and other activities. Employees may not give or sell tobacco products or e-cigarettes to a person in violation of law. *E-cigarette* means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking but does include a component, part, or accessory for the device.

## **Fraud and Financial Impropriety**

### *Policy CDE*

All employees should act with integrity and diligence in duties involving the college's financial resources. The college prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the college
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other college assets including employee time
- Impropriety in the handling of money or reporting of college financial transactions
- Profiteering as a result of insider knowledge of college information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the college
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the college, except as otherwise permitted by law or college policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or college policy
- Any other dishonest act regarding the finances of the college

- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

*Policy CAA, DBD, DBF*

Employees are required to disclose in writing to the college any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the college. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-college employment

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

*Policies CAA, DBD*

Employees may not accept gifts, favors, services, or other benefits that could influence, or be construed to influence, the employee's discharge of assigned duties. In addition, acceptance of any single item with a value at or above \$50 or items from a single contractor or subcontractor that have an aggregate value exceeding \$100 in a 12-month period is prohibited.

## **Intellectual Property**

*Policy CT*

**Copyrighted Materials.** Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

**Trademarked Materials.** Symbols, like a professional team's mascot, colors, slogans, sounds, and like items, are typically protected by federal and state trademark law. Employees are expected to comply with the provisions of the law.

**Patents.** Federal law protects the invention or discovery of a process, machine, manufacture, or improvement. Only the patent holder may use, make, or sell the invention or discovery or a material component of that invention or discovery.

**Work Product.** As an agent of the college, an employee, including a student employee, does not have rights to the work he or she creates on college time or using college technology resources. The college will own any work or work product created by a college employee in the course and scope of his or her employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee is required to grant a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to the college for use of the patented work. A college employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

A college employee may apply to the college president or designee to use college materials and equipment in his or her creative projects, provided the employee agrees either to grant to the college a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to use the work, or permits the college to be listed as co-author or co-inventor if the college contribution to the work is substantial.

## **Associations and Political Activities**

### *Policy DGA*

The college will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, organization, or association.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of college resources including work time for political activities is prohibited.

The college encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence.

## **Safety**

### *Policy CG series*

The college has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for



responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve college equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on college business, employees are required to abide by all state and local traffic laws. Employees driving on college district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Director of Facilities Maintenance, the Director of Public Safety and Emergency Management, or the Director of Human Resources.

## **Annual Security Report**

### *Policy GCC*

The college collects information about campus crime statistics and the college's security policies as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The college's annual security report issued under the Clery Act is posted on the college website for review by employees, students, and community members. You may review the report here: <http://www.grayson.edu/campus-life/campus-police/2017-ASR-Final.pdf>.

## **Possession of Firearms and Weapons**

### *Policies CHF*

#### **Concealed Carry**

A licensed holder may carry a concealed handgun on or about the license holder's person while on the campus. Areas that prohibit concealed carry at any time will be clearly marked. Licensed holders are responsible for securing their weapons properly. Any incidents of accidental discharge will be investigated and negligence may result in termination of employment.

#### **Other Weapons**

The College District prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District-sponsored or -related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

Employees must report any illegal weapon or campus safety threat to law enforcement immediately.

## **Dress Code**

### *Policy DH*

All employees should wear a name tag or Grayson College identification badge while performing their duties.

Employee dress shall be professional, in good taste, and modest. It must also be appropriate for the employee's duties and responsibilities. By presenting a professional appearance, an employee provides a positive model to students, minimizes disruptions, avoids safety hazards, and earns respect for his or her role at the college.

The College President has designated Fridays as casual days; jeans and tennis shoes may be worn on Fridays with Grayson College spirit wear: t-shirts, sweatshirts, pullovers, etc. Other casual days may be designated and announced throughout the year.

Employees shall avoid extremes of dress, dress that is a distraction to others, and dress that may cause any disruption of work. Employees in certain departments may be required to wear uniforms. Please direct any questions regarding appropriate dress to the department supervisor.

# General Procedures

The college may close campuses because of severe weather, epidemic, or emergency conditions. When it becomes necessary to delay or cancel classes, a notice will be posted on the college's website, sent out via a RAVE alert, and the following radio and television stations will be notified:

KXII - <https://www.kxii.com/weather/closings/>

KTEN - <https://www.kten.com/closings>

All college employees should register for the RAVE alert system found on [GC Alerts](#).

## Emergencies

### *Policies CGC*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Numerous campus buildings are equipped with an automatic external defibrillator and stop the bleed kits. Fire extinguishers are located throughout all college buildings. Employees should know the nearest location of these devices and procedures for their use.

## Parking

### *Policy CHC*

Any vehicle parked on college property must be registered with the campus police department and a valid parking permit displayed on the vehicle. Parking permit applications must be submitted online at

<http://www.grayson.edu/campus-life/campus-police/Parking%20Permits.html>. Employees must provide a license plate number for the vehicle being registered along with a valid driver's license number.

Employees are required to park in the areas designated by the college issued parking permit. Restricted parking areas are clearly marked and employees are prohibited from parking in areas reserved for visitors, no parking areas, marked fire lanes, areas reserved for the disabled, or any area not specifically designed for vehicle parking. All questions regarding parking should be directed to campus police.

## **Purchasing Procedures**

### *Policy CF*

All requests for purchases must be submitted through the online purchasing system. No purchases, charges, or commitments to buy goods or services for the college can be made without a PO number. The college will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the college's business office. Contact the Assistant Director of Fiscal Services for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must update their information in the current employee system if there are any changes or corrections to their name, home address, contact telephone number, marital status, or emergency contact. Changes to beneficiary information may be made directly with the benefits providers through ERS, TRS, and designated ORP vendors.

## **Personnel Records**

### *Policy DBA, GCA*

Most college records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information may be made at any time by submitting a written request to the human resources office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the college if he or she is subject to any exception for disclosure of personal or confidential information.

In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

## **Facilities Use**

*Policies DGD, GD, GDA*

Employees may use college facilities and common outdoor areas for non-work activities, work-related activities, and to invite speakers to campus in accordance with college district policies and established regulations. College district facilities and areas not considered common outdoor areas must be scheduled in advance of use.

The college's policy regarding employee use of college facilities follows:

policy regarding employee use of college facilities follows:

[https://pol.tasb.org/Policy/Download/523?filename=DGC\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/523?filename=DGC(LOCAL).pdf)

# Termination of Employment

## Resignations

*Policy DMD*

**Contract Employees.** Contract employees may resign their position if reasonable notice is submitted to their immediate supervisor. Proper written notice should state the employee's intent to resign and the final day they are available and willing to report to work. Once submitted, the resignation may not be withdrawn.

**Noncontract Employees.** Noncontract employees may resign their position at any time by submitting a written notice of resignation to their immediate supervisor. Proper written notice should state the employee's intent to resign and the final day they are available and willing to report to work. Once submitted, the resignation may not be withdrawn.

Resignations should be submitted in writing to the College President or designee. Typically, a two-week advance notice is required for vacation accrual payouts.

## Dismissal or Nonrenewal of Contract Employees

*Policies DMA series*

Employees on a term contract can be dismissed during the academic year for good cause or non-renewed at the end of the contract term for any reason according to the procedures outlined in college policies. A faculty member has the right to address administration and the board in accordance with college policy.

## Dismissal of Noncontract Employees

*Policy DM*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the college to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the college process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 32.)

## Exit Interviews and Procedures

*Policy DM*

Exit questionnaires will be provided to full-time employees who voluntarily resign. A letter that includes information on final pay, the continuation of benefits, release of information, and procedures for requesting references will be provided. Separating employees are asked to provide the college with a forwarding address and phone number. All college keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

## **Reports Concerning Court-Ordered Withholding**

The college is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

# Student Issues

## Equal Educational Opportunities

*Policies FA, FFDA, FFDB*

In an effort to promote nondiscrimination and as required by law, Grayson College does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Title IX coordinator.

Dr. Molly Harris, Dean of Student Affairs

Student Success Building

903.463.8790

[harrism@grayson.edu](mailto:harrism@grayson.edu)

Questions or concerns about discrimination on the basis of a disability should be directed to, Jeffri Johnson Hodge, Disability Services Coordinator, 903.463.8751, [hodgej@grayson.edu](mailto:hodgej@grayson.edu) the ADA/Section 504 coordinator.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the college president or chancellor.

## Student Records

*Policy FJ*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. Access to student records is restricted to the student, parents when the student is a dependent for tax purposes, and college officials with legitimate educational interests.

The student handbook provides students with detailed information on student records. Students who want to review student records should be directed to the registrar's office for assistance.

## Student Complaints

*Policy FLD*



In an effort to hear and resolve student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. The procedure for filing a student complaint can be found online at [www.grayson.edu](http://www.grayson.edu).

Students are encouraged to discuss problems or complaints with the faculty member or the appropriate administrator at any time. Students with complaints that cannot be resolved to their satisfaction should be directed to the department chair or student services counselor. The formal complaint process provides students with an opportunity to be heard up to the highest levels of management (i.e., the president and board) if they are dissatisfied with a department chair or student services counselor's response.

## **Student Conduct and Discipline**

*Policies FL series, FM series*

Students are expected to follow the college's rules and regulations concerning student conduct outlined in the student handbook. Faculty and staff are required to submit an alleged violation or violations of college policies and procedures, including rules for student conduct to the Dean of Student Affairs within a reasonable timeframe (i.e., within 10 days). The allegations must be submitted in writing through traditional or electronic means and describe the violation and surrounding facts. The dean, student services, or designee shall investigate the matter if necessary.

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