This handbook was created as part of the 2008 Spring AQIP process. It is intended that this document be reviewed annually.
# Table of Contents

1. General Employment Considerations ................................................................. 6
   1.1. Employment At Will ..................................................................................... 6
   1.2. Definition of Terms ................................................................................... 6
      1.2.1. Administration ................................................................................... 6
      1.2.2. Support Staff .................................................................................... 6
      1.2.3. Extra Help Employee ........................................................................ 6
      1.2.4. Classified Employee .......................................................................... 6
      1.2.5. Nonclassified Employees ................................................................. 6
   1.3. Adherence to Fair Employment Practices ................................................... 6
   1.4. Affirmative Action Program for Employees ............................................... 6
   1.5. Organizational Structure ........................................................................... 6
   1.6. Representation of the College ..................................................................... 7
   1.7. Responsibilities of College Personnel ......................................................... 7
      1.7.1. Dress Code ........................................................................................ 7
      1.7.2. Committees ........................................................................................ 7
   1.8. Code of Ethics ............................................................................................. 7
   1.9. Conflicts of Interest ..................................................................................... 7
      1.9.1. Engaging in Outside Employment ................................................... 7
      1.9.2. Pecuniary Interest in Contracts ....................................................... 7
      1.9.3. Political Activities ............................................................................ 7
   1.10. Grievance Procedures ................................................................................. 8
   1.11. Reduction in Force ..................................................................................... 8
   1.12. Applying for a Different Position ............................................................... 8
   1.13. Regular Work Day ..................................................................................... 9
   1.14. Holidays ................................................................................................... 9
   1.15. Alternative Summer Work Schedule ....................................................... 9
   1.16. Paychecks of Employees .......................................................................... 9
   1.17. Benefits ................................................................................................... 10
      1.17.1. Sick Leave ....................................................................................... 10
      1.17.2. Children’s Educational Activities Leave ........................................ 11
         1.17.2.1. Definitions ............................................................................... 11
      1.17.3. Leave Without Pay .......................................................................... 12
      1.17.4. Maternity Leave .............................................................................. 12
      1.17.5. Family Medical Leave Policy ........................................................ 12
      1.17.6. Absence for Jury Duty and Court Appearances .............................. 12
      1.17.7. Absence for Military Leave and Re-Employment of Veterans ........ 13
      1.17.8. Group Insurance for Employees ..................................................... 13
      1.17.9. Retirement Plans ............................................................................. 13
      1.17.10. Other Benefit Offerings ............................................................... 13
      1.17.11. Exemption of Tuition .................................................................... 13
      1.17.12. Awards and Recognition Pay ....................................................... 13
   1.18. Expenditure of College Funds ..................................................................... 14
   1.19. Travel ...................................................................................................... 14
      1.19.1. Attendance at Professional Meetings ............................................. 14
1.19.2. Authorization of Travel ................................................................. 14
1.19.3. Reimbursement for Travel Expenses ........................................... 14
1.20. Professional Development............................................................... 15
1.21. Membership in Professional Organizations .................................... 15
1.22. Policies .............................................................................................. 15
  1.22.1. Accidents and Emergencies ......................................................... 15
  1.22.2. Emergency Evacuation ............................................................... 16
  1.22.3. Use of Audiovisual Equipment .................................................... 16
  1.22.4. Arkansas Freedom of Information Act ....................................... 16
  1.22.5. Technology Usage and Copyright Policies ................................ 16
    1.22.5.1. Introduction .......................................................................... 16
    1.22.5.2. Appropriate Use of Technology ........................................... 17
      1.22.5.2.1. Technology as a Required Resource and Privilege .......... 17
      1.22.5.2.2. Privacy of Information .................................................... 17
      1.22.5.2.3. Governor's Policy Directive ............................................ 18
      1.22.5.2.4. User Restrictions ............................................................. 18
      1.22.5.2.5. Unacceptable Uses .......................................................... 18
    1.22.5.3. Electronic Mail .................................................................... 19
      1.22.5.3.1. Purpose of E-mail ............................................................ 19
      1.22.5.3.2. E-mail Guidelines ............................................................ 19
      1.22.5.3.3. E-mail Storage ................................................................. 19
    1.22.5.4. Internet ............................................................................... 20
      1.22.5.4.1. Purpose of Internet Access ............................................ 20
      1.22.5.4.2. Internet Access Guidelines ............................................ 20
      1.22.5.4.3. Appropriate Use of Web Access .................................... 20
    1.22.5.5. Appropriate Network Use and User Accounts Guidelines ...... 21
    1.22.5.6. Copyright Guidelines ............................................................. 21
      1.22.5.6.1. Purpose of Software Availability .................................. 21
      1.22.5.6.2. Compliance With Copyright Laws .................................. 21
    1.22.5.7. Enforcement and Penalties ................................................... 22
  1.22.6. Confidentiality of Student Records Educational Records .......... 22
  1.22.7. Civil Rights Acts ......................................................................... 22
    1.22.7.1. Title VI of the Civil Rights Act of 1964 ............................... 22
    1.22.7.2. Title VII of the Civil Rights Act of 1964 ............................... 22
  1.22.8. Sexual Harassment Policy .......................................................... 22
  1.22.9. Title IX – Education Amendments of 1972 .............................. 22
  1.22.10. Rehabilitation Act of 1973 ...................................................... 23
  1.22.11. Drug Free Workplace Policy and Procedures ........................ 23
  1.22.12. Use of Intoxicants ................................................................. 24
  1.22.13. Use of Tobacco ...................................................................... 24
  1.22.14. Sales to Student ...................................................................... 24
  1.22.15. Soliciting on Campus .............................................................. 24
  1.23. Check Cashing .............................................................................. 24
  1.24. Requests for Maintenance ............................................................. 24
  2. Faculty Employment Issues ............................................................... 24
    2.1. Appointment to the Faculty ........................................................ 24
      2.1.1. Filing of Credentials .............................................................. 24
      2.1.2. Faculty Letter of Appointment .............................................. 25
2.1.3. Acceptance of Contract ................................................................. 25
2.2. Compensation and Benefits ................................................................. 25
  2.2.1. Review of Salary Schedule ................................................................. 25
  2.2.2. Implementation of Salary Schedule .................................................... 25
  2.2.3. Determination of Individual Salaries .................................................. 25
2.3. Attendance .............................................................................................. 25
  2.3.1. Regular Work Week .......................................................................... 26
  2.3.2. Calendar of the Academic Year ............................................................ 26
  2.3.3. Convocation for the Faculty ................................................................. 26
  2.3.4. Attendance at Commencement ............................................................ 26
2.4. Administrative Guidelines Related to Teaching Loads and Overload Compensation ................................................................. 26
  2.4.1. Introduction ......................................................................................... 26
  2.4.2. Administrative Guidelines ................................................................. 27
2.5. Evaluation of Faculty .............................................................................. 30
  2.5.1. Direct Observation by the Division Dean/Chair or Coordinator .......... 30
  2.5.2. Student Evaluation of Instruction ......................................................... 31
  2.5.3. Annual Evaluation Conference .............................................................. 31
  2.5.4. Dismissal/Non-reappointment of Faculty .............................................. 31
2.6. Faculty Leave ........................................................................................... 32
  2.6.1. Absence for Illness and Vacation .......................................................... 32
    2.6.1.1. Sick Leave ..................................................................................... 32
    2.6.1.2. Vacation ....................................................................................... 32
    2.6.1.3. Faculty Personal Day ...................................................................... 32
    2.6.1.4. Absence for Sabbatical ................................................................. 32
2.7. Faculty Responsibilities .......................................................................... 32
  2.7.1. Recognition of Academic Freedom ...................................................... 33
  2.7.2. Teaching Effectiveness ..................................................................... 33
  2.7.3. Academic Advising .......................................................................... 33
  2.7.4. Departmental Syllabi and First-Day Handouts ..................................... 33
  2.7.5. Assignment of Grades ...................................................................... 34
  2.7.6. Class Rolls and Reports .................................................................... 34
  2.7.7. Selection of Textbooks ..................................................................... 34
  2.7.8. Student Discipline ............................................................................ 34
  2.7.9. Classroom Care and Maintenance ...................................................... 35
  2.7.10. Responsibilities for Departmental Equipment ..................................... 35
  2.7.11. Performance of Other Duties ............................................................. 35
  2.7.12. Academic Recordkeeping ................................................................. 35
2.8. Policies and Regulations ......................................................................... 35
  2.8.1. Independent Study Policy ................................................................. 35
    2.8.1.1. Conditions of Independent Study ...................................................... 35
  2.8.2. Approval of Field Trips ..................................................................... 36
3. Staff Employment Issues .......................................................................... 36
  3.1. Employment of Classified Personnel ..................................................... 36
  3.2. Employment of Non-Classified 12-month faculty/staff ............................ 36
  3.3. Selection of Part-Time Employees ........................................................... 36
  3.4. Attendance ............................................................................................. 36
  3.5. Overtime Work, Overtime Pay and Compensatory Time-Off ................. 36
3.6. Compensatory Time .................................................................................... 37
3.7. Sick Leave Policy ....................................................................................... 37
3.8. Vacation (Annual Leave) ............................................................................ 37
3.9. Career Service Recognition Payments ..................................................... 37
   3.9.1. Years of Service Annual Payment .................................. 38
3.10. Evaluation ................................................................................................. 38
3.11. Transfer ..................................................................................................... 38
3.12. Dismissal ................................................................................................... 39

4. Appendix
4.1. Affirmative Action Program for Employee
4.2. Organizational Chart
4.3. Grievance Procedures
4.4. Absence for Sabbatical
4.5. Sexual Harassment Policy
4.6. Bylaws of Southeast Arkansas College
4.7. FMLA Forms
4.8. Student Request for Independent Study
1. **General Employment Considerations**

*Unless indicated otherwise, all employees are subject to the policies of this Handbook. Adjunct faculty, part-time, and temporary employees must adhere to the professional conduct of this Handbook, though they may not be subject to the specific benefits and specific requirements of full-time employees.*

1.1. **Employment at Will** – with the exception of those employees who sign an annual contract, Arkansas is an at-will employment state.

1.2. **Definition of Terms**

1.2.1. “**Administration**” (nonclassified) – President, Vice Presidents, and Associate Vice Presidents.

12-Month Professional Staff/Faculty (nonclassified) - library director, assistant librarian, counselors, distance learning coordinator, Carl Perkins coordinator, director of I. S., director of I. T., WDC staff, division chairs, program directors. **“Faculty”** (nonclassified) - includes 12-month instructors.

1.2.2. “**Support Staff**” (classified) - includes all employees who support the administration, professional staff and faculty.

1.2.3. “**Extra Help Employee**” (classified) / “**Adjunct Faculty**” (nonclassified) - refers to an individual hired on a temporary or part-time basis. An extra help employee is subject to a 1,500-hour limit per fiscal year and does not receive any benefits (i.e., retirement, insurance, annual or sick leave). Extra help employees are reevaluated every six months (January 1 and July 1) or at the beginning of each semester (Fall and Spring) for continued employment.

1.2.4. “**Classified Employee**” - includes all members of the staff who support the faculty and administration. The positions and pay for these positions is tied to the State Pay Plan. This includes, but is not limited to, clerical, secretarial, maintenance, auxiliary services, and certain mid-level management positions.

1.2.5. “**Nonclassified Employees**” - includes members of the staff who fill administrative or professional positions and whose positions are approved through the Arkansas Department of Higher Ed.

1.3. **Adherence to Fair Employment Practices** - Southeast Arkansas College does not discriminate against any employee on the basis of race, color, sex, religion, national origin, or handicap.

1.4. **Affirmative Action Program for Employees** - To set forth an Affirmative Action Program for the recruitment of African Americans and other members of minorities for the faculty and staff positions. See appendix for policy.

1.5. **Organizational Structure** - The organizational chart is a diagrammatic illustration of administrative authority and responsibility. See appendix.
1.6. **Representation of the College** - College officials and members of the faculty or staff may be delegated by the Board or the President to represent the College on appropriate occasions. No such delegate, however, may commit the College to any doctrine, policy, financial matter, or action without first obtaining the approval of the President, or when appropriate, the Board.

1.7. **Responsibilities of College Personnel** - It is the responsibility of all personnel employed by the College to assist the Southeast Arkansas College Board of Trustees (hereinafter referred to as the “Board”) in efforts to create greater understanding between the College and the community and practice professional conduct. Each employee of Southeast Arkansas College shall be responsible to the Board through his/her immediate supervisor and the President.

1.7.1. **Dress Code** - Southeast Arkansas College does not have a formal dress code. However, all faculty and staff are expected to wear appropriate professional attire.

1.7.2. **Committees** - Faculty and staff may be assigned to serve on various committees.

1.8. **Code of Ethics** - Employees at Southeast Arkansas College will be oriented on the Code of Ethics Policy and will sign a document to that effect at the time of employment.

1.9. **Conflicts of Interest** - Each employee of the College has an obligation to report any personal financial interest in any enterprise that also does business with the College, and these disclosures must be made to the President and reported to the Board. It shall be a violation of this provision for any employee of the College to accept any personal gift, gratuity, or reward from any person, firm, or corporation having a business relationship with the institution.

1.9.1. **Engaging in Outside Employment** - No full-time employee of the College shall engage in any outside activity, which, in the judgment of the administration, reflects unprofessionally against the faculty or the College image, is considered unethical, or interferes with the employee’s regular duties. Professional courtesy dictates that full-time employees inform his/her supervisor as well as the President of outside employment.

1.9.2. **Pecuniary Interest in Contracts** - An employee of the College shall not have a financial interest in any contract for supplies or services to the College, other than the services for which he/she is under contract.

1.9.3. **Political Activities** - Southeast Arkansas College is an institution founded and supported by the citizens of the State of Arkansas. It is the responsibility of the College to support the democratic process, and this can best be furthered if faculty and staff avoid wearing partisan emblems or taking sides.
in the classroom concerning candidates, partisan issues, and ballot propositions.

This policy is not intended to limit free and objective discussion in the classroom of all ballot issues where appropriate, nor is it intended to limit the right of a faculty member to align actively in any political activity outside the classroom.

This policy is not intended to limit the right of a faculty member to be an adviser (and therefore, a partisan member, if desired) of a properly constituted political club. While active participation in various community and public affairs on the part of employees of the College is not discouraged, it is expected that time given to such activities shall not interfere with the major duties of the employees concerned.

Before an employee shall become a candidate for any local public office or non-partisan office, courtesy dictates that the matter be discussed with the President for proper understanding by all concerned. Time required for serving in a public or a non-partisan office should not interfere with official business of the College including the teaching of classes.

For specific questions about Arkansas Election Law, interested employees should consult the Arkansas Political Practices Act or contact the Secretary of State's Election Division at 501-370-5070. The Office of Special Counsel in Washington, D.C may answer questions regarding the Federal Hatch Act, as it relates to federally funded state employees. The phone number for that office is (202) 653-7143.

1.10. Grievance Procedures – see appendix for policy.

1.11. Reduction in Force - Reductions in force may be caused by: (a) declining or reduced enrollments overall or in a given individual program, (b) reduced appropriations or tax collections, (c) reduced workload or (d) other conditions that may require personnel reductions. Professional level personnel reductions may be effected by: (a) withdrawal of overload assignments, (b) increased student-teacher ratios, (c) not filling personnel vacancies, (d) reassignments within the College, or (e) employee terminations. Employees so terminated may be given some preference in rehiring when conditions permit employment of persons with their qualifications.

1.12. Applying for a Different Position - Position vacancies will be posted on the College’s website, campus bulletin boards, and will be publicized in local and state newspapers and journals. Anyone may apply for a vacant position; however, a Letter of Application must be submitted for each position sought. Appropriate notification to immediate supervisor should be executed.
Selection for the position shall be made on the basis of merit, education, and experience. If all of these factors are deemed equal, length of service at Southeast Arkansas College will be considered.

1.13. **Regular Work Day** - The regular work day for employees is from 8:00 a.m. to 5:00 p.m., or an equivalent, based upon the needs of the College. All administrative offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, during the regular school term. Unless otherwise, allowed by supervisor.

In order to best meet the needs of the college, a flexible schedule of regular daily working hours is permitted. In such cases, the eight hours per day may be scheduled any time between 7:00 a.m. and 10:00 p.m. upon the approval of the appropriate administrative personnel. Such variance in the employee’s schedule must be approved by the appropriate senior administrative officer of the College.

Faculty teaching evening courses may vary their schedules accordingly.

1.14. **Holidays** - The following holidays will be observed in accordance with the academic calendar:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
</tbody>
</table>

In addition to academic calendar holidays the full-time 12-month employees will also receive the following holidays: Note: These holidays may be observed on a date other than the actual holiday in accordance with the academic calendar.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert E. Lee &amp; Martin Luther King Birthday</td>
<td>3rd Monday in January</td>
</tr>
<tr>
<td>Presidents’ Day &amp; Daisy Gatson Bates Day</td>
<td>3rd Monday in February*</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 11*</td>
</tr>
<tr>
<td>Employee's Birthday</td>
<td>On or after birthday</td>
</tr>
</tbody>
</table>

(Must be taken before the next birthday or will be forfeited.)

1.15. **Alternative Summer Work Schedule** - The President is granted the authority to alter these conditions during the institution’s summer sessions provided that each full-time, non-teaching employee is scheduled to work 40 hours each week and essential services are maintained.

1.16. **Paychecks of Employees** - Pay for all full-time and adjunct employees is by mandatory direct deposit. Employees are paid bi-weekly according to the schedule established by the College.
1.17. Benefits

1.17.1. Sick Leave - Sick leave is a privilege, not an entitlement. The administration interprets the policy and makes the final decision in approving a leave request. A leave request is not approved until signed by the supervisor. If unauthorized leave is taken, leave without pay will be in effect. Sick leave MUST be earned before it can be used. Employees may not borrow from anticipated future accruals. Failure to notify the immediate supervisor or to report absence due to illness or injury may result in loss of approved sick leave privileges.

Employees accrue sick leave at the rate of one (1) day or eight (8) hours for each complete month of service. The maximum sick leave accrual is 120 days or 960 hours at calendar year-end.

An employee shall not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Sick leave may be used for only the following purposes:

- When the employee is unable to work because of sickness, or injury; or for medical, dental, or optical treatment.
- Death or serious illness of a member of the employee’s immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as a parent or guardian of an employee.
- Classified employees are entitled to payment of unused sick leave based upon a schedule outlined in the DFA Policy and Procedures Manual, Section 105.3.7.
- Employees continue to earn sick leave at the normal accrual rate when they are on sick leave or annual leave.
- Sick leave is granted on the basis of workdays, not calendar days. Non-work days, such as holidays and weekends, are not charged as sick leave.
- Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave; (2) earned annual leave; (3) leave without pay.
- Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. *If the supervisor notes a pattern of sick leave usage or suspects abuse of sick leave, a doctor’s written verification may be requested at any time.*
- Accrued sick leave will be restored to any employee’s credit if he/she returns to State employment within six (6) months of termination. This provision shall apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.
- Requests to use sick leave for purposes of medical, dental, or optical examinations, hospital stays, funerals, etc., **shall be made in advance**
whenever possible. Application for sick leave is to be filed within three (3) days of when the employee returns to work or upon the supervisor’s request.

- Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee’s supervisor. Failure to properly notify his/her supervisor may result in the request for sick leave being charged to the employee’s annual leave.
- If an employee fails to make proper notification for use of sick leave or attempts to use sick leave for reasons other than stated in 9.1a and 9.1b, such absences shall be charged to annual leave or leave without pay. Such determination shall be made at the President’s discretion.
- When an employee transfers between State agencies and/or State supported Institutions of Higher Education, which are covered by the Uniform Attendance and Leave Policy Act (ACA §21-4-201 et. Seq.) the unused portion of his/her annual and sick leave will also be transferred.
- The amount of leave to be transferred shall not exceed the accrual limits established in the Uniform Attendance and Leave Policy Act (ACA §21-4-201 et. Seq.). The receiving agency will be responsible for verifying the employee’s accrued leave with the relinquishing agency.

1.17.2. Children’s Educational Activities Leave – All state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Children’s Educational Activities Leave that is unused may not be carried over to the next year. Children’s Educational Activities Leave is not compensable to the state employee at the time of retirement. Proof of attending an educational activity is required at the time the leave is requested.

1.17.2.1. Definitions as used in this section:

“Child” means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee:

a. Natural Child
b. Adopted Child
c. Stepchild
d. Foster Child
e. Grandchild
f. Ward of the state employee
g. Any other legal capacity where the state employee is acting as a parent for the child.

“Educational Activity” means any school-sponsored activity including without limitations:
a. A Parent-Teacher Conference
b. Participation in school sponsored tutoring
c. Participation in school sponsored volunteer program
d. A field trip
e. A classroom program
f. A school committee meeting
g. An academic competition
h. Assisting with athletic, music or theater programs

1.17.3. Leave Without Pay - Employees may not take leave without pay until all their annual leave has been exhausted, except in the cases of maternity leave and agency disciplinary leave without pay. In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated annual and sick leave. In the case of disciplinary leave without pay, the agency may place an employee in a leave without pay status in accordance with the agency’s written and publicized personnel policies.

1.17.4. Maternity Leave - Maternity leave is to be treated as any other leave for sickness or disability. However, the employee may elect to take a leave of absence without pay without exhausting accumulated annual and sick leave.

1.17.5. Family Medical Leave Policy - The Family and Medical Leave Act entitles “eligible” employees to a total of twelve (12) workweeks of leave during the 12-month period for one of the following reasons:

- The birth of a son or daughter, and to care for the newborn child;
- The placement with the employee of a son or daughter for adoption or foster care;
- The care of the employee’s spouse, son, daughter or parent with a serious health condition; and
- A serious health condition that makes the employee unable to perform the functions of the employee’s job.

The 12-month period used by the state for determining eligibility is the calendar year. In the case of birth or adoption eligibility for FMLA leave shall expire at the end of the 12-month period beginning on the date of a child’s birth or placement. However, leave used for this purpose shall also be calculated on a calendar year basis.

FMLA FORMS – see appendix.

1.17.6. Absence for Jury Duty and Court Appearances - No deduction shall be made from the salary of an employee for required appearances in court, including jury duty, or those before any governmental body, when the reasons for such appearances are not personal to the employee. A leave form
indicating leave for jury duty must be submitted along with the appropriate court documentation to the employee’s supervisor prior to the absence for jury duty or court appearance.

1.17.7. Absence for Military Leave and Re-Employment of Veterans - Leave for military duty will be granted pursuant to the Arkansas Department of Finance and Administration, Office of Personnel Management, Policy and Procedures Manual §§105.11.0 through 105.12.4 and ACA §§21-4-212 and 21-4-301 et. Seq. A copy of these rules and regulations will be provided to employees upon request.

1.17.8. Group Insurance for Employees - Southeast Arkansas College offers a variety of voluntary insurance plans to all new full-time employees which include, but are not limited to, the following: Medical, Dental, Life, Cancer, and Disability.

New employees have 31 days from the date of hire to enroll.

Note: When on officially granted unpaid leave of absence, an employee will be required to pay the College the cost of premiums. This amount will include the employee’s portion as well as the College’s portion. Otherwise, the coverage will expire.

1.17.9. Retirement Plans - Southeast Arkansas College offers several retirement plans to all fulltime employees. Different variables affect which plan will be offered to the employee. The retirement plans currently in effect are:

- Arkansas Teacher Retirement
- Alternate Retirement Plan
- TIAA/CREF
- Arkansas Public Employees Retirement System

Note: Additional information may be obtained from the Personnel Office.

1.17.10. Other Benefit Offerings –
- Voluntary Annuity
- Cafeteria Plan

1.17.11. Exemption of Tuition - All full-time employees, their spouse, and dependant children shall be exempt from paying tuition for Southeast Arkansas College credit courses. Required books and fees are not exemptible. A current tax return is required to prove dependency.

1.17.12. Awards and Recognition Pay - Each year an outstanding faculty, staff, alumnus, and academic all star are selected and given a stipend of $250.00. The recipients are honored at award ceremonies at the Arkansas Association of Two-Year Colleges’ annual convention.
1.18. **Expenditure of College Funds** - All expenditures of College funds must be authorized by the appropriate administrator and are subject to all state purchasing procedures. See Purchasing Manual located on the SEARK College webpage.

1.18.1. The Board of Trustees directs and authorizes the President of the College to approve expenditures for official functions consistent with the mission and image of the College, providing the term “official functions” consists of the following activities: official institutional committees and advisory groups; official external committee and advisory groups; receptions, honors, and awards; faculty and staff functions; and, miscellaneous functions consistent with the mission of the College.

1.19. **Travel** –

1.19.1. **Attendance at Professional Meetings** - The immediate supervisor and the appropriate Vice President must approve an employee’s plans to attend a workshop, seminar, conference, or convention. The employee may be granted administrative leave to attend such meetings. Request for payment of registration fees should be submitted to the Vice President for Fiscal Affairs. The employee’s immediate supervisor, Vice President for Academic Affairs (only for faculty), Vice President for Fiscal Affairs, and the employee requesting the out-of-state travel will work cooperatively in making the required plans and reservations. All plans are subject to the final approval of the President. A Leave Form Request must be submitted when professional leave is eight (8) hours or more.

1.19.2. **Authorization of Travel** - Travel by faculty and staff is encouraged when it is intended to promote the professional growth of the College and/or allow the interaction with other two-year and four-year colleges and organizations to promote improvement in higher education.

The number of staff members to be away from campus at any time shall be controlled so that no division/department will be depleted below effectiveness.

The opportunity to attend professional meetings will be distributed as broadly as possible. Additionally, administrative leave and travel may be approved for attendance at educational and professional meetings and other activities deemed necessary by the President.

1.19.3. **Reimbursement for Travel Expenses** - Staff members shall be reimbursed for authorized personal expenses incurred while on official trips for the College. Official trips are those with prior approval.

Mileage will be reimbursed per mile at the maximum allowed for state employees when traveling by personal auto and when properly approved and reported. All mileage is to be computed from the shortest distance to the destination. Meals and lodging are to be reimbursed at actual cost within the
limits set by state travel regulations. When feasible and available, College-owned vehicles should be used rather than private vehicles.

Vehicle reservations should be made with the Building and Grounds Supervisor at least 48 hours in advance when possible. Vehicles should be picked up from their regular parking area and returned to that location when the trip is completed.

No equipment or vehicles, owned or leased by the College, are to be used by employees, students or other persons beyond their intended legal purpose for the personal benefit or financial gain of any individual. Any questions of “intended legal purpose” will be determined by the President.

In order to receive mileage reimbursement, an employee must fill out a form, through the Purchasing Agent’s office, that is sent to the state for approval based upon the employee’s driving record. Employees must have a valid Arkansas Driver's License, proof of personal automobile liability insurance on file and use a seat belt to meet state guidelines to drive a College vehicle. Smoking is not allowed in College vehicles.

When authorized expenses are incurred, the employee will file a travel reimbursement request with the supervising administrator. Reimbursement for meals and lodging cannot exceed the maximum amount allowed for state employees.

1.20. Professional Development - Employees of the College are encouraged to seek improvement within their area of expertise. The College will provide a budget for reimbursement of professional development costs. To qualify for reimbursement, faculty and staff must receive approval from their immediate supervisor, appropriate vice president, and president of the College at least two weeks before the scheduled course/seminar. The activity must be pertinent to the skills/knowledge area in which the person is employed and fit into the overall mission and plans of the College. Attending professional development activities is a privilege and must not interfere with institutional responsibilities for which the employee is compensated. Recipients of substantial professional development investment made by the College, such as a degree program, may be limited in cost, may present a tax liability for the employee, and the employee is expected to remain with the College for a period of time equal to twice the duration of the professional development period.

1.21. Membership in Professional Organizations - Although not a requirement for employment, employees are encouraged to participate in professional organizations at local, state, or national levels.

1.22. Policies

1.22.1. Accidents and Emergencies - If an accident or other emergency occurs in the classroom, lab, or shop, appropriate action in responding to the situation
should be taken. The event and the response taken should be reported to the
Vice President for Student Affairs as soon as possible. All on-the-job
injuries are to be reported to the Vice President for Fiscal Affairs IMMEDI-
ATELY. Any accident involving a student must be reported IMMEDI-
ATELY to the Office of the Vice President of Student Affairs.

1.22.2. Emergency Evacuation - In the event of fire, bomb threat or other
emergency requiring evacuation of a building, faculty should ensure the
orderly exit of all students immediately. Faculty members are responsible
for checking rooms for remaining students before leaving themselves.
Faculty members should direct students to the nearest exit and should assist
handicapped students.

1.22.3. Use of Audiovisual Equipment - A limited amount of audiovisual
equipment is available from the Library for instructor use, including
TV/VCRs, overhead projectors, laptop computers and digital still and video
cameras. Equipment may only be checked out by College faculty or staff.
Audiovisual equipment for use in the Founders Hall Lyceum must be
checked out from the Library. Library staff will be available to set-up
necessary equipment and provide any necessary instruction in its use.

1.22.4. Arkansas Freedom of Information Act - The electronic files, including e-
mail files, of College employees and students are potentially subject to public
inspection and copying under the state Freedom of Information Act

The FOIA defines “public records to include” data compilations in any form
required by law to be kept or otherwise kept, which constitute a record of the
performance of lack of performance of official functions which are, or should
be, carried out by a public official or employee [or] a governmental
agency…@ Ark. Code Ann. §25-19-1031(1). All records maintained in
public offices or by public employees within the scope of their employment
are presumed to be public records. Various exceptions apply.

1.22.5. Technology Usage and Copyright Policies – These policies apply to all
faculty, staff and students at Southeast Arkansas College.

1.22.5.1. Introduction - Southeast Arkansas College (SEARK College)
provides its students with technology resources and a local area
network with access to the Internet. The purpose of these technologies
is to: a) enhance the programs and services provided by SEARK
College, b) conduct SEARK College business, c) support SEARK
College projects, and d) ensure that students are equipped with the
necessary tools for communication, research, collaboration, and other
tasks required to fulfill class obligations. Each student is expected to
use resources for these purposes.
Currently, each SEARK College student has been provided access to Internet connectivity. The student body relies on this connectivity in order to adequately perform their assigned duties and responsibilities.

SEARK College provides approximately 1000 or more students access to a networked computer. This represents the majority of the students in the agency.

All SEARK College students must carefully review and adhere to these Internet acceptable use guidelines.

1.22.5.2. Appropriate Use of Technology

1.22.5.2.1. Technology as a Required Resource and Privilege -
Appropriate uses of technology include:

• Accessing the Internet for curriculum related research and information gathering;
• Utility and applications software that accomplish tasks and fulfill class functions;
• Communication and collaboration between students and/or other appropriate entities;
• Access to the Internet for up-to-date information published by SEARK College other state agencies, and various other providers of information that may be necessary in order to complete assigned tasks;
• Activities or projects that support assignments of students (i.e., word processing programs, spreadsheet programs, various educational tools, etc.)

1.22.5.2.2. Privacy of Information - SEARK College reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communications, and therefore, users should have no expectation of privacy in the use of these resources.

• The College will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages.
• Messages may be monitored during the course of investigations of illegal activity.
• The College will not provide third parties with access to stored electronic messages without the written consent of the sender and recipient except in special circumstances, such as investigating illegal activity or misuse of the system, or resolving a technical problem.
1.22.5.2.3. **Governor's Policy Directive** - Governor's Policy Directive GPD-5, 1997 clearly states that: "Use of any and all State-owned equipment and supplies shall be restricted to official state use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal."

1.22.5.2.4. **User Restrictions** - SEARK College students will not excessively use the agency network, computer systems, and servers including access to the use of the Internet and other information resources during regular class hours for business unrelated to the class. Limited personal use of these resources is allowed during breaks and lunch time. Only games that are part of the workstation's operating system will be permitted to be used during normal break times and only without sound features activated.

1.22.5.2.5. **Unacceptable Uses** - The following general uses are prohibited:

- Interference with the security or operation of the computer systems;
- Vandalizing equipment, software, or hardware;
- Attempting to alter or gain access to unauthorized files or systems;
- Using technology in a way that interferes with class obligations;
- Violating the rights of others by publishing or displaying any information that is defamatory, obscene, known to be inaccurate or false, profane, or threatening.
- It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:
  - Violates or infringes on the rights of any other person, including the right to privacy;
  - Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
  - Inhibits other users from using the system or the efficiency of the computer systems;
  - Encourages the use of controlled substances or uses the system for the purpose of criminal intent; and
  - Uses the system for any other illegal purpose.
- It is also unacceptable for a user to use the facilities and capabilities of the system to:
  - Knowingly transmit material, information, or software in violation of any local, state or federal law;
  - Conduct any non-governmental-related fund raising or public relations activities;
  - Engage in any activity for personal financial gain, such as buying or selling of commodities or services with a profit motive;
o View, download or send pornographic or other obscene materials;
  o Visit and/or participate in chat rooms not designed for professional interactions specifically related to one’s job; and
  o Endanger productivity of SEARK College.

1.22.5.3. **Electronic Mail (E-mail)** - In the near future students will be offered e-mail access via a SEARK College student account. These rules are included in preparation for that time, and will govern the use of that privilege.

E-mail is considered network activity and as such is subject to all policies regarding acceptable/unacceptable uses of the Internet. The user should not consider e-mail to be either private or secure.

1.22.5.3.1. **Purpose of E-mail** - Electronic mail is provided to support open communication and the exchange of information between staff and students that have access to a network. This communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at SEARK College.

1.22.5.3.2. **E-mail Guidelines** - Each SEARK College employee will be given an e-mail account. It is the responsibility of the employee to use their account in accordance with established guidelines and in such a way that does not interfere with their duties. Specifically prohibited in the use of e-mail is:

- Any activity covered by inappropriate use statements included in this policy;
- Sending/forwarding chain letters, virus, hoaxes, etc.;
  Specifically prohibited in the use of e-mail is:
  - Sending, forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses;
  - Use of abusive or profane language in messages;
  - Submitting any large, unnecessary mail attachments; and
  - Use that reflects non-professional image of SEARK College.

1.22.5.3.3. **E-mail Storage** - Students should move important information from e-mail message files to their own drives to ensure proper backup. Messages no longer needed must be periodically purged from personal storage areas. Technical support staff will monitor storage usage and advise when limits are reached and purging is required.
1.22.5.4. **Internet –**

1.22.5.4.1. **Purpose of Internet Access** - The Internet provides a wealth of information useful for educational purposes. With Internet access a student of SEARK College can utilize the many research and resource tools available online. These tools can aid in preparing reports or projects required by the agency. All SEARK College students may access the Internet and other information resources and services at any time that in the judgment of the user, such access and use will benefit SEARK College programs and services.

1.22.5.4.2. **Internet Access Guidelines** - When online, students should abide by conventional etiquette guidelines developed for the Internet (‘netiquette’).

1.22.5.4.3. **Appropriate Use of Web Access** - Students are responsible for making sure they use this access correctly and wisely. Students should not allow Internet use to interfere with their classroom responsibilities.

Acceptable uses include:

• Access to and distribution of information that is in direct support of the educational goals of SEARK College.
• Providing and simplifying communications with other students and staff members.
• Communication of information related to educational development or to remain current on topics of general SEARK College student interest;
• Announcement of new laws, rules, or regulations by the staff to the students;
• Encouraging collaborative projects and sharing of resources.

Inappropriate uses of web access include, but are not limited to:

• Viewing, downloading or sending pornographic or other obscene materials;
• “Surfing” the Web for inordinate amounts of time;
• Otherwise endangering productivity of SEARK College students.
• Purposes which violates a Federal or Arkansas law;
• Dissemination or printing copyrighted materials (including articles and software) in violation of copyright laws.
1.22.5.5. **Appropriate Network Use and User Accounts Guidelines** - Use of the state’s Internet connection and E-mail resources is a privilege and it is expected that all students abide by acceptable user guidelines. Appropriate network and user account guidelines include:

- SEARK College students will only access those computer accounts which have been authorized for their use and must identify computing work with their own names or other approved IDs so that responsibility for the work can be determined and users can be contacted in unusual situations.
- SEARK College students will use accounts for authorized purposes. This policy shall not prevent informal communication, but accounts will not be used for private consulting or personal gain.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students should not expect files and documents to always remain private.
- Users are encouraged to maximize the use of the technologies covered under this user policy to reduce the cost of postage, letters, reports, etc.

1.22.5.6. **Copyright Guidelines** –

1.22.5.6.1. **Purpose of Software Availability** - SEARK College provides utility and application software that enhances the efficiency and productivity of its students. SEARK College students must honor copyright laws regarding protected commercial software used at the agency.

1.22.5.6.2. **Compliance With Copyright Laws** -

- Copyright laws do not allow a person to store copies of a program on multiple machines, distribute copies to others via disks or Internet, or to alter the content of the software, unless permission has been granted under the license agreement.
- Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law.
- Unauthorized use of copyrighted materials or another person’s original writing is considered copyright infringement.
- Any user that copies and distributes software in any form for any purpose should do so only on the authority of the user's instructor.
- Each user is responsible for observing all local, state, federal laws, especially in regard to copyright laws. The agency will not be responsible for the cost of any legal action taken against any user that violates such laws regardless of the situation or the intent or purpose of the user.
• All students that use software owned by SEARK College or the state must abide by the limitations included in the copyright and license agreements entered into with software providers.

1.22.5.7. **Enforcement and Penalties** - SEARK College students are responsible for complying with this policy. Penalties for non-compliance include, but are not limited to:

• Suspension or usage restrictions of Internet service and email/messaging services.
• Internal disciplinary measures, including expulsion.
• Initiation of criminal or civil action, if appropriate.

1.22.6. **Confidentiality of Student Records Educational Records** - Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. §25-19-105 (b)(2). No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

1.22.7. **Civil Rights Acts**

1.22.7.1. **Title VI of the Civil Rights Act of 1964** – It is the policy of the Southeast Arkansas College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the ground of race, or national origin.

1.22.7.2. **Title VII of the Civil Rights Act of 1964** – It is the policy of the Southeast Arkansas College that it shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person’s race, color, religion, sex, or national origin.

1.22.8. **Sexual Harassment Policy** – Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially. See appendix.

1.22.9. **Title IX – Education Amendments of 1972** – It is the policy of Southeast Arkansas College that no person shall, on the basis of sex. Be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criterion for admission, the College shall not give preference to one person over another on the basis of sex.
1.22.10. **Rehabilitation Act of 1973** – Southeast Arkansas College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs or activities on the basis of handicapped status. This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973.

1.22.11. **Drug Free Workplace Policy and Procedures** - From a safety standpoint, the user of drugs or alcohol may impair the well being of all employees, students, and the public at large; drug and alcohol usage may also result in damage to college property. Therefore, it is the policy of Southeast Arkansas College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Workplace also includes vehicles owned, rented or leased by Southeast Arkansas College. Any employee or student, while he/she is under the influence of illegal drugs or alcohol must not enter the campus. Any employee or student, who has had alcohol or illegal drugs prior to coming to the campus, must not enter into the campus. Any employee or student violating this rule will be subject to disciplinary or legal action or both as deemed appropriate for the situation. The specifics of the regulation are as follows:

Southeast Arkansas College does not differentiate between drug or alcohol users, pushers, or sellers. Any employee or student who gives, or in any way transfers a controlled substance as defined by the law or alcohol to another person, or sells or manufactures a controlled substance while on the college premises, will be subject to disciplinary action up to and including termination. The term “controlled substance” refers to any drug, the illegal use of which violates State and Federal regulations. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, and “crack”. They also include “legal drugs” which are not prescribed by a licensed physician.

An employee must notify his or her division dean or other appropriate supervisor in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. The Division Dean, or supervisor of the employee shall immediately convey this information, through appropriate channels, to the supervisor to whom he or she reports. If the convicted employee is engaged in a project funded by federal monies, the aforementioned supervisor will notify the granting or contracting agency within ten days after receiving notice of the conviction.

An employee who is convicted under any criminal drug statute for a violation occurring in the workplace is required to successfully complete a drug counseling or rehabilitation program. Additional sanctions, including termination of employment, may be imposed for the first-time and/or repeated convictions.
Adherence to the terms of this policy is a condition of employment at Southeast Arkansas College and, in particular, of those engaged in work funded by a federal grant or contract.

1.22.12. **Use of Intoxicants** - No employee or guest may bring onto the campus or use on the campus any intoxicant or harmful or illegal drugs, nor appear on campus under the influence of such.

1.22.13. **Use of Tobacco** - College policy prohibits the use of tobacco in any form in the classrooms, offices, halls, restrooms, library, laboratories, and the student center. Cigarette butt containers are provided for use outside all buildings; however, pursuant to Pine Bluff City Ordinance No. 6142, enacted July 7, 2005, individuals who smoke must stand a minimum of ten (10) feet from the entrance or exit of all buildings when smoking.

1.22.14. **Sales to Students** - Members of the teaching staff shall not have personal interest in the sale of books, instruments, lecture notes, or similar materials for the explicit purpose of monetary gain.

An instructor, however, acting as an authorized agent of the Vice President for Fiscal Affairs or the bookstore manager, may collect fees or sell textbooks, supplies, or other materials to students enrolled in off-campus classes. Monies are to be handled in a manner prescribed by the Vice President for Fiscal Affairs.

1.22.15. **Soliciting on Campus** - Only recognized campus organizations with prior approval of the Vice President for Student Affairs may solicit funds.

1.23. **Check Cashing** - The College will cash no personal or two-party checks.

1.24. **Requests for Maintenance** - Requests for maintenance work should be submitted in writing or by e-mail to the Building and Grounds Supervisor.

2. **Faculty Employment Issues**

2.1. **Appointment to the Faculty** - Positions will be filled after a search for potential candidates. A search committee appointed by the appropriate Vice President, Chair, Director, or Coordinator who will make a recommendation to the President will review candidates and/or resumes. The President, in turn, will make recommendations to the Board. Southeast Arkansas College is an Equal Opportunity/Affirmative Action employer.

2.1.1. **Filing of Credentials** - It is the responsibility of each member of the administration and faculty to have current credentials (including a resume) on file in the personnel office. These credentials are records of information.
All transcripts for official college use must be mailed directly to the president by the institution issuing the transcript. Failure to provide needed credentials can result in the termination of contractual agreements.

2.1.2. Faculty Letter of Appointment - Returning faculty will be provided contracts for the next year prior to the end of the spring semester of the current year. The contract will specify the faculty member's proposed salary for the coming year, contingent upon the availability of funds.

A separate contract may be issued for extra duties, overload teaching assignments, and the summer session.

Some changes in contracts, required to insure conformity with established salary provisions, length of time served under the contract, or changes due to academic advancement, may be made without referral to the Board. In order to qualify for advancement across the salary schedule due to additional education, a faculty member must submit written notification to the president. An official transcript of additional work must also be presented before the advancement becomes effective.

The contracts states that those signing agree to abide by all policies, rules, and regulations established by the Board. The president or a designated Board representative is authorized to sign all contracts.

2.1.3. Acceptance of Contract - In order for the administration to effectively plan, it is imperative that contracts be returned by the date stated on the contract. Failure to comply with this provision automatically voids the contract.

2.2. Compensation and Benefits -

2.2.1. Review of Salary Schedule - The administration will evaluate regularly the salary schedules of the College to determine that amounts are adequate to attract, hold, and fairly compensate the caliber of faculty and classified personnel essential to an educational program of excellence.

2.2.2. Implementation of Salary Schedule - Advancement from step-to-step on the salary schedules will not be automatic with each year’s experience. Instead, movement will be contingent upon satisfactory completion of each year’s work performance, professional growth, and the availability of funds.

Determination of salaries for all personnel who are moved from one level to another will be left to the discretion of the administration and the Board.

2.2.3. Determination of Individual Salaries - The administration of the College shall be responsible for placing members of the faculty on the salary schedule.

2.3. Attendance - Faculty members are responsible for holding every session of each course for the full, scheduled time. If an instructor must be absent for any reason,
he/she should call the appropriate Dean or Chair/Coordinator the night before, when possible, or before 7:30 a.m. Only illness or emergencies warrant missing a class. Bereavement is considered an emergency. Other leave will be without pay. If an instructor will be absent or late for class, he/she should contact the appropriate supervisor or designee the night before, when possible, or at least one hour prior to the first scheduled class. Instructors teaching an evening class should contact the Dean or Coordinator several hours in advance if he/she cannot be present for class.

2.3.1. **Regular Work Week** - As state employees, all full-time college employees are required to work at least a 40-hour week, excluding meals. Faculty are required to be on campus 35 hours per week. Meal breaks will not be less than 30 minutes or more than 60 minutes each. Breaks will be limited to 15 minutes each - morning, afternoon or evening.

The regular work week for 9-month faculty is a minimum 35 scheduled hours per week on-campus excluding meals, and 5 off-campus hours to be used for college purposes. The 35 hours per week on-campus schedule must include a minimum of 5 office hours and 5 appointment hours when faculty are available for student conferences and other college activities. Faculty teaching in non-credit and short-term credit programs normally adheres to a regular 40-hour workweek schedule as approved by the immediate supervisor.

2.3.2. **Calendar of the Academic Year** - The academic calendar consists of two regular semesters and two summer terms and any abbreviated terms as approved for the catalog. A copy of the school calendar indicating the normal school terms and the teaching staff holidays appears in the catalog.

2.3.3. **Convocation for the Faculty** - Each fall and spring semester faculty are required to attend a pre-semester faculty convocation, which ordinarily is conducted prior to student registration.

2.3.4. **Attendance at Commencement** - Members of the administration and faculty shall take part in the Commencement Day exercises in proper academic attire unless previously excused by the President.

2.4. **Administrative Guidelines Related to Teaching Loads and Overload Compensation** –

2.4.1. **Introduction** - An instructional environment that augments learning is the goal of faculty load policies. Faculty loads should reflect a healthy balance of teaching, scholarly endeavors and student interaction. These guidelines are designed to apply to any person(s) who engages in instructional activities under the auspices of the College.

For the purpose of these guidelines, “overload” applies to a teaching overload of any full-time faculty member. “Adjunct” refers to an individual employed to teach one or more courses without employee benefits. “Temporary” refers to an individual employed to teach a
specific course usually without employee benefits, but only for a specified period of time. “One-half time,” or “three-quarters time,” is generally referred to as “part-time” and refers to an individual employed to teach less than a full load usually without employee benefits. “Prep” is short for academic preparation. A course, or multiple sections of the same course, is one academic preparation.

When evaluating teaching load, 16 lecture contact hours (50 minutes per clock hour) each semester equals one semester credit hour. When evaluating teaching load, 16 lab contact hours (50 minutes per clock hour) equals one-half (1/2) of one semester credit hour load or one-half (1/2) the load value of a lecture class. The instructional year has three semesters: fall, spring, and summer. For the purpose of calculating instructional load every semester will be viewed as a whole unit.

The scheduling/acceptance of a teaching overload is optional based upon mutual agreement between the College administration and the full-time instructor or full-time SEARK College employee.

If distance education courses (CIV, Internet, Telecourses) become a significant portion of the overall load of a faculty member, the respective chair and Vice President for Academic Affairs has the option to include them in load calculations. Indeed, they may become limiting factors in terms of maximum loads.

While the institution has the authority to assign faculty to instructional schedules that are beneficial to the College and student learning, the College will be sensitive to personal requests made in writing and in advance of the class scheduling process.

Southeast Arkansas College is the primary employer for all full-time personnel. The individual’s supervisor, appropriate Vice President, and President of the College must approve, in advance, any employment obligation outside the College.

The College reserves the right to cancel a class when: (a) fewer than 12 students enroll, (b) a qualified instructor is not available, (c) necessary facilities, equipment or materials are not available, or (d) for reasons which would otherwise make the teaching and learning in the class inefficient or ineffective.

2.4.2. Administrative Guidelines –

2.4.2.1. A normal full-time faculty-teaching load each regular (fall, spring) semester is 15 semester credit hours with three or fewer preps. All classes taught within the confines of a semester, regardless of how scheduled (day/evening, 8-week/16-week, etc.), are considered together when determining teaching load and overload compensation.
2.4.2.2. A normal faculty-teaching load of 15 semester credit hours is reduced to 12 hours when four preps are reached. Nothing extra is awarded for the 5th, 6th, and 7th prep. Extra compensation is awarded again at the 8th prep and subsequently in multiples of four. Course sections that are taught by distance education methods are not considered for additional preps.

2.4.2.3. If an extra class is assigned that necessitates an overload in terms of hours, while at the same time necessitating four or more preps, then compensation for the overload, as well as the preps, will be paid.

2.4.2.4. Full-time faculties are required to maintain a 35-hour workweek during the contracted duty period. Overload responsibilities must be considered extraneous to the 35 hours of required teaching/office hours. If an instructor is carrying a six-hour overload, for example, then six hours must be added to the 35-hour week commitment bringing the total weekly responsibility to 41 hours. Student interaction, committee assignments, and other duties that are quality indicators shall not be compromised for the sake of teaching load.

2.4.2.5. Full-time faculties are generally 9-month contractual employees. The maximum teaching overload for a full-time faculty member is 9 semester credit hours during the duration of a regular (fall, spring) semester.

2.4.2.6. When a full-time faculty member is a 12-month contractual employee, the teaching load is set at 9 semester credit hours for the summer semester (summer sessions 1, 2, 3, 4, etc.). Overload maximums for full-time, 12-month faculty is 3 semester credit hours or a total of 12 semester credit hours for the summer semester.

2.4.2.7. The maximum teaching load for part-time and adjunct faculty is 9 semester credit hours during the duration of a regular (fall, spring) semester.

2.4.2.8. The maximum teaching load for part-time and adjunct faculty is 9 semester credit hours during the duration of the summer semester (summer sessions 1, 2, 3, 4, etc.).

2.4.2.9. The standard teaching load for Department Chairpersons/Program Coordinators will be nine semester credit hours.

2.4.2.10. Loads for technical courses are calculated the same as other courses. Chairs should consult the catalogue for the number of contact hours that are lab and lecture and calculate accordingly. See Introduction.

2.4.2.11. Non-credit instruction is generally paid per clock hour. A maximum teaching load for non-credit instruction is 20 clock hours per week.
The Division Dean or Division Chair and Vice President for Academic Affairs must approve exceptions to these guidelines.

2.4.2.12. Classes with fewer than 10 students may be pro-rated for calculating load purposes. A class, for example, with only 8 students may be evaluated at 8/10 the load value of a class with 10 or more students. Likewise, faculty with a total load of fewer than 60 students may not be eligible for overload compensation.

2.4.2.13. Combined or stacked classes (taught at the same time) count as one class and one preparation. Classes, which are team-taught, (two instructors) are pro-rated accordingly (50/50) as to course prep, credit hour load calculation and/or overload compensation, assuming equal participation by each instructor.

2.4.2.14. Internship work experience courses and community service learning courses are treated as lab courses (1/2 the value of lecture courses) in assessing faculty loads. As usual, this is based on 10 or more students.

2.4.2.15. The College generally discourages compensation for Independent Study. The College makes every effort to provide comprehensive schedules to benefit students with varying course scheduling demands. When independent study is unavoidable, compensation is $50.00 per student.

2.4.2.16. Upon advice by the Vice President for Academic Affairs and approval by the President, alterations to teaching loads may be made due to the assignment of administrative duties, accreditation standards, or other academic or load considerations.

2.4.2.17. Academically qualified College personnel who are not faculty may be asked to teach a course(s). To qualify for additional compensation, the full-time employee must teach the course outside normal business hours (8:00 a.m. – 5:00 p.m.) or have a special work schedule that is approved by the President. Compensation will be paid according to adjunct or overload policy.

2.4.2.18. Compensation is not granted for class size overloading. Classroom headcount is not necessarily a positive or negative factor in the learning environment. Overloading, in the context of the classroom, occurs when there are too many students for the seating capacity of the room, for needed lab equipment such as microscopes and computers, or for other educational considerations that directly impact instructional outcomes. An overloaded class shall be addressed by leveling (putting some of the students in smaller sections), splitting (creating a new section of the class), adding seats or equipment, or other pedagogically sound methods.
2.4.2.19. When faculty is teaching a course in a compressed interactive video (CIV) studio and additionally has one or more receiving sites, classes of one to ten students will be compensated at $500.00 per each receiving site.

2.4.2.20. Internet courses may be counted the same as a classroom course for the purpose of determining faculty-teaching load. Instructors with fewer than 12 Internet students per course section will be compensated at a rate of $83.33 per student, per semester credit hour) until the maximum of $1,500 is reached. Maximum enrollment in a specific section of an Internet course is 18 students.

NOTE: Full compensation per semester credit hour of instruction is $500.00 for a minimum of 10 students per class. Pro-rated compensation for a class of fewer than 10 is calculated at the rate of 1/10 of the $500.00.00 or $50.00 per student.

2.5. Evaluation of Faculty - Each faculty member is evaluated annually. Evaluations of the faculty are conducted by the administration and by the students to identify strengths of the faculty for reinforcement and to identify areas that may need improvement. Peer evaluation and self-evaluation are also utilized as evaluation tools. The objective of faculty evaluation is to maintain the best instructional environment possible.

Southeast Arkansas College evaluates faculty using the following procedure:

Each faculty member, full-time and adjunct, is evaluated during his or her first semester of instruction. Semester evaluations continue for all faculty until an initial satisfactory evaluation is achieved. Regular adjunct faculty continue to be evaluated annually. However, following an initial satisfactory evaluation, full-time faculty members may be evaluated bi-annually, or as indicated, based on previous performance, by the Division Dean/Chair or Coordinator.

The Annual Review Process includes:

- Direct Observation by the Division Dean/Chair or Coordinator, as designated
- Student Evaluation of Instruction
- An Evaluation Conference, which includes the establishment of personal and professional goals with the faculty member.

2.5.1. Direct Observation by the Division Dean/Chair or Coordinator - The Division Dean/Chair or Coordinator observes instructors once each year, by appointment. The Division Dean/Chair or Coordinator observes new instructors, full-time and adjunct, within the first month of instruction. A scored evaluation tool, using a Likert Scale, is completed by the Division Dean/Chair or Coordinator for documentation purposes. The Division Dean/Chair or Coordinator provides the instructor with feedback following
the observation—either immediately on-site or by appointment at a later date. A copy of the Departmental rating of faculty is forwarded to the Vice President for Academic Affairs.

2.5.2. Student Evaluation of Instruction - Student evaluation of instruction is coordinated with the direct observation of instructors in order to establish a more complete picture of instructor performance in meeting student outcomes. The Division Dean/Chair or Coordinator provides the Assessment Office with the names, course and section number of faculty to be evaluated for the current semester. The Assessment Office evaluation results and forwards them to the Division Dean/Chair or Coordinator.

Student Evaluations of Instruction are a valuable source of student comments on both individual instructors and the College as a whole. Everything from financial aid and registration concerns to parking and campus cleanliness can appear under “Comments” on the Evaluations. This section also reflects positive and negative comments on instruction in areas that were not covered on the evaluation form.

2.5.3. Annual Evaluation Conference - Faculty members may be asked to schedule a time for an annual evaluation conference with the Division Dean/Chair or Coordinator. During this conference the results of both evaluations are discussed.

The bi-annual evaluation process includes the components of the annual review.

Few language proficiency problems have been reported on the SEARK College Campus. When complaints are received, the student and the instructor are counseled separately by the Division Dean/Chair to obtain clarity on the situation. The VP for Academic Affairs would be notified and participate in the counseling and the determination of an appropriate plan of action.

The Student Evaluation of Instruction and Classroom Observation validate instructor performance and provide documentation for contract renewal.

If complaints focusing on course content or instructor behavior are received at any time during the semester, the Division Dean/Chair and/or the VP for Academic Affairs conduct an immediate investigation. Documentation gathered may be considered in determining instructor contract renewal and/or disciplinary action. Information is shared with the President as warranted.

2.5.4. Dismissal/Non-reappointment of Faculty - Adequate cause for dismissal or non-reappointment of faculty may be, but is not limited to, the result of a demonstrated inability to satisfactorily perform assigned duties, repeated failure to follow and adhere to college policies, repeated neglect of duties, general disregard for authority with the College administrative structure, failure to keep current and maintain competency in one's field, general
inaccuracy, ineffectiveness in the performance of duties, dishonesty, or any gross personal misconduct which substantially impairs others' fulfillment of responsibilities or negatively reflects upon the College. In the event of dismissal/non-reappointment, faculty will be notified as soon as possible.

The Faculty Letter of Appointment takes precedence over any agreement or contracts made prior to the date of the contract and may be terminated at any time for admission and/or conviction of a felonious act; professional incompetence; unprofessional conduct; insubordination; or the neglect of professional obligations.

The Board may also elect to close a program, which it deems to have insufficient enrollment. In these cases, the employee will be advised of the intent to close the program as soon as possible after the decision is made.

2.6. Faculty Leave –

2.6.1. Absence for Illness and Vacation

2.6.1.1. Sick Leave - See General Employment Considerations section concerning Sick Leave for guidelines on Sick Leave.

2.6.1.2. Vacation - Faculty members do not accrue annual leave. They receive all scheduled academic recesses in lieu of annual leave. See current Faculty Calendar for specified contract days and recesses.

2.6.1.3. Faculty Personal Day (9-month faculty only) - Faculty members may use eight (8) hours of personal leave per semester (Fall/Spring). These hours are deducted from the faculty member’s sick leave balance, but may be used for personal business, with prior approval from their supervisor. Personal leave not utilized in on semester shall not be carried forward for future use. Leave without pay must be used if personal leave has been exhausted.

2.6.1.4. Absence for Sabbatical – see appendix for procedure.

2.7. Faculty Responsibilities - The College is committed to understanding and improving the learning opportunities and environments provided to our students. Faculty must be able to document the relationship between assessment of and improvement in student learning.

As evidence of teaching effectiveness and student academic achievement, faculty is required to participate in assessment activities. These responsibilities include, but are not limited to, engaging in individual course, program and institutional assessment activities. The Assessment Advisory Team directs all assessment activities. Specific policies related to the faculty role are stated in the Faculty Assessment Manual (2003) Policy on Assessing Student Academic Achievement.
2.7.1. **Recognition of Academic Freedom** - In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedoms must be subject to the self-restraints imposed by good judgment. The faculty member must fulfill his/her responsibilities to society and to the profession by manifesting academic competence, scholarly discretion, and good judgment. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the college and their position as men and women of learning. No staff member shall represent Southeast Arkansas College without authorization.

2.7.2. **Teaching Effectiveness** - Faculty must always be well prepared, start and end scheduled classes on time, and deliver quality instruction in each class assigned.

2.7.3. **Academic Advising** - The faculty is responsible for the academic advising, registration, and orientation of students. The faculty will assist in the selection of appropriate placement in courses and will offer needed counsel.

2.7.4. **Departmental Syllabi and First-Day Handouts** - A departmental syllabus for each course is on file with the Division Dean/Chairs and the Office of the Vice President for Academic Affairs. This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course. Non-standard syllabi may be necessary for courses delivered over the Internet or via Telecourses. It will be necessary, however, for each instructor to develop a First-Day Handout.

During the first week of class, the instructor shall present a First-Day Handout to every student in each course taught. The Vice President for Academic Affairs should have a copy of each First-Day Handout for every course. This handout should include the following:

a. Instructor’s name  
b. Location and time of class  
c. Location of office and office hours  
d. Instructor’s contact information:  
e. Course title and section number  
f. Course description  
g. Required textbook(s) and materials  
h. Instructional methods  
i. Statement on assessment of learning  
j. Attendance policy  
k. Academic dishonesty policy  
l. Grading and testing procedures
m. Unit objectives stated in behavioral terms
n. Term objectives stated in competency terms
o. Term assignments
p. Make-up policy
q. Student w/ disability policy (ADA)

2.7.5. **Assignment of Grades** - Instructors are responsible for turning in grades on the Official Class Roster to the Registrar's Office at the end of the semester. Student grade reports are available online through WebAdvisor at the end of the semester. Instructors are expected to use good judgment and fair methods in determining grades and must communicate to their classes the basis for grading, standards of attendance, and the nature of assignments. Letter grades granted by the college are explained in the catalog. The faculty is prohibited from posting grades by personally identifiable information, such as social security numbers or ID numbers, so that no student's rights are violated as specified in the Family Education Rights and Privacy Act (the Buckley Amendment).

2.7.6. **Class Rolls and Reports** - It is important to maintain accurate attendance records concerning each student in an official class roll book.

2.7.7. **Selection of Textbooks** - Faculty members should feel free to discuss textbooks with their Division Dean/Chair and the Vice President for Academic Affairs, in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbook changes should be timely and planned to avoid having a large number of unused books left in the bookstore. Textbooks are adopted on an annual basis with implementation of any new textbook occurring only in the fall semester. Adjunct instructors will use the same textbooks that are adopted by full-time faculty. If a text is listed as “required” on the syllabus, it has been stocked in the bookstore at the instructors’ or departments’ request and must be purchased and used.

2.7.8. **Student Discipline** - If a faculty member encounters a student whom he/she feels is guilty of misconduct and disciplinary action appears to be necessary, the Vice President for Student Affairs should be notified, when time permits, within the following 24 hours. This includes instances of academic dishonesty such as plagiarism or cheating. If acts are occurring which threaten the health, well-being, or learning environment of the class, the student should be excused and the matter reported to the Vice President for Student Affairs immediately. In no instance is a student to be arbitrarily suspended or permanently dismissed by the instructor. If a student is suspected of possessing an unlawful weapon or is under the influence of drugs or alcohol, an administrator should be notified at the earliest convenience, in no instance should an on-the-spot search be made of a student or his/her personal property. However, law enforcement authorities will be notified and written documentation of the incident will be prepared.
2.7.9. **Classroom Care and Maintenance** - Instructors are often required to share classroom space. Classrooms and work-areas should be left in a good and organized condition. Chalkboards or marker-boards should be erased and lights should be turned off when the room is not in use. Eating, drinking, smoking, and the use of any other form of tobacco are not allowed in classrooms.

2.7.10. **Responsibilities for Departmental Equipment** - Each department is charged with proper maintenance and will be held accountable for equipment purchased and issued to the instructor's department. This equipment must be inventoried annually and must also be inventoried upon the replacement of an instructor. Any inventory discrepancy should be reported to the Business Office.

No equipment is to be removed from the College campus without the written permission of the Vice President for Fiscal Affairs or another designated person.

2.7.11. **Performance of Other Duties** - From time to time the faculty may be called upon to work on projects and activities other than their teaching assignments. Such activities may include recruiting and advising students, serving on faculty committees, and performing other duties in College-related functions.

2.7.12. **Academic Recordkeeping** – Faculty are expected to maintain appropriate academic and attendance records.

2.8. **Policies and Regulations** –

2.8.1. **Independent Study Policy** – Independent study courses in the SEARK College curriculum that can be taught on an individual basis while requiring the fulfillment of stated course objectives. Any approved SEARK College course whose objectives can be appropriately and effectively achieved on an independent study basis. Courses which require lab, clinical or other supervised work experience are generally not deemed suitable for independent study. Students seeking to take a course by independent study must obtain the approval of his/her instructor, advisor, department chair, and the Vice President of Academic Affairs. Independent Study Request Form in appendix.

2.8.1.1. **Conditions of Independent Study** – Approval may be granted for enrollment in an independent study course under any of the following conditions: 1) If a student is enrolled in the last semester of his/her program and a required course is not offered in the schedule; 2) If a student is in a program of study that is being eliminated and needs to complete time-sensitive required courses; 3) If a student is enrolled in a required course having only one section and that course lacks sufficient enrollment for the class to continue; and/or 4) If a student experiences academic duress because of conditions deemed extenuating and worthy by the Vice President for Academic Affairs.
2.8.2. **Approval of Field Trips** - Field trips should be approved by the administration one week in advance of the trip, when possible. If transportation is required the Director of Physical Plant should be contacted two weeks in advance, when possible. Field trips are scheduled by using the appropriate form available from the Division Dean/Chair.

3. **Staff Employment Issues**

This section pertains to 12-month classified staff and non-classified/12-month faculty.

Salaries for classified positions are set by the State Pay Plan. Normally, salary increases occur through raises passed by the legislature. The current pay plan information can be found at [www.state.ar.us](http://www.state.ar.us).

3.1. **Employment of Classified Personnel** - Classified personnel shall meet the eligibility requirements of the State Office of Personnel Management. The administrator under whom the classified person will work shall head a search committee to interview the prospective applicants and make recommendations to the College President for final approval, without verification by the Board. The College President will advise the Board of any personnel changes at the next Board meeting.

3.2. **Employment of Non-Classified 12-month faculty/staff** - This classification of employee is typically an administrator or faculty member. The selection of this employee is accomplished through a committee interview.

3.3. **Selection of Part-Time Employees** - The President or his/her designated representatives are authorized to interview, select, and make payment to part-time employees without verification by the Board. The President will advise the Board of any personnel changes at the next Board meeting.

3.4. **Attendance** - Classified employees are expected to work an 8-hour day and a 40-hour week.

   If an employee must be absent or late for any reason, he/she should contact the immediate supervisor or designee the night before, if possible, or before 7:30 a.m. Violation of the attendance policy involving unscheduled absence or tardiness for whatever reason and absences or tardiness that exhibits a pattern, including excessiveness in either case, will result in disciplinary action and possible termination.

3.5. **Overtime Work, Overtime Pay and Compensatory Time-Off** - The State of Arkansas has declared that overtime pay for state employees is the least desirable method of compensation of overtime work. Consequently, the College does not utilize overtime pay as a method of compensation.

   Non-exempt employees, which include the classified support staff of the College, are eligible for compensatory time. Compensatory time is defined as time earned for
work performed in excess of forth (40) hours in the workweek. Compensatory time may not be earned in less than fifteen (15) minute increments.

All employees performing qualifying non-exempt work within a workweek work accrue compensatory time at a rate of one and one half (1 ½) times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment.

Further, it is held to be the policy of the State of Arkansas that any overtime work necessary to the continued effective operations of the state shall be managed in the most efficient and economic manner possible.

Consequently, all overtime work for compensatory time must be approved in advance and in writing by the appropriate senior administrative official of the College. When possible, the practice of temporarily altering the employee’s regular work schedule to provide equivalent time off within a workweek is preferable to compensatory time. A workweek is defined to be between 12:00 a.m. Sunday morning and 11:59 p.m. Saturday night.

3.6. Compensatory Time - Compensatory time is defined as time earned for work performed in excess of 40 hours in the workweek. Compensatory time may not be earned in less than fifteen (15) minute increments. If an employee has a balance of Compensatory time, it must be used prior to using annual leave. Compensatory time is reflected on a Leave Form Request under “Other” and a notation should be made that the employee is using “comp” time.

3.7. Sick Leave Policy - See General Employment Considerations section for guidelines regarding sick leave.

3.8. Vacation (Annual Leave) - Annual leave applies to full-time 12-month employees. Vacation periods must be scheduled at the convenience of the college. This typically means that vacations must be scheduled at least five working days before the vacation is to begin. Failure to properly schedule vacations may result in the request being denied. If unauthorized leave is taken, leave without pay is in effect.

Employees on 12-month assignments are entitled to annual leave with full pay calculated on the basis of the following accrual schedule:

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours per Month</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 3 years</td>
<td>8 hours</td>
<td>(12 days annually)</td>
</tr>
<tr>
<td>4 - 5 years</td>
<td>10 hours</td>
<td>(15 days annually)</td>
</tr>
<tr>
<td>6 - 12 years</td>
<td>12 hours</td>
<td>(18 days annually)</td>
</tr>
<tr>
<td>13 – 20 years</td>
<td>14 hours</td>
<td>(21 days annually)</td>
</tr>
<tr>
<td>Over 20 years</td>
<td>15 hours</td>
<td>(22.5 days annually)</td>
</tr>
</tbody>
</table>

Annual leave is cumulative; however, no more than 30 days (240 hours) annual leave shall be carried forward to any new calendar year. (Employees begin to accrue leave time after completing one month's service.)
When an employee leaves the institution by reason of resignation, retirement, or termination, the unused annual leave, subject to approval, may be liquidated by a lump-sum payment not to exceed 30 working days. Unused accumulated annual leave of a deceased employee will be payable to either the estate of the deceased or an individual authorized to receive the payment.

3.9. Career Service Recognition Payments - Employees of Southeast Arkansas College and non-faculty employees shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of State service in either elected positions or classified or non-classified regular full-time position or positions.

3.9.1. Years of Service Annual Payment –

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 through 14</td>
<td>$600</td>
</tr>
<tr>
<td>15 through 19</td>
<td>$700</td>
</tr>
<tr>
<td>20 through 24</td>
<td>$800</td>
</tr>
<tr>
<td>25 or more</td>
<td>$900</td>
</tr>
</tbody>
</table>

Employees become eligible to receive career service recognition payments on their career service credit date. Employees who have received career service payments in previous bienniums shall receive payments on their career service credit date or their increase eligibility date, whichever occurs first within the fiscal year. Payments to non-classified employees shall be made on the anniversary of the employee’s latest hire date.

3.10. Evaluation - The employee’s immediate supervisor shall make an annual evaluation of the services of each classified employee. The evaluation shall be made in writing on a standard form provided by the Personnel Office and shall include an examination of personnel relationships, job competency, performance of assigned tasks, work, and personal habits.

The supervisor shall discuss the evaluation with the employee and shall state to the employee the criteria used in the evaluation. This evaluation shall be done during the month prior to the employee's employment anniversary date.

Copies of this evaluation shall be submitted to the employee and to the personnel office for placement in the employee's permanent record. Should the employee wish to have a review of the evaluation, a request in writing should be made to the President.

3.11. Transfer - A request for transfer from one office or department to another position may be originated with the administration, by the employee, or may be requested by the employer or his/her Division Dean/Chair. The President shall make final approval of the transfer.
3.12. **Dismissal** - Employees hired on a six-month probationary or temporary basis may be dismissed without prior notice during the probationary or temporary period *without the right of appeal*.

Personnel employed on a regular or non-probationary basis will be given not less than two weeks' notice of dismissal, except in those cases where, in the judgment of the president, the welfare of the college demands immediate dismissal.

Twelve-month-nonclassified faculty/staff employment is on a year-by-year contractual basis.
4. Appendix

4.1. Affirmative Action Program for Employees

It is the policy of Southeast Arkansas College to not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA). This document is Southeast Arkansas College’s Affirmative Action Plan.

The provisions of the Affirmative Action Plan and Policies of Southeast Arkansas College, are designed to address the recruitment, employment and retention of minorities. An Affirmative Action Advisory Committee will be appointed to review and recommend changes, if needed, annually. The Plan and Policies will also be reviewed on an annual basis for any changes needed to comply with new legislation involving minority, sex, handicapped and age discrimination. The EO/AA Officer of the College will also serve as the Minority Recruiter. The strategies recommended in this Program are suggested strategies and are not mandatory. Strategies will continue to be evaluated and refined.

**Minorities Defined**

For the purpose of this Program, the following groups are considered to be minorities:

1. African American
2. Native American (includes American Indian, Eskimo, and Aleut)
3. Asian and Pacific Islander
4. Hispanic

**Goals**

1. To recruit minority entering freshmen equal to the proportion of the eligible minority population in the College’s service area.
2. To maintain and/or increase the retention and graduation rates for minority students to at least equal the retention and graduation rates of white students.
3. To recruit and retain minority full-time and part-time faculty members equal to the proportion of the eligible minority population in the College’s service area.
4. To recruit and retain minority full-time and part-time non-faculty employees equal to the proportion of the eligible minority population in the College’s service area.
5. To maintain records of employment activities.

**Overall Strategies**

1. Encourage an atmosphere supportive of multi-cultural diversity at every level of the College through public announcements, speeches, publications, public
events, services offered by the College, and student organizations. Continue to publicize the College’s commitment to equal employment opportunities and affirmative action.

2. Support the efforts of the Affirmative Action Advisory Committee to review the College’s existing Affirmative Action Policy and Plan, to recommend changes, new strategies and goals, to monitor progress toward achieving the goals and to disseminate information pertaining to the plan.

3. Educate appropriate personnel concerning goals and progress.

Strategies for Achieving Goals

Goal 1:

To recruit minority entering freshmen equal to the proportion of the eligible minority population in the College’s service area.

Strategies:

1. Involving currently enrolled minority students in the recruitment process.
2. Capitalize on special minority events within the community to visit with prospective students.
3. Encourage and support the efforts of the admission office to reach prospective minority students.

Goal 2:

To maintain and/or increase the retention and graduation rates for minority students to at least equal the retention and graduation rates for white students.

Strategies:

1. Encourage minority alumni to take an interest in current College minority students and serve as role models.
2. Survey students’ interest in, and need for, certain student services.

Goal 3:

To recruit and retain minority full-time and part-time faculty members equal to the proportion of the eligible minority population in the College’s service area.

Strategies:

1. Establish relationships with graduate schools in hopes of identifying minority graduates for employment.
2. Train search committee and/or others involved in hiring faculty in effective affirmative action techniques.
3. Advertise faculty positions in media, which reach minority audiences.
4. Provide and maintain equal opportunity for promotion and advancement for minority employees.

Goal 4:

To recruit and retain minority full-time and part-time non-faculty employees equal to the proportion of the eligible minority population in the College’s service area.
Strategies:
1. Look for opportunities to recruit professional minorities from state government and/or other institutions with which college personnel interact on a regular basis.
2. Request aid of all current faculty and professional staff to network and informally communicate the College’s commitment to identifying and recruiting more minority professional staff.
3. Continue to advertise jobs in local and/or regional newspapers.
4. Continue to work through the Arkansas Employment Security Department.
5. Provide and maintain equal opportunity for promotion and advancement for minority employees.

Goal 5:
To maintain records of employment activities.

Strategies:
1. Justify hiring a particular applicant for a particular position.
2. Use search committees in faculty and administrative positions to encourage diverse viewpoints in the hiring process.
3. Maintain a scheduled posting of job openings on the college website. While SEARK College employees have access to the college website, this notification listing ensures that SEARK College employees, including minorities and women, are made aware of job openings and have an opportunity for advancement.

Affirmative Action Advisory Committee

Charge:
1. Review the College’s Affirmative Action Plan and Policies and recommend any needed changes including strategies and/or goals.
2. Monitor the College’s compliance with its Affirmative Action plan, policies, and programs and monitor the College’s performance in meeting its goals.
3. Serve as a forum for the concerns of College personnel and students concerning affirmative actions.

Composition:
1. Two administrative and/or professional staff members.
2. Two faculty members
3. Two support staff members
4. Two students

Approved by the Board of Trustees, July 19, 2006
4.3. Grievance Procedure

- A grievance is a complaint by an employee regarding an aspect of his or her employment. Grievances may include but are not necessarily limited to annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, and discrimination.

- Compensation is not a proper subject for a grievance. Similarly, conditions that are beyond the control of College management or are mandated by law shall not be grievable matters. Performance evaluation grievances, including ratings, as well as complaints concerning reduction-in-force are non-grievable matters unless the dispute is based on a charge of discrimination. Discrimination is an action taken based upon race, color, sex, age, national origin, religion, or disability.

- Other non-grievable matters include but are not limited to: a) advice and/or counseling provided by the EO/AA Officer; b) approved Board of Trustees policies, Administrative Bulletins, Memoranda, or State Department policies; c) matters governed by law, regulations, and/or executive order which are outside the College's control; and d) work or teaching assignments, including assignments or reassignments to other units, departments or divisions.

- Initiation of Grievance Procedures

  **Step One (Supervisor-Oral):** any employee may present a grievance (orally) to his/her immediate supervisor. If the supervisor’s answer is not given within 48 hours (two workdays) after the presentation of the grievance or if the answer is not satisfactory to the complaining employee, then he/she may proceed to Step Two.

  **Step Two (Supervisor-Written):** The employee shall, within three (3) workdays thereafter, cause the grievance to be prepared in writing using the Grievance Form, with one copy to be presented to his/her immediate supervisor. The supervisor and the employee shall meet within five (5) workdays in an attempt to reconcile the grievance. If, within three (3) workdays from the meeting, the grievance is not reconciled, then the grievance may be submitted to the appropriate senior administrative officer.

  **Step Three (Senior Administrative Officer):** The senior administrative officer shall respond to the grievance within five (5) workdays. In the event the employee is dissatisfied with the decision of the senior administrative officer, he/she may appeal (in writing) within three (3) workdays to the President.

  **Step Four (President)** The President shall respond to the grievance within five (5) workdays. The President may choose to submit the employee’s grievance to the President’s Cabinet (Executive Committee) in lieu of or in addition to the President’s review. In which case the President’s Cabinet shall respond to the President within five (5) workdays and the President shall
respond to the grievance within ten (10) workdays of the receipt of the grievance. The President may accept, reject or modify any recommendation form the President’s Cabinet. The decision rendered at the level of the President is the position of the College and shall be final.

Approved by the Board of Trustees July, 2005
4.4. **Faculty Sabbatical**

Any faculty member who has rendered service to the College for at least seven consecutive years may be granted a leave of absence not to exceed one year. Upon the recommendation of the President of the College, and approval by the Board, this leave of absence may be granted for the purpose of permitting study or travel, which will benefit the College and enrich instruction to the students.

While on sabbatical leave, the faculty member may receive a stipend of up to one-half of his/her salary for the previous year. However, benefits do not automatically continue while on sabbatical. When applying for sabbatical, it is imperative the applicant visit with the Vice President for Fiscal Affairs to arrange continuation of benefits.

In addition, any faculty member who has rendered service to the College for at least four consecutive years may be granted a leave of absence not to exceed one semester. Upon the recommendation of the President of the College, this leave of absence is also granted for the purpose of permitting study or travel, which will benefit the College and enrich instruction to the students. Faculty members may receive a stipend of up to one-half of his/her semester's salary for the previous academic year. Time spent on sabbatical leave or leave of absence for educational purposes shall count as regular service on the salary schedule.

Any faculty member who files an application for sabbatical leave shall, at the same time, file an affidavit stating that he/she will remain in the employ of the College for at least two years following the return from the leave of absence, unless prevented by ill health, unavoidable conditions, or the College's decision to release the employee. Failure for other reasons to return for the two-year period will automatically make the person liable for return of all, or part, of the sabbatical stipend equal to the percent of time not completed.

No more than five percent of the faculty of the College may be granted sabbatical leave at one time. In case more applications are received than can be granted, the Board of Trustees shall determine who will receive sabbatical leave.

Sabbatical leave will be granted only when sufficient funds are available to pay the stipend and employ qualified adjunct faculty to teach in the absence of the faculty member who is on leave.

Service to Southeast Arkansas College shall count toward time eligibility requirements for sabbatical leave.
4.5. **Sexual Harassment Policy**

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

1. **Policy**
   a. The Southeast Arkansas College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of the College policy as well as state and federal law and is neither permitted nor condoned.
   b. It is also a violation of the Southeast Arkansas College's Policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.
   c. Any individual found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. **Definition:** Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities;
   b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or
   c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

3. **Procedures.** Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within thirty (30) days of the alleged harassment.
   a. **Informal Resolution:** Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the associate director for instruction or to the associate director of students. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the
formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

b. Formal Complaint Resolution: If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the Associate Director of Students.

c. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.
I. Name and Authority

The Arkansas State Board of Higher Education ("State Board"), under the authority of Act 1244 of 1991 designated Pines Technical College (hereafter known as Southeast Arkansas College), as a technical college, which became part of the coordination of the State Board of Higher Education.

The institution shall be known and distinguished by the name of "Southeast Arkansas College." The Board of Trustees of Southeast Arkansas College ("Board") shall be responsible for the administration and operation of the College pursuant to the powers and duties enumerated by Act 1244 of 1991 and rules and regulations adopted by the State Board of Higher Education and shall be further responsible for the provision of services to meet the two-year postsecondary educational needs of those citizens located within the service area of the College.

The Southeast Arkansas College will not discriminate on the basis of race, color, creed, religion, sex, national origin, age, or handicapped status in the providing of educational services or in the admission to, employment by, or promotion within the College. The Board shall comply with Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Drug-Free Schools Act; the Drug-Free Workplace Act; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act; the Americans with Disabilities Act; the Family Educational Rights and Privacy Act; the Student Right to Know Act; the Campus Security Act; and all other applicable state and federal laws, rules, and regulations. The Board shall submit an annual report to the State Board, which certifies that the Board and the College are in compliance with all applicable state laws, rules, and regulations.
II. The Board of Trustees

Membership

Membership. The Board of Trustees shall consist of seven (7) members who shall be appointed by the Governor and subject to the confirmation of the Senate. A.C.A. 6-53-302 (a)

Term of Office. The term of office of board members shall be seven (7) years. The initial board appointees shall determine their terms by lot so that no more than one (1) term shall expire during any year. A.C.A. 6-53-302 (b).

Qualifications. Members of the Board shall be qualified electors of the service area of the College and knowledgeable in business, labor, industry, or economic development. No candidate for public office, holder of public office in the state, certified or non-certified employee of a public school district, classified or non-classified employee of any community college, vocational-technical school, or institution of higher learning, or any member of a board of trustees of a school district, community college, or institution of higher learning or his or her spouse, shall serve as a member of the Board. A.C.A. 6-53-302 (c) and (d).

Vacancies. When a vacancy occurs in the membership of the Board, the President of the College shall so notify the Governor who shall appoint a successor to the person who vacated membership to serve the unexpired term of the person succeeded. A.C.A. 6-53-302 (e)

Officers

At its first regular meeting after July 1 each year, the Board shall elect from its membership for a two-year term, and until their respective successors have been elected, a Chair, Vice Chair, and a Secretary. The Board may designate a member of the President's staff to serve as an assistant to the Secretary for the purpose of taking and transcribing the minutes of board meetings.

III. Meetings and By-laws

Meetings

Regular Meetings. Regular meetings of the Board shall be held quarterly. Each regular meeting shall be held at such time and place as the Chair may designate, with notice concerning the time and place to be mailed to each member of the Board by the President at least 20 days in advance of the meeting date.

Special Meetings. Special meetings of the Board may be called by the
Chair at his or her discretion or upon the call of not fewer than four (4) members of the Board, with notice concerning the time and place to be provided to each member of the Board at least five (5) days in advance of the meeting date. Notice for emergency meetings shall be handled as required by the Arkansas Freedom of Information Act.

Meetings by Teleconference. Meetings may be by teleconference, provided every party to the meeting and the public can hear what every other party says.

Open Meetings. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings, including meetings by teleconference. A.C.A.25-19-106.

By-Laws. The By-laws shall be subject to amendment at any meeting of the Board provided any such proposed change is a matter of the agenda in accordance with the procedures outlined herein. The State Board must approve all by-law amendments related to the State Board's authority as a coordinating board. In addition, policies and procedures approved by the State Board under its authority for the administration and operation of the college shall, where appropriate, become part of the by-laws governing the powers and duties of the Board.

Agenda

The agenda for a regular or special meeting of the Board shall be prepared by the President in consultation with the Chair. Members of the Board may submit items to be included on the agenda by notifying the President. All requests for inclusion of a given item on the agenda of a particular meeting should be made no later than seven days prior to the date of the meeting concerned.

A copy of the agenda for each regular meeting of the Board and, insofar as is practicable, copies of all reports and other materials to be presented at the regular meeting as a part of the agenda, shall be mailed to each member of the Board at least five (5) days in advance of the meeting. If practicable, a copy of the agenda for special meetings, with reports and other materials to be presented, shall be mailed to each member of the Board at least five (5) days in advance of the special meeting. Notice of each meeting and a copy of each agenda shall also be mailed to the Director of the Department of Higher Education.

Any item not on the mailed agenda of a regular or special meeting shall not be considered without the approval of four (4) members of the Board.
Conduct of Business

Quorum. A quorum for the conduct of business of the Board shall consist of four (4) members of the Board.

Presiding Officer. The Chair shall preside at all regular and special meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the membership of the Board.

Power to Vote. All members of the Board may vote on all matters coming before the Board for consideration, but no member may vote by proxy. It shall require a majority of the members present to take official action on a matter.

Rules of Order. Except as modified by these By-laws, Roberts Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and its committees.

Minutes

The Secretary shall keep minutes of all meetings of the Board, shall file, index and preserve all minutes, papers and documents pertaining to the business and proceedings of the Board, shall be custodian of the College seal and of all records of the Board, and shall attest the execution by the Chair of all legal documents and instruments of The Southeast Arkansas College. Within twenty (20) days after each meeting of the Board, the Secretary shall prepare the minutes of the meeting and mail a copy to each member of the Board. A copy shall also be mailed to the Director of the Department of Higher Education.

Open Meetings

All meetings of the Board shall be open to the public unless, consistent with the requirements of the Arkansas Freedom of Information Act, a meeting is closed to the public for the consideration of personnel matters. Should any decision be made during an executive session, the Board must reconvene in public session for official action. A.C.A.25-19-106.

Committees

Standing Committees. The Board shall establish an Academic Affairs Committee and a Finance committee, each to consist of three members chosen by the full board to a two-year term, commencing with the first regular board meeting held after July 1. Each committee shall select a Chair from the membership of the committee to serve a two-year term. The Academic Committee shall consider matters concerning academic personnel, academic programs, and faculty and student appeals. Any
proposal considered by the Academic Committee with respect to the institution's academic program shall have first been reviewed by a faculty committee. The Finance Committee shall consider matters concerning the budget, audit report review, construction, bond issues, non-academic personnel and staff appeals, contracts, and real and personal property.

Special Committees. Special committees may be appointed by the Chair of the Board. Special committees shall cease to exist when their functions have been discharged; however, every special committee shall cease to exist one year after the date of its creation, unless continued by affirmative action of the Board.

The agenda for any meeting shall be mailed to each member of the committee at least five (5) days in advance of the committee meeting. Public notice as required by the Arkansas Freedom of Information Act shall be given of all meetings.

IV. Powers and Duties

The powers and duties of the Board shall be as follows

To acquire, hold and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of the College. A.C.A. 6-53-302 (f)(1)

To appoint, from the candidates certified by the State Board and based on a search process approved by the State Board, the President of the College. A.C.A. 6-53-302 (f)(2)

To appoint, upon nomination of the President, members administrative and teaching staffs. A.C.A. 6-53-302 (t)(3)

To determine, with the approval of the State Board, the educational program of the College. A.C.A. 6-53-302 (f)(4)

To make rules and regulations consistent with Act 1244 of 1991 and consistent with the rules and regulations of the State Board as are necessary for the proper administration and operation of the College. A.C.A. 6-53-302 (h)

May contract with the Vocational Division of the State Department of Education, a non-profit organization, or a local school board within its service area to offer secondary level general academic and vocational-technical courses and programs, adult literacy courses, or both, and upon approval of the State Board, industry training. A. C. A 6-53-306

May establish and operate a transportation system for students within the
service area of the College. A.C.A.6-53-305

Other powers and duties as provided by Act 1244 of 1991 and as delegated to it by the State Board. A.C.A. 6-53-302 (t)(5)

V. Officers of the College

President: The President of the College shall serve at the pleasure of the Board. When a vacancy occurs in the office of President, the Board shall initiate a national search in accordance with presidential search guidelines established by the State Board. The Board shall submit a list of finalists to the State Board and shall select the new president from a list of candidates certified by the State Board as qualified to meet the minimum requirements for the position. A.C.A. 6-53-303

Other Officers and Staff: The Board, upon nomination of the President, shall appoint members of the administrative and teaching staffs of the College. When a vacancy occurs in the teaching and administrative staff, the position shall be filled in accordance with the State Board's faculty search, hiring, salary, and promotion policies, and in keeping with all applicable state or federal laws, rules, and regulations. No staff position may be abolished prior to April 17, 1996, without approval by the State Board. A.C.A. 6-53-302, 6-53-107

Compensation of Faculty and Staff: The Board may set compensation levels for the teaching and administrative staff, consistent with the provisions of state law, applicable state regulations and the policies of the State Board of Higher Education with respect to faculty and administrative salaries and staff professional development.

VI. Policies and Procedures

Title VI of the Civil Rights Act of 1964

It is the policy of the Southeast Arkansas College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the ground of race, color, or national origin.

Title VII of the Civil Rights Act of 1964

It is the policy of the Southeast Arkansas College that it shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person’s race, color, religion, sex, or national origin.
Sexual Harassment Policy

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

1. Policy.

   (a) The Southeast Arkansas College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of the College policy as well as state and federal law and is neither permitted nor condoned.

   (b) It is also a violation of the Southeast Arkansas College’s policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

   (c) Any individual found to have violated the College’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition: Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

   (a) Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities;
b) Submission to, or reflection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or

c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or employment performance or creating an intimidating, hostile, or offensive university environment.

3. Procedures. Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within thirty (30) days of the occurrence of the alleged harassment.

(a) Informal Resolution: Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the associate director for instruction or to the associate director of students. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

(b) Formal Complaint Resolution: If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a
formal written complaint with the Associate Director of Students.

All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

**Title IX - Education Amendments of 1972**

It is the policy of the Southeast Arkansas College that no person shall, on the basis of sex, be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criterion for admission, the College shall not give preference to one person over another on the basis of sex.

The College shall not apply any rule concerning the parental, family, or marital status of a student which treats persons differently on the basis of sex; shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery there from, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery there from in the same manner and under the same policies as any other temporary disability or physical condition; and shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is “Miss” or “Mrs.”

The College shall not exclude any person, on the basis of sex, from participation in any academic, extracurricular,
research, occupational training, or other education program or activity.

**Rehabilitation Act of 1973**

Southeast Arkansas College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs or activities on the basis of handicapped status. This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973. Section 504 guidelines include the following:

1. The College must not exclude, on the basis of handicap, any qualified handicapped student from participation in any academic, research, occupational training, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program.

2. The College must make modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped student.

3. The College must not impose upon handicapped students rules, such as the prohibition of tape recorders in classrooms or dog guides in campus buildings that have the effect of limiting the participation of handicapped students in a program.

4. The College must provide methods of evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the student’s achievement in the course, rather than reflecting the student’s impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

5. The College must take necessary steps to ensure that no handicapped student is denied access to a program because of the absence of educational auxiliary aids.
6. In providing financial assistance to qualified handicapped persons, the College may not, on the basis of handicap, provide less assistance than is provided to non-handicapped persons.

7. In providing personal, academic, or vocational counseling, guidance, or placement services to students, the College must provide these without discrimination on the basis of handicap.

Family Educational Rights and Privacy Act

It is the policy of the Southeast Arkansas College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA. The following notice of student rights under FERPA shall be given on an annual basis to students.

A student at the Southeast Arkansas College has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.

2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information: the student’s name, address, telephone number, date and place of birth, major field of study, participation if officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.

4. To consent to disclosure of personally identifiable information contained in his or her
education records, except to the extent that FERPA authorized disclosure without consent.

5. To file a complaint with the U.S. Department of Education concerning the alleged failure by the College to comply with the requirements of FERPA.

6. To obtain a copy of the College’s FERPA policy upon payment of a copying fee.
Your Rights
Under The
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons For Taking Leave

Unpaid leave must be granted for any of the following reasons:

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

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supercede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
June 1993
# Request for Family and Medical Leave

**Agency/Institution Name**  
**Date** (MM/DD/YY)

**Employee Name (Last, First, Middle)**

**BEGIN FMLA:** (MM/DD/YY)

**Personnel Number**  
**Business Area**  
**Personnel Area**  
**END FMLA:** (MM/DD/YY)

**Organization Unit**  
**Job Title**

**Phone**  

Check all that apply:

- [ ] Yes  [ ] No  
  - I am requesting Family and Medical Leave (FMLA) for the days shown above.

- [ ] Yes  [ ] No  
  - I understand that FMLA, as federally mandated, is unpaid leave. However, I may elect to substitute accrued paid leave for all or some portion of the leave.

- [ ] Yes  [ ] No  
  - I understand that DFA may require a written second opinion from a health care provider at the expense of the state.

- [ ] Yes  [ ] No  
  - I understand that during FMLA, the agency/institution will continue paying the Employer portion of my group Health Plan, if I am a participant. I understand that I am responsible for paying the Employee’s portion for the Health Plan for each pay Period. If I do not pay, my Health Plan may be cancelled after 30 days.

- [ ] Yes  [ ] No  
  - The Employee Benefits Division may contact my Health Care Provider for clarification/authenticity of my medical certification if required.

- [ ] Yes  [ ] No  
  - I am requesting unpaid FMLA.

- [ ] Yes  [ ] No  
  - I am requesting that my accrued leave (paid leave) be substituted for unpaid leave.

**Employee’s signature**  
**Date** (MM/DD/YY)

**ACKNOWLEDGEMENT:**

**Supervisor’s signature**  
**Date** (MM/DD/YY)

**Manager’s signature**  
**Date** (MM/DD/YY)

**Administrator’s signature**  
**Date** (MM/DD/YY)

R 8/23/05
Certificate of Health Care Provider
(Family and Medical Leave Act of 1993)

1. Employee’s Name

2. Patient’s Name (if different from employee):

3. Page 4 describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient’s condition qualify under any of the categories described? If so, please check the applicable category.

(1)☐ (2)☐ (3)☐ (4)☐ (5)☐ (6)☐

Or None of the above ☐

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories.

5. a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient’s present incapacity, if different):

b. Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)? ☐ Yes ☐ No

If yes, give the probable duration:

c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity:

6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of treatments.

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:
b. If any of these treatments will be provided by another provider of health/services (e.g., physical therapist) please state the nature of the treatments.

c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind?

b. If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)?

If yes, please list the essential functions the employee is unable to perform:

c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment?

8. a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for the basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?
c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need:

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

Date

This section to be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule.

Employee’s Signature

Date
A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care**
   Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence Plus Treatment**
   a. A period of incapacity² of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
      1. Treatment³ two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
      2. Treatment³ by a health care provider on at least one occasion which results in a regimen of continuing treatment⁴ under the supervision of the health care provider.

3. **Pregnancy**
   Any period of incapacity² due to pregnancy or prenatal care.

4. **Chronic Conditions Requiring Treatments**
   a. A chronic condition which
      1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
      2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
      3. May cause episodic rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.)

5. **Permanent/Long-term Conditions Requiring Supervision**
   A period of incapacity² which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

6. **Multiple Treatments (Non-Chronic Conditions)**
   Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or a condition that would likely result in a period of incapacity² more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis.)

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1 Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

2 "Incapacity" for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

3 Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition.
   Treatment does not include routine physical examinations, eye examinations or dental examinations.

4 A regimen of continuing treatment includes for example, a course of prescription medication (e.g. an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

R11/26/03
Date: __________________________________________

To: __________________________________________

Employee’s Name

________________________________________

Social Security Number                                           Personnel Number

From: __________________________________________

Agency / Institution Name               Agency / Institution Official

Subject:  Request for Family/Medical Leave

On __________________________ you notified us of your need to take family/medical leave due to:

☐ The birth of your child, or the placement of a child with you for adoption of foster care; or

☐ A serious health condition that makes you unable to perform the essential functions of your job; or

☐ A serious health condition affecting your ☐ spouse, ☐ child, ☐ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on ________________ and that you expect leave to continue ________________ until on or about ________________.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (check appropriate boxes: explain where indicated):

1. You are ☐ eligible ☐ not eligible for leave under the FMLA.

2. The requested leave ☐ will ☐ will not be counted against your annual FMLA leave entitlement.

3. You ☐ will ☐ will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by ________________ (insert date) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We \( \square \) will \( \checkmark \) will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (Explain)

   Leave request forms will be completed and submitted appropriately.

5. (a) You normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows:

   If you choose or go into Leave Without Pay, we will contact you with specific information regarding your Premiums.

   A DFA insurance representative will provide you with a written payment schedule.

   (b) You have a minimum 30-day grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

   We \( \square \) will \( \checkmark \) will not pay your share of health insurance premiums while you are on leave.

   (c) We \( \checkmark \) will \( \square \) will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you \( \checkmark \) will \( \square \) will not be expected to reimburse us for the payments made on your behalf.

6. You \( \square \) will \( \checkmark \) will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.

7. (a) You \( \square \) are \( \checkmark \) are not a "key employee as described in § 825.217 of the FMLA regulations. If you are a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us as discussed in § 825.218.

   (b) We \( \square \) have \( \checkmark \) have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (Explain (a) and/or (b) below See § 825.219 of the FMLA regulations)

8. While on leave, you \( \checkmark \) will \( \square \) will not be required to furnish us with periodic reports every: (indicate interval of periodic reports as appropriate for the particular leave situation) of your status and intent to return to work (see Sec. 825.309 of the FMLA regulations). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you \( \checkmark \) will \( \square \) will not be required to notify us at least two work days prior to the date you intend to report to work.

9. You \( \checkmark \) will \( \square \) will not be required to furnish recertification relating to a serious health condition. (Explain below, if necessary, including the interval between certifications as prescribed in Sec. 825.308 of the FMLA regulations.)

   If the conditions under which FMLA leave is initially granted changes, recertification will be required.

________________________________________________________________________  __________________________________________________________________
EMPLOYEE SIGNATURE                                                                                                                                 DATE OF SIGNATURE

R4/11/05
# Southeast Arkansas College
## Student Request for Independent Study

Revised 12/98

Student Information:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Phone (Please include the area code.)</th>
<th>Major</th>
</tr>
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<tr>
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</tbody>
</table>

I request to take the following course as Independent Study:

<table>
<thead>
<tr>
<th>Course Prefix/Number</th>
<th>Section Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Reason(s) why I cannot take this course in-class and need to take it as an Independent Study:

______________________________
______________________________
______________________________
______________________________

I have read the SEARK COLLEGE Independent Study policy.  ____YES  ____NO (please request a copy)

State how the reasons listed above comply with the policy conditions:

______________________________
______________________________
______________________________
______________________________

Signature of Student  Date

I support this student’s request to take ____________________________ through Independent Study.

Instructor/Advisor  Date

Division Chair/Director  Date

Vice President/Dean of Instruction  Date

White: Vice President/Dean of Instruction    Yellow: Division Chair    Pink: Instructor/Advisor    Gold: Student
ADMINISTRATIVE BULLETIN #10

SUBJECT: Employee Grievance Policy and Procedures

Definition of Grievance
A grievance is a complaint by an employee regarding an aspect of his or her employment. Grievances may include but are not necessarily limited to annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, and discrimination.

Compensation is not a proper subject for a grievance. Similarly, conditions that are beyond the control of College management or are mandated by law shall not be grievable matters. Performance evaluation grievances, including ratings, as well as complaints concerning reduction-in-force are non-grievable matters unless the dispute is based on a charge of discrimination. Discrimination is an action taken based upon race, color, sex, age, national origin, religion, or disability.

Other non-grievable matters include but are not limited to: a) advice and/or counseling provided by the EO/AA Officer; b) approved Board of Trustees policies, Administrative Bulletins, Memoranda, or State Department policies; c) matters governed by law, regulations, and/or executive order which are outside the College’s control; and d) work or teaching assignments, including assignments or reassignments to other units, departments or divisions.

Initiation of Grievance Procedures
Any employee who is not on new hire probation or a temporary status (extra help employee or adjunct faculty) shall have the opportunity at any time within five (5) workdays (after the incident out of which a grievance arises) to present a grievance. Any such grievance shall be handled in accordance with the procedure below:

Step One (Supervisor-Oral): any employee may present a grievance (orally) to his/her immediate supervisor. If the supervisor’s answer is not given within 48 hours (two workdays) after the presentation of the grievance or if the answer is not satisfactory to the complaining employee, then he/she may proceed to Step Two.

Step Two (Supervisor-Written): The employee shall, within three (3) work days thereafter, cause the grievance to be prepared in writing using the Grievance Form, with one copy to be presented to his/her immediate supervisor. The supervisor and the employee shall meet within five (5) workdays in an attempt to reconcile the grievance. If, within three (3) workdays from the meeting, the grievance is not reconciled, then the grievance may be submitted to the appropriate senior administrative officer.
**Step Three (Senior Administrative Officer):** The senior administrative officer shall respond to the grievance within five (5) workdays. In the event the employee is dissatisfied with the decision of the senior administrative officer, he/she may appeal (in writing) within three (3) workdays to the President.

**Step Four (President)** The President shall respond to the grievance within five (5) workdays. The President may choose to submit the employee’s grievance to the President’s Cabinet (Executive Committee) in lieu of or in addition to the President’s review. In which case the President’s Cabinet shall respond to the President within five (5) workdays and the President shall respond to the grievance within ten (10) workdays of the receipt of the grievance. The President may accept, reject or modify any recommendation from the President’s Cabinet. The decision rendered at the level of the President is the position of the College and shall be final.

Adopted by the PTC Board of Trustees on 7/12/95
Adopted by the SEARK College Board of Trustees- 2005
SOUTHEAST ARKANSAS COLLEGE
GREIVANCE PROCEDURE
STEP ONE

Oral Discussion
This form is to be used by the employee filing a formal grievance. This form should be filled in completely and will serve without amendment as the source document for the grievance process. All supporting documentation should be attached to this grievance form.

Employee’s Name ___________________________________________
Job Title ___________________________________________________
Employee’s Work Location ____________________________________

GRIEVANCE STATEMENT

In order for a formal grievance be process, the following four steps must be addressed: (Attach additional pages for responses, if needed. Make sure the responses are numbered appropriately.)

1. What was the date of the occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you considered constitutes a grievance(s)?

2. How have you been adversely affected by the grievance?

3. What specific actions have you taken to reconcile and improve this situation? Including discussing it with your immediate supervisor? What has been the outcome of these efforts?

4. What specific remedy do you request?

Employee’s Signature _____________________________ Date ___________
SOUTHEAST ARKANSAS COLLEGE
GRIEVANCE PROCEDURES
STEP THREE

Reply to Employee Grievance
Immediate Supervisor (Respond on a separate sheet and attach, if needed)

Supervisor’s Signature ____________________________ Date __________

Employee’s Answer:

_______ I accept the answer to my grievance.

_______ I do not accept the answer to my grievance and wish to refer my grievance to the next step.

NOTE: Explain fully why you do not accept the above response/decision.
(Respond on a separate sheet and attach, if needed)

Grievant’s Signature _________________________________ Date ________
Reply to Employee Grievance
Department Chair/Dean/Coordinator (Respond on a separate sheet and attach, if needed)

EMPLOYEE’S ANSWER:

______ I accept the answer to my grievance.

______ I do not accept the answer to my grievance and wish to refer my grievance to the next step.

NOTE: Explain fully why you do not accept the above response/decision. (Respond on a separate sheet and attach, if needed)

Grievant's Signature _______________________________ Date ______
Reply to Employee Grievance
Department Vice President (Respond on a separate sheet and attach, if needed)

Vice President’s Signature _______________________________________
Date __________

Employee’s Answer:

_______ I accept the answer to my grievance.

_______ I do not accept the answer to my grievance and wish to refer my grievance to the next step.

NOTE: Explain fully why you do not accept the above response/decision. (Respond on a separate sheet and attach, if needed)

Grievant’s Signature _________________________________ Date _______
SOUTHEAST ARKANSAS COLLEGE
GRIEVANCE PROCEDURES
STEP SIX
President

FINAL DECISION (Respond on a separate sheet and attach, if needed)

Employee’s Answer:

_______ I accept the answer to my grievance.

_______ I do not accept the answer to my grievance and wish to refer my grievance to the next step.

Grievant’s Signature _______________________________ Date ______

The above employee (grievant) has been afforded due process through established procedures at Southeast Arkansas College. The grievant has chosen to ACCEPT/REJECT (Circle one) the final decision at the level of the President. Therefore, as President of Southeast Arkansas College, the final decision is the position of the College.

President’s Signature ______________________________ Date ______
SOUTHEAST ARKANSAS COLLEGE
GRIEVANCE PROCEDURE

Grievant: ______________________________________________________

Date of Request

TO: __________________________   Title: __________________________

TO: __________________________   Title: __________________________

Subject: REQUEST FOR INFORMATION & DOCUMENTS RELATIVE TO
PROCESSING A GRIEVANCE

We request that the following documents and/or witnesses be made
available to us in order to properly identify whether or not a grievance does
exist and, if so, their relevancy to the grievance:

1. _____________________________________________________________
2. _____________________________________________________________
3. _____________________________________________________________
4. _____________________________________________________________
5. _____________________________________________________________
6. _____________________________________________________________
7. _____________________________________________________________