



BOARD OF TRUSTEES

POLICIES

FOR THE

COMMUNITY COLLEGE DISTRICT

OF

JEFFERSON COUNTY, MISSOURI

RESOLUTION

WHEREAS, the Board of Trustees of The Community College District of Jefferson County, Missouri, has the statutory authority, power and duty to adopt written policies, rules and regulations relating to students, employees and the officers of the College; and

WHEREAS, the Board of Trustees desires that a uniform and consistent body of policies be available for the information and direction of employees who administer, direct and/or perform College functions; and

WHEREAS, opportunity has been given for review of the proposed policies and for suggestions from the President, the President's Administrative Cabinet, and employee constituencies;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of The Community College District of Jefferson County, Missouri:

That all previous editions of the Policy Manual with rules and regulations affecting students and employees are hereby repealed;

That each Policy contained in the document, Policies for The Community College District of Jefferson County, and each subsequent Policy to be incorporated thereafter will be adopted on an individual basis by the Board of Trustees and will take effect immediately thereafter.

Approved by the Board of Trustees this 16th day of April, in the year 1998.

FOREWORD

The Policies of the Board of Trustees of Jefferson College are included in this document. Responsibilities are defined with respect to Board officers, administrative personnel, faculty, and staff members.

While all legal provisions relating to The Community College District of Jefferson County, Missouri, cannot be included, those provisions of particular pertinence are either duplicated here or noted by code reference number.

Subsequent additions or modifications to the document will be published electronically on MyJeffco. All information included within the document will remain in force unless superseded by Board action.

All other handbooks and manuals for distribution to faculty and staff members, students, advisory committees, etc., must be in accordance with these Policies.

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

LEGAL BASE AND AUTHORITY FOR THE COLLEGE

The Community College District of Jefferson County, Missouri, hereinafter sometimes referred to as Jefferson College, or the College, was established in accordance with RSMo 163.191-178.890 by a vote of the qualified voters on April 2, 1963, with said District to include, and its boundaries to be coterminous with, the following listed school districts in Jefferson, St. Francois and Ste. Genevieve Counties:

Fox C-6
Northwest R-I
Grandview R-II
Hillsboro R-III
Windsor C-1
Dunklin R-V
Festus R-VI
Crystal City #47
Jefferson R-VII
DeSoto #73
Sunrise R-IX

The members of the initial Board of Trustees were elected also on April 2, 1963, in accordance with RSMo 178.820.

**SELECTED MISSOURI STATUTES PERTAINING TO THE COMMUNITY COLLEGE
DISTRICT OF JEFFERSON COUNTY, MISSOURI**

RSMo 34.353	Purchase of domestic products
RSMo 105.415 - 105.485	Conflict of interest and lobbying
RSMo 109.190	Records, photographs or photocopies of
RSMo 115.001 - 115.64	Public elections
RSMo 130.011	Missouri campaign and disclosure law
RSMo 162.303	Absences from meetings
RSMo 163.191	State aid to community colleges - community college defined
RSMo 178.770	Organization of community college districts
RSMo 178.780	Coordinating Board for Higher Education - duties
RSMo 178.790	Boundaries of district - election on proposal
RSMo 178.830	Board of Trustees - oath, officers, quorum, vacancies filled, seal
RSMo 178.835	Discipline of students
RSMo 178.840	Election, when held, how conducted - certification of votes cast
RSMo 178.850	District to provide courses - per capita cost - tuition charges
RSMo 178.860	Board to appoint employees - fix compensation - teachers to be members of public school retirement system
RSMo 178.862	Community college district police
RSMo 178.870	Tax rates, limits - how increased and decreased
RSMo 178.880	Taxation of public utility property
RSMo 178.890	Annexation of school districts - new community college district formed, when
RSMo 178.480	Approved schools to receive federal money for vocational education - appropriation of state's share
RSMo 178.490	Local boards may contract for vocational education services
RSMo 178.500	May also contract for additional instruction in approved courses
RSMo 178.510	Contracting district to pay tuition - apportionment of state aid
RSMo 178.520	Vocational education fund
RSMo 178.530	State board to establish standards, inspect and approve schools – local boards to report - allocation of money
RSMo 178.560	Advisory committee to be appointed in each district offering vocational subjects - no compensation
RSMo 610.021- 610.026	Closed meetings and records authorized, when—exceptions...

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SECTION I

BOARD OF TRUSTEES GENERAL POLICIES AND COMPLIANCE

POLICY # *I-001 (Page 1 of 1)*
TITLE *Election and Certification of Trustees*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **April 16, 1998; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that the election process (when the election is to be held, publication of notice, filing procedures, preparation of the ballots, how the election is conducted, and the certification of results) shall comply with the Revised Statutes of Missouri (RSMo) Chapter 115 and Chapter 178. Furthermore, the Board of Trustees shall comply with [RSMo 130.011](#) as it pertains to the Missouri Campaign Finance and Disclosure Law.

The Board of Trustees shall consist of six members to be elected from the District at large. Members shall be elected for terms of six years each with two members being elected in each odd-numbered year.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-002 (Page 1 of 1)*
TITLE *Board Members - Assuming Office*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **April 16, 1998; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that members so elected and certified shall present themselves for the purpose of being seated at the first meeting of the Board of Trustees after the election. Once candidates have been certified, they shall be required to take and subscribe an oath of office in accordance with [RSMo 178.830](#). The President of the Board of Trustees shall thereupon recognize the candidates as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties assigned to members of the Board of Trustees.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-003 (Page 1 of 1)*
TITLE *Board Vacancies/Interim Appointments*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **July 14, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that when a vacancy occurs in the membership of the Board from any cause, it shall be the duty of the Secretary to certify such fact to the Board. After such certification, the Trustees at a regular or special meeting shall nominate and appoint a temporary successor Trustee to serve until the next election held by or for the District, at which time a continuing Trustee shall be elected for the unexpired term, in accordance with [RSMo 178.830](#).

The process for certification and seating of new Trustees is outlined in Board Procedure I-003.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-004 (Page 1 of 3)*
TITLE *Conflicts of Interest and Financial Disclosure*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **July 14, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every two years

POLICY

It shall be the policy of the Board of Trustees that all Trustees and certain employees of the College designated by the Board of Trustees as "decision-making public servants" comply with [RSMo 105.452](#) and [105.454](#) on conflicts of interest, as well as any other state law governing official conduct. All members of the Board of Trustees shall also take steps to avoid situations where the decisions or actions in their capacity as Trustees conflict with the mission of the College.

As used in this policy, "businesses owned by Trustees" includes sole proprietorships, partnerships, joint ventures or corporations where the Trustee is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant and owner of more than ten (10) percent of the outstanding shares of any class of stock.

Providing Services

Trustees and businesses they own may not perform any service for the College for any consideration in excess of \$500 per transaction or \$5,000 per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Property

Trustees and businesses they own may not sell, rent or lease any property to the College where the consideration is in excess of \$500 per transaction or \$5,000 per annum, unless the transaction is made pursuant to an award on a contract let or a sale made after public notice. In the case of property other than real property, competitive bidding is required, with the provision that the bid or offer accepted is the lowest received.

Employment

The College shall not employ Trustees for compensation, not even on a substitute or part-time basis. Trustees may provide services on a volunteer basis.

POLICY #
TITLE

I-004 (Page 2 of 3)
Conflicts of Interest and Financial Disclosure

Businesses That Employ Board Members

Trustees may participate in discussions and vote on motions for the College to do business with entities that employ the Trustee as long as the business is not owned by the Trustee and the Trustee will not receive any financial benefit from the transaction. The Trustee may need to submit a statement of interest as described below.

Statement of Interest

If a Trustee has a substantial personal or private interest in a decision before the Board, the Trustee shall provide a written report of the nature of the interest to the Board Secretary prior to voting. The written statement will be recorded in the minutes. A Trustee will have complied with this requirement if the Trustee has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A “substantial interest” exists when Trustees, their spouses, or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity.
2. Own(s) an interest having a value of \$10,000 or more in any business entity.
3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more from any individual, partnership, organization or association within any calendar year.

Self-Dealing

Trustees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to themselves, their spouses, or dependent children.

A “special monetary benefit” means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Use of Confidential Information

Trustees shall not use confidential information obtained in the course of their official capacities in any manner with the intent to result in financial gain for themselves, any other person or any business.

POLICY #
TITLE

I-004 (Page 3 of 3)
Conflicts of Interest and Financial Disclosure

Nepotism

A Trustee shall not vote to employ or appoint any person who is related within the fourth degree to such Trustee by consanguinity or affinity. If an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Trustee, the related Trustee shall abstain from voting and shall leave the room during consideration of the question and the vote.

“Fourth degree of consanguinity or affinity” means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

Personal Financial Disclosure Statements

Jefferson College hereby adopts a policy to make public its own method of disclosing financial interests of Trustees, candidates and specified administrators, in accordance with law. Personal financial disclosure statements for the preceding calendar year shall be filed with the Missouri Ethics Commission and the College, on or before May 1, unless the person filing is a Board candidate. Pursuant to [RSMo 105.487](#), candidates must file their reports within fourteen (14) days after the last day to file for office. The deadline for filing is 5:00 p.m. of the last day designated for filing the statement. When the last day of filing falls on a Saturday or Sunday or on an official state holiday, the deadline for filing is extended to 5:00 p.m. on the next day that is not a Saturday or Sunday or official holiday. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with financial interest statements will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) calendar days of adoption.

The current Board of Trustees [Conflicts of Interest and Disclosure Policy Resolution](#) is linked.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-005 (Page 1 of 1)*
TITLE *Board of Trustees – Officers*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **April 4, 2013; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that the composition, election of, and term of office for Board of Trustees officers shall comply with Missouri law as stated in [RSMo 178.830](#).

Composition

The officers of the Board of Trustees shall be a President and a Vice President, who shall be members of the Board, and a Secretary and a Treasurer who may, but need not be, members of the Board.

Officers, When Elected

Officers of the Board shall be elected at the first regular meeting of the Board in April of each odd-numbered year. In case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

Term of Office

Each officer of the Board shall be elected for a term of two years. The President, Vice President, and Secretary shall assume office immediately upon election and shall hold office until their successors shall be elected and qualified. The treasurer shall assume office at the beginning of the next fiscal year (July 1) following election.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY #	<i>I-006 (Page 1 of 2)</i>
TITLE	<i>Board of Trustees – Officer Duties</i>
TYPE	Board of Trustees
RATIONALE	Specification of duties and responsibilities of the officers of the Board
APPROVED	July 14, 2011; February 9, 2023
REVIEWED	February 9, 2023
REVIEW CYCLE	Every five years

POLICY

It shall be the policy of the Board of Trustees that the duties and responsibilities of officers shall be as hereinafter stated:

1. President – The duties of the President shall be as follows:
 - a. Preside at all meetings of the Board of Trustees.
 - b. Enforce rules.
 - c. Appoint, subject to approval of the Board, all committees that the Board may deem necessary from time to time to constitute.
 - d. Call special meetings as required.
 - e. Be the primary contact person for the President of the College between meetings and to keep other Trustees informed between meetings on an as needed basis.
 - f. Perform such other duties as may be prescribed by law or by action of the Board of Trustees.

2. Vice President – The duties of the Vice President shall be as follows:
 - a. Perform the duties of the President, in absence or other disability of the President or in case of resignation.
 - b. Perform other duties as assigned by the President of the Board of Trustees.

3. Secretary – The duties of the Secretary shall be as follows:
 - a. Be the official Custodian of Records of the District and perform all duties required by the Board of Trustees and all duties hereinbefore or hereinafter provided in these Rules.
 - b. Record or cause to be recorded in a document provided for that purpose the proceedings of the Board and to index the same.
 - c. Attest all public acts of the District, affix thereto, when necessary, the seal of the Community College District.
 - d. In due time, prepare and serve or cause to be prepared and served on the members notices of all regular and special meetings of the Board.
 - e. Be the Custodian of the official seal of the District and of the official bond of the Treasurer, which shall be recorded in the records of the District.

POLICY #
TITLE

I-006 (Page 2 of 2)
Board of Trustees – Officer Duties

4. Treasurer – The duties of the Treasurer shall be as follows:
 - a. Keep or cause to be kept complete records of the financial transactions of the District.
 - b. Sign all checks/warrants.
 - c. Be authorized to execute all non-employment contracts/agreements/documents approved by the Board of Trustees.
 - d. Report the financial status of the Community College District in such manner, time, and form as may be prescribed by the Board of Trustees.
 - e. Obtain and present to the Board a bond with surety or sureties to be approved by the Board in such amount as the Board may determine conditioned upon the faithful discharge of the Treasurer’s duties in said office. The premium of said bond shall be an expense of the District.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY #	<i>I-007 (Page 1 of 3)</i>
TITLE	<i>Board of Trustees – Meetings</i>
TYPE	Board of Trustees
RATIONALE	Missouri Revised Statutes compliance
APPROVED	April 16, 1998; April 14, 2016; March 8, 2018; February 9, 2023
REVIEWED	February 9, 2023
REVIEW CYCLE	Every five years

POLICY

Regular Meetings

It shall be the policy of the Board of Trustees that monthly meetings of the Board of Trustees shall be held on the second Thursday in each month. The Board reserves the right to reduce the number of annual meetings and to adjust the Board of Trustees meeting schedule when it is in the best interest of the College and results in improved efficiency and effectiveness. The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting provided that every Board of Trustees member is notified of the change. In case the date of any regular meeting is changed or the number of annual meetings is reduced, the Secretary shall take appropriate steps to inform the public of the change in advance of the meeting.

Procedures for public notification of regular meetings, special meetings, or meetings for which the date has been changed are outlined in Board Procedure I-007.

Special Meetings

It shall be the policy of the Board of Trustees that special meetings may be called at any time by the President and shall be called by the Secretary upon request of three or more members of the Board of Trustees. In all cases of special meetings, no less than 48 hours written notice stating the time and place of the meeting and the business to be considered shall be given to each member. At such special meeting, no business shall be transacted other than that stated in the call. However, if all the members of the Board shall, in writing, waive the notice herein required, such special meeting may be held at any time and for any purpose.

Quorum

It shall be the policy of the Board of Trustees that at all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefor.

POLICY # *I-007 (Page 2 of 3)*
TITLE *Board of Trustees – Meetings*

Absences from Meetings

In accordance with [RSMo 162.303](#), it shall be the Policy of the Board of Trustees that any member of the Board failing to attend the meetings of the Board for three consecutive regular meetings, unless excused by the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the Secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board.

Voting – Open Meetings

It shall be the policy of the Board of Trustees that all votes shall be recorded. A Board member may participate in open meetings by telephone or other voice means, so long as no “roll call” votes are taken. In such instances, the Board member’s voice should be amplified through a speaker phone or similar device so that the public can hear it.

In extenuating circumstances, the Board can conduct open meetings electronically, so long as proper notice is given and access to the public is provided. Under these circumstances, no “roll call” votes can be taken.

Voting – Closed Meetings

Any votes cast during a closed meeting shall be taken by roll call. If a “roll call” vote is taken, each “yea” and “nay” vote, or abstinence if not voting, shall be attributed to the individual member of the Board. Pursuant to Mo. Rev. Stat. § 610.015, except in emergencies, all votes taken by “roll call” vote shall be cast by members who are physically present and in attendance at the meeting or who are participating (and visible) via videoconferencing.

In an emergency, a “roll call” vote may be taken via telephone or other voice means so long as a majority of the Board is physically present and in attendance. In such cases, the nature of the emergency justifying the departure from normal requirements shall be stated in the minutes and if it is known at the time the notice of the meeting is posted, it should also be set out in the notice.

Meetings to be Public

It shall be the policy of the Board of Trustees that all regular and special meetings of the Board shall be open to the public except as otherwise provided in [RSMo 610.021](#).

Communication Sessions for the Public

It shall be the policy of the Board of Trustees that at the beginning of each regularly scheduled monthly meeting, or as otherwise deemed desirable by the Board of Trustees, public communication sessions shall be held to give opportunity for the public to address the Board.

POLICY # *I-007 (Page 3 of 3)*
TITLE *Board of Trustees – Meetings*

Such sessions shall be advertised and citizens encouraged to express opinions, concerns, and ideas about the College to the Trustees. Communications sessions, when designated, shall precede the general order of business at regular monthly meetings of the Board of Trustees.

Addressing the Board

Members of the public desiring to address the Board are subject to the rules and protocols described in Board Procedure.

Agenda

The President of the College, and when possible, the President of the Board of Trustees, shall cooperatively develop the agenda for each meeting. If a member of the Board of Trustees desires to have an item placed on the agenda of a meeting, the Trustee shall notify the President of the Board of Trustees. The request shall be granted provided a second Trustee joins in the request.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-008 (Page 1 of 2)*
TITLE *Meetings – Rules of Order*

TYPE Board of Trustees
RATIONALE To achieve consistency in meeting agendas and process for conducting the affairs of the Board.

APPROVED **August 17, 2000; December 2, 2021; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

Order of Business

It shall be the policy of the Board of Trustees that the order of business for regular monthly Board meetings, unless modified by the Board, shall be as follows:

1. General Functions
 - a. Call to Order
 - b. Roll Call
 - c. Executive Session
 - d. Approval of Agenda
 - e. Public Communication
 - f. Foundation Report
 - g. President’s Report
 - h. Warrants
 - i. Approval of Consent Agenda
 - 1) Minutes
 - 2) Financial Statements
 - 3) Bids
 - 4) Contractual Purchases
 - 5) Renewal of Leases
 - 6) Actions Required by Statutes
 - 7) Part-time and/or Full-time Contractual Personnel Recommendations
 - 8) Curriculum Proposals
 - j. Old Business
 - k. New Business
 - l. Administrative Reports
 - m. Adjournment

Consent Agenda

Unless a Board member requests a consent agenda item be removed for discussion, the consent agenda items will be approved upon a motion and a second of the Board and unanimously

POLICY # *I-008 (Page 2 of 2)*
TITLE *Meetings – Rules of Order*

adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any consent items removed upon request of a Board member will be taken up in its regular place on the agenda.

Parliamentary Procedures

In all matters not covered by the Rules of the Board, parliamentary procedures shall be governed by the manual known as *Robert's Rules of Order Newly Revised*.

Prior Notice in Certain Cases

No employment by the District of any contractual personnel and no matter of educational policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board until the proposed action has been circulated in writing by the President of the College to all members of the Board. This rule may be waived by the unanimous consent of the Board at the meeting when any such proposed action is contemplated, provided that the procedure in [RSMo 610.020.3](#), relative to emergency matters is followed.

Recognition

Persons other than a member of the Board of Trustees, the President of the College, or other administrative personnel of the District designated by the President may be recognized to speak at any meeting of the Board of Trustees upon the consent of a majority of the Board.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-009 (Page 1 of 2)*
TITLE *Board of Trustees – Responsibilities*

TYPE Board of Trustees
RATIONALE Designation of the responsibilities of the Board

APPROVED **July 16, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees to designate the responsibilities of the Board, which shall include but not be limited to the following:

1. Select and appoint the President of the College.
2. Determine the broad general policies which will govern the District.
3. Consider and take appropriate action in all matters of policy relating to the welfare of the College on recommendation of the President of the College.
4. Consider and take appropriate action in administrative recommendations concerning appointment, compensation, retention, or dismissal of contractual employees.
5. Approve the annual budget prior to the beginning of the next fiscal year.
6. Approve all expenditures.
7. Provide ways and means for adequate financial support.
8. Function as the legislative and policy-making body of the District, leaving the executive function to the College President.
9. Serve as a court of final appeal for employees and citizens of the District on matters of policy and policy interpretation.
10. Ensure that policies adopted by the Board are consistent with the provisions of law.
11. Direct the Vice President of Finance and Administration to affect the publication of the annual financial statement in a subscription newspaper of general circulation within the District no later than August 1.

POLICY #
TITLE

I-009 (Page 2 of 2)
Board of Trustees – Responsibilities

12. Annually evaluate the performance of the President of the College using an evaluation instrument approved by the Board.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees, in consultation with the President of the College and the Secretary of the Board of Trustees, as appropriate.

POLICY # *I-010 (Page 1 of 1)*
TITLE *Trustee Authority*

TYPE Board of Trustees
RATIONALE Clarification of Trustee authority

APPROVED **July 14, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that Board members shall have authority only when acting as a Board of Trustees member legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees.

Normally, the President of the Board of Trustees shall be the spokesperson for the Board. Public statements by the President shall be consistent with the positions/views of the Board of Trustees.

Neither Jefferson College nor the Board of Trustees, as a publicly elected body, endorses or opposes any candidate for public office, political persons, parties, or groups.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-011 (Page 1 of 1)*
TITLE *Amendment of the Rules*

TYPE Board of Trustees
RATIONALE Establish policy for amending the rules in special circumstances

APPROVED **July 14, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that these rules for the government of the Board of Trustees of The Community College District of Jefferson County, Missouri, may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing. A majority vote of the whole Board shall be required for the adoption of any amendment, alteration, repeal, or addition to these rules.

It shall be the policy of the Board of Trustees that any policy or procedure not required by law may be suspended for a specified time and for a specified purpose by a unanimous vote of the members of the Board present, but such suspension shall only be in effect during the meeting at which such suspension was voted.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-012 (Page 1 of 2)*
TITLE *Release of Information*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **December 15, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that approved minutes of the Board of Trustees and other official records of the College District such as budgets, audits, records of revenues and expenditures, bids and supply contracts, and election information will be made available for inspection by citizens of the District and other interested parties as required in [RSMo 109.180](#), subject to the following limitations:

1. The request must be made during regular office hours to the appropriate College official who maintains the records being sought.
2. The records may be viewed in the office areas where they are kept, under the supervision of the person(s) designated as Custodian of Records ([RSMo 610.023](#)). See the following Appointment of Custodians of Records.

APPOINTMENT OF CUSTODIANS OF RECORDS

State Statute [610.023](#) requires appointment of a Custodian to be responsible for the maintenance of records. The identity and location of a public governmental body's Custodian is to be made available upon request.

Student records and employee personnel and payroll records are maintained separately from other records at the College. Accordingly, it is necessary to appoint three Custodians of Records: one for student records, one for employee personnel and payroll records, and one for all other College records.

BE IT RESOLVED by the Board of Trustees of The Community College District of Jefferson County, Missouri, that the Registrar be appointed Custodian of Records for all student records, the Senior Director of Human Resources be appointed the Custodian of Records for all employee personnel and payroll records, and the Executive Assistant to the College President be appointed Custodian of Records of all other records maintained by the College.

POLICY #
TITLE

I-012 (Page 2 of 2)
Release of Information

3. Photographs or photocopies of records may be made within the offices or work areas where the records are kept, under the supervision of the Custodian of Records who may adopt and enforce reasonable rules governing the work ([RSMo 109.190](#) and [RSMo 610.026](#)).
4. The Budget and Annual Audit shall be made available each year for use by members of the faculty and staff of the College, citizens of the District, or agencies and organizations that may desire such information. The Budget and Annual Audit may be made available in work areas of the records office, or access may be granted by the Secretary of the Board of Trustees for use elsewhere for a reasonable period of time.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees, the Custodians of Records, and/or the appropriate College official

POLICY # *I-013 (Page 1 of 1)*
TITLE *Trustee Expenses Reimbursement*

TYPE Board of Trustees
RATIONALE Authorization and approval for reimbursement of Trustee and administrator expenses

APPROVED **February 15, 2007; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that the President of the Board of Trustees shall review and approve by signature on the appropriate Business Office form all travel or request for other expenses incurred on behalf of the College for the President of the College and each member of the Board of Trustees; and the Vice President of the Board of Trustees shall review and approve by signature on the appropriate Business Office form all travel or request for reimbursement for other expenses incurred on behalf of the College, for the President of the Board of Trustees. Furthermore, all travel and travel-related reimbursement for any administrator (Dean's level or above) or member of the Board of Trustees shall be reported to the Board of Trustees on a monthly basis.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees, the Vice President of Finance and Administration, and the Secretary of the Board of Trustees

POLICY # *I-014 (Page 1 of 1)*
TITLE *Governmental Immunity/Liability Insurance*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **February 15, 2007; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

The Board of Trustees shall rely upon its immunity from tort liability to the fullest extent provided by Missouri Statutes in the defense of any claims which may be made against the College District.

It shall be the policy of the Board of Trustees to carry liability insurance sufficient to cover the maximum amount of any claims that may be legally assessed against the District under provisions of [RSMo 537.610](#) or other applicable provisions of federal and/or state laws.

Further, the Board of Trustees directs the Vice President of Finance and Administration to secure and maintain said liability insurance.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees, the Vice President of Finance and Administration, and the Secretary of the Board of Trustees

POLICY # *I-015 (Page 1 of 1)*
TITLE *Board of Trustees Development*

TYPE Board of Trustees
RATIONALE To ensure an effective Board by providing Trustee development opportunities

APPROVED **August 16, 2001; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that each newly elected Trustee shall complete an orientation program within 120 days after assuming office. The orientation program will be structured and presented to familiarize the newly elected Trustee(s) with the scope of Board responsibilities, programs and services of the College, and other matters pertinent to the continued success of the College.

It shall further be the policy of the Board of Trustees that all Trustees will continue to develop skills and knowledge essential to function as an effective Board throughout their term of service.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-016 (Page 1 of 2)*
TITLE *Closed Meetings, Records, and Votes*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **July 14, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

The Board of Trustees will conduct closed meetings, maintain records, and hold votes in accordance with the Missouri Sunshine Law, [RSMo 610.021-610.026](#).

Meeting Notice

Public notice of closed meetings shall be given in accordance with Board policy and law. The motion and the vote to authorize closed session must occur in open session. The motion must include the specific reason for closing the meeting with reference to a specific section of the statute, and the vote on the motion must be taken by roll call and entered into the minutes. The motion will pass if a majority votes in the affirmative.

Posted notice of a closed meeting will include the time, date and place of the closed meeting and the reasons for holding the meeting, with reference to the specific statutory exemption under which the meeting will be closed. Only business directly related to the specific statutory exemptions provided may be discussed or voted upon at a closed meeting.

Objection

In the event a motion is made to close a meeting, record or vote, and a member of the Board of Trustees believes that the motion would violate the Missouri Sunshine Law if passed, Board members may state their objection to the motion before or at the time the vote is taken. The Secretary will enter the objection in the minutes. Once the objection has been made, the objecting Board member shall be allowed to fully participate in the meeting, record or vote, even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote constitute an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Meeting Location

The Board of Trustees shall close only that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

POLICY #
TITLE

I-016 (Page 2 of 2)
Closed Meetings, Records, and Votes

Confidentiality

The Board members, employees and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. College employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Trustees who fail to keep closed records and meetings confidential in violation of this policy.

Closed Topics

Pursuant to the Missouri Sunshine Law, the Board of Trustees hereby closes all meetings, records, and votes pertaining to actions and items identified within [RSMo 610.021](#).

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees

POLICY # *I-017 (Page 1 of 2)*
TITLE *Minutes/Voting Records of Board Meetings*

TYPE Board of Trustees
RATIONALE Missouri Revised Statutes compliance

APPROVED **December 15, 2011; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

The Board of Trustees will maintain meeting records, including voting records, in accordance with the Missouri Sunshine Law, [RSMo 610.20-610.22](#).

Whereas, it is recognized that the Board of Trustees speaks through its minutes, the Board shall direct the Secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Secretary of the Board shall be responsible for their safe keeping. The minutes of meetings of the Board of Trustees will include, but are not limited to, the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting, and the Board members present and absent.
2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting “yea” and “nay,” unless each member’s vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the President of the Board (or the Vice President in the President’s absence) and attested by the Secretary of the Board following their approval by the Board.

Pursuant to [RSMo 610.22](#), “[N]o meeting or vote may be closed without an affirmative public vote of the majority of a quorum of the public governmental body. The vote of each member of the public governmental body on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific section of this chapter shall be announced publicly at an open meeting of the governmental body and entered into the minutes.”

POLICY #
TITLE

I-017 (Page 2 of 2)
Minutes/Voting Records of Board Meetings

Minutes and portions thereof shall be kept in a separate minute book used solely for the purpose of executive sessions. Closed session minutes shall be confidential material, and shall not be available to the public except as provided by law.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the Secretary of the Board of Trustees

POLICY # *I-018 (Page 1 of 2)*
TITLE *Policy Development*

TYPE Board of Trustees
RATIONALE Establish rules that the College will use to exercise its leadership in the operation of the College

APPROVED **May 17, 2012; February 9, 2023**
REVIEWED February 9, 2023

REVIEW CYCLE Every five years

POLICY

In General

The Board of Trustees shall determine the policies to serve as a basis for the administration of the College. The formulation, development, adoption and revision of written policies shall constitute the basic method by which the Board of Trustees shall exercise its leadership in the operation of the College.

All other handbooks and manuals for distribution to faculty and staff members, students, advisory committees, etc., must be in accordance with this policy manual.

It shall be the duty of all employees to become familiar with the policies so that they may clearly recognize their duties and relationships within the College policies.

Board Policy Adoption

New Board policies or amendments to policies shall not be voted upon until the next regularly scheduled meeting after they have been formally presented to the Board in writing. Board Policies may be adopted and/or amended only upon a majority vote of the entire Board of Trustees.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Board Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

Policy Review

The College President shall be responsible for the administration of the policies adopted by the Board of Trustees. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a

POLICY #
TITLE

I-018 (Page 2 of 2)
Policy Development

continuing basis, according to the timeline established for each policy. The College President is responsible for calling the Board's attention to all policies that are out of date or that appear to need revision.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the Board of Trustees and the President of the College

POLICY #	<i>I-019 (Page 1 of 2)</i>
TITLE	<i>The Office of the College President</i>
TYPE	Board of Trustees
RATIONALE	Specification of selection, position description, written evaluation, and termination for cause for the College President
APPROVED	April 16, 1998; February 9, 2023
REVIEWED	February 9, 2023
REVIEW CYCLE	Every three years

POLICY

It shall be the responsibility of the Board of Trustees to develop and implement a selection process, a position description that includes duties and responsibilities, and a written evaluation process for the Office of the President of the College.

The President of the College shall be the chief executive and administrative officer for the Board of Trustees. The President shall execute directly or by delegation all executive and administrative duties in connection with the operation of the College.

Length of Term and Compensation

1. The term of office of the President shall be from one to three years as determined by the Board of Trustees.
2. The compensation of the President shall be set by the Board of Trustees at the time appointed and the terms thereof will be set forth in the contract for services. By mutual consent, the compensation of the President may be adjusted before the start of any fiscal year.

Duties and Responsibilities

The President of the College shall:

1. Be the chief executive officer of the Board of Trustees and responsible for the organization and administration of the College.
2. Make policy recommendations to the Board of Trustees on all matters that affect the College and be responsible for execution of policies as approved.
3. Recommend all additions or changes in personnel and in personnel policies.
4. Submit an annual budget and administer the budget as approved by the Board.
5. Have authority to exercise broad discretionary power along lines established by the Board.

POLICY #
TITLE

I-019 (Page 2 of 2)
The Office of the College President

6. Be responsible for the preparation of all reports required by the Board and by local, state, or national agencies.
7. Recommend site utilization to the Board.
8. Direct the development of the College campus building programs.
9. Appoint College-wide faculty and staff committees.
10. Recommend the establishment of advisory committees.
11. Lend influence in the development of higher education in local, state, and national committees and organizations.
12. Be active in all levels of education through participation in local, state, and national educational activities.
13. Represent the College in matters before the State Legislature; the Federal Congress; and departments and agencies of local, state, and federal government.
14. Perform other duties as assigned by the Board of Trustees.

Evaluation

The Board of Trustees shall annually evaluate the performance of the President of the College and shall provide a written report of the evaluation to the President for guidance. The evaluation shall be completed each year prior to consideration of the President's contract.

Termination for Cause

The College cannot terminate the employment of the President during the term of their contract except for "good cause" as determined by the Board of Trustees and in accordance with due process. "Good cause" shall include those actions listed in Policy #IV-005. Due process shall consist of the processes outlined in Procedure I-019.

CONTENT OWNERSHIP: The President of the Board of Trustees, through the Secretary of the Board of Trustees and the Senior Director of Human Resources

SECTION II

ALL PERSONNEL GENERAL POLICIES AND COMPLIANCE

POLICY # *II-001 (Page 1 of 1)*
TITLE *Non-Discrimination*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with appropriate federal and state laws

APPROVED **October 16, 2014; March 14, 2024; July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE Every five years

POLICY

Jefferson College has adopted the following Non-Discrimination Policy:

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College students, employees, or applicants who believe that they have been discriminated against in employment, student programs, or student activities. The aforementioned procedure is detailed in The Community College of Jefferson County, Missouri Board of Trustees Procedures, Procedure II-001.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-001.01 (Page 1 of 2)*
TITLE *Standards for Lawful Employment*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with appropriate federal and state laws

APPROVED **October 16, 2014; March 14, 2024; July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE Every five years

POLICY

Standards for Lawful Employment:

It shall be the policy of Jefferson College to provide equal opportunity to all employees and applicants without regard to age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in accordance with federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, working conditions, promotions, termination, layoff, transfers, leave of absence, compensation, and training.

The College's equal opportunity policy also extends to prohibitions against harassment of employees because of an individual's age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status. It strives to produce an academic and work environment that is free from sexual harassment. In keeping with this commitment, the College prohibits sexual harassment of any member of the College community. All complaints regarding the violation of this policy will be promptly investigated and appropriate action will be taken.

Appropriate notice of this policy shall appear in all College catalogs, program brochures, applications for admission or employment, and the Faculty and Staff Handbook.

Further, appropriate procedures shall be developed with appropriate safeguards for due process to resolve complaints of discrimination.

The Board of Trustees is committed to the recruitment of personnel whose members believe strongly in the philosophy and objectives of Jefferson College and who will give complete support to the total educational program. The appropriate Cabinet member shall recommend to the Board of Trustees for approval certified professional staff and faculty members who:

POLICY #
TITLE

II-001.01 (Page 2 of 2)
Standards for Lawful Employment

1. Will contribute in every way possible to support the Mission of the College,
2. Are regarded as possessing personal and professional qualities which will bring credit to themselves and to Jefferson College, and
3. Are fully qualified to perform the essential functions of the job.

The policies of the Board of Trustees of The Community College District of Jefferson County, Missouri, as well as College administrative procedures, shall be deemed incorporated in each contract of employment executed on behalf of the District and as a part of the terms and conditions of employment of those employees who do not have written contracts of employment. Violation of the policies and procedures may be cause for disciplinary action including, but not limited to, termination of employment and of contracts of employment.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-001.02 (Page 1 of 4)*
TITLE *Complaints Alleging Discrimination or Harassment*

TYPE All Personnel - General Policies and Compliance
RATIONALE

APPROVED **October 16, 2014; September 10, 2020; March 14, 2024; July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE Every five years

POLICY

Discrimination Prohibited

Jefferson College is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status, or any other characteristic protected by law is strictly prohibited. The College also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Investigation and Resolution of Complaints

Definitions:

- Complaint – a verbal or written report of discrimination or harassment made to the compliance officer.
- Discrimination – conferring, refusing or denying benefits, or providing differential treatment to a person or class of persons on the basis of age, ancestry, color, creed,

POLICY #
TITLE

II-001.02 (Page 2 of 4)
Complaints Alleging Discrimination or Harassment

disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status, or any other characteristic protected by law.

- Harassment – a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following act if based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, gender identity or expression, sexual orientation, or covered veteran status, or any other characteristic protected by law; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; thefts; or damage to property.

Compliance Officers

The Board of Trustees designates the following individuals to act as the College’s compliance officers:

For Employees:
Senior Director of Human Resources
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Phone: 636-481-3157

For Students:
Vice President of Student Services
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Phone: 636-481-3200

The Compliance Officer will:

1. Coordinate compliance with College discrimination and harassment policies and procedures and the law.
2. Receive all complaints regarding discrimination and harassment at the College.
3. Serve as the College’s contact person for compliance with discrimination laws.
4. Investigate or assign persons to investigate complaints, monitor the status of complaints, and recommend consequences.
5. Seek legal advice when necessary to enforce College discrimination and harassment policies and procedures.

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Complaints Alleging Discrimination or Harassment

6. Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with College discrimination and harassment policies and procedures.
7. Make recommendations regarding the implementation of College discrimination and harassment policies and procedures.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of College discrimination and harassment policies and procedures, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the College President.

Complaints - Employees

For employees, applicants, or other individuals who have concerns of disability discrimination that fall within the provisions of the Americans with Disabilities Act (ADA), complaints should be filed and processed pursuant to Procedure #II-002.04.

For employees, applicants, or other individuals who have concerns that fall within the provisions of Title IX, complaints should be filed with the College's Interim Title IX Coordinator, Office – Student Center 209, (636) 481-3271 in accordance with the provisions of Policy and Procedure #II-002.05.

Employees, applicants, or other individuals who have concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Senior Director of Human Resources, Office – Administration 133-E, (636) 481-3157.

All complaints will be promptly investigated.

Complaints - Students

Student complaints of disability discrimination should be filed and processed pursuant to Procedure #VII-009. The Americans with Disabilities Act (ADA) Coordinator for students is the Accessibility Resource Office Coordinator, Office – Arts & Science II, Room 303, (636) 481-3169.

Student complaints that fall within the provisions of Title IX should be filed with the College's Interim Title IX Coordinator, Office – Student Center 209, (636) 481-3271.

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Complaints Alleging Discrimination or Harassment

Student complaints regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Vice President of Student Services, Office – Student Center 205, (636) 481-3200.

All complaints will be promptly investigated.

Confidentiality and Records

To the extent permitted by law, the College will keep confidential the identity of the person filing a complaint and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed if necessary to further the investigation, or resolution of a complaint, or if necessary to carry out disciplinary measures. The College will disclose information to the College's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing discrimination or harassment policies and procedures, the College will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-001.03 (Page 1 of 1)*
TITLE *ADA Employee Grievance*

TYPE All Personnel - General Policies and Compliance
RATIONALE Federal Compliance

APPROVED **March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

In keeping with Jefferson College’s Equal Employment Opportunity policy, the College provides for prompt and equitable resolution of complaints by an employee alleging any discriminatory action prohibited by the Americans with Disabilities Act, as amended by the ADA Amendments Act (“ADA”), the Rehabilitation Act of 1973, or state law.

These rules are intended to protect the substantive rights of interested persons to meet appropriate due process standards and to ensure that Jefferson College complies with the Americans with Disabilities Act and the Rehabilitation Act of 1973.

The ADA Compliance Coordinator will maintain the files and records of Jefferson College relating to the complaints filed related to employment.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources.

POLICY # *II-001.04 (Page 1 of 34)*
TITLE *Title IX Sexual Harassment Grievance Process*

TYPE All Personnel - General Policies and Compliance

RATIONALE

APPROVED **September 10, 2020; March 14, 2024; July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE Every five years

POLICY

I. Overview of Policy and Procedure and the Values of Jefferson College

Jefferson College is committed to fostering an inclusive environment where all individuals are respected and empowered to achieve their goals. In pursuit of the Mission, Vision, and Values of the College, as well as to comply with all applicable local, state, and federal laws, this Policy prohibits any form of discrimination on the basis of sex, inclusive of sexual harassment. Jefferson College is committed to providing a learning, working, and living environment where all persons are able to thrive personally, academically, and professionally.

The purpose of this policy is to clearly articulate to the Jefferson College community the expectations for behavioral standards, explain commonly used terms and concepts, provide examples and descriptions of prohibited conduct, and provide detailed information regarding every part of the process used when someone makes a report or files a formal complaint under this policy. The policy within applies to all community members, including students, faculty, staff, contractors, and visitors. Any person who has been affected by any form of sexual harassment, sexual assault, stalking, dating violence, or domestic violence, is strongly encouraged to make a report or speak to the Title IX Coordinator to learn more about options and resources available to them.

II. Scope of Policy and Procedure

Jefferson College does not discriminate on the basis of sex in its educational, extracurricular, athletic, other programs, or in the context of employment. Sex Discrimination and Sexual Harassment are prohibited by Title IX of the Education Amendments of 1972, stating that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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Title IX Sexual Harassment Grievance Process

The Office for Civil Rights (OCR) within the United States Department of Education (DOE) has promulgated regulations implementing Title IX. Sex Discrimination and Sexual Harassment are also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Jefferson College's Sexual Harassment Policy prohibits all forms of sexual harassment including sexual assault, stalking, dating violence, and domestic violence against any Jefferson College community members of any sex, gender, gender identity, gender expression, or sexual orientation. Further, Jefferson College recognizes the many intersecting identities that make up each individual's lived experiences, and that harassment related to factors outside of gender, gender identity/expression, or sexual orientation can occur that are related to an individual's race, color, national origin, religion, age, disability, or other statuses. Harassment and discrimination that occurs against a person based on these characteristics violates College policy and community principles, specifically the College's Non-Discrimination policy. Matters that involve allegations of gender-based discrimination and allegations of identity-based discrimination described above will be handled by the College in accordance with the Non-Discrimination Policy.

Jefferson College will respond promptly, equitably, and thoroughly to all reports of sexual harassment in order to eliminate the harassment, prevent its recurrence, and address the effects or impacts on any individual(s) involved. This policy provides Jefferson College community members with information to assist those who have been impacted by sexual harassment regardless of their status as a Complainant, Respondent, Witness, or other participant/third-party, and provides for equitable procedures for reporting, investigation, and resolution of reports.

All Jefferson College community members are responsible for their actions and conduct, and are required to follow College policies as well as local, state, and federal laws. The Jefferson College Sexual Harassment Policy applies to conduct occurring on Jefferson College owned or controlled properties, at College-sanctioned events, educational programs or activities that take place off campus, including, but not limited to, study away (that occurs within the United States), internship programs, community-engaged learning, and athletics events. For the purposes of this Policy, the conduct must fall within the parameters set forth in Section IV of this Policy that defines sexual harassment, occur on College-owned or College-controlled property or within the College's educational program or activity off campus, and be committed against a person in the United States who is participating in or attempting to participate in the College's educational programs or activities. Conduct that occurs outside of these parameters may be addressed by other applicable College Policies and Procedures, including but not limited to, the Board of Trustees Policies and Procedures, Administrative Policies and Procedures, the Faculty/Staff Handbook, the Adjunct Handbook, Employee Handbooks,

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Academic program-specific Handbooks, the Student-Athlete Handbook, or Student Conduct policies and procedures. Upon receipt of a report that falls outside the scope of this Policy and Grievance Process, the Title IX Coordinator or their designee may refer the report to the appropriate College official or department to address the report.

III. **Explanations of Key Terms and Phrases used throughout Policy and Procedures**

- **Complainant**: This term is used to describe the individual who is alleged to be the victim of conduct that could constitute sexual harassment. To initiate a formal complaint under this policy, a Complainant must be someone who is participating in or attempting to participate in the College's educational programs or activities in the United States.
- **Respondent**: This term is used to describe the person who is accused of violating policies of the College, including the Sexual Harassment Policy.
- **Title IX Coordinator**: An employee of the College or an individual contracted with the College who has been designated to oversee the processes contained in this policy and to coordinate the College's compliance with Title IX. Deputy Title IX Coordinators are employees of the College who may also receive reports of sexual harassment and will work with the Title IX Coordinator to implement reporting procedures, supportive measures, and the implementation of the grievance process as needed. Any person may report allegations of sex discrimination or sexual harassment to the Title IX Coordinator or a Deputy Title IX Coordinator.
- **Prohibited Conduct**: Conduct that violates the policy and procedures of the College, specifically in this policy referring to any form of sexual harassment as described in Section IV.
- **Making a Report**: Any person can make a report of alleged sex discrimination or sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinators. This includes the Complainant themselves, third parties, witnesses, or parents (as the law permits). Making a report is not the same thing as filing a formal complaint.
- **Filing a Formal Complaint**: A formal complaint is a statement (written or via electronic message) from the Complainant notifying the Title IX Coordinator that they desire that the school will investigate specific allegations of sexual harassment. The only persons who are able to file a formal complaint are the Complainant themselves (who must be an active participant in the College's programs or activities or attempting to be an active participant in the College's programs or activities, including employment) or the Title IX Coordinator under specific circumstances which are described in this Policy.
- **Supportive Measures**: Supportive Measures are non-disciplinary, non-punitive measures put in place to assist any party impacted by sexual harassment in order

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to restore or preserve their equal access to their educational program, educational activity, or employment. Supportive measures are provided free of cost and may include such things as counseling services, safety escorts, reciprocal No Contact Orders, schedule changes, or living environment changes (where applicable). A full range of Supportive Measures and resources available at the College and in the community are described within this Policy. Supportive measures can be used by any person involved in a report of sexual harassment regardless of whether a formal complaint is filed.

- Investigation: After a formal complaint is filed, the College will investigate the allegations promptly, thoroughly, and equitably. An investigation gathers all available information about the allegations through meetings and interviews with the Complainant, Respondent, witnesses, and other parties. More information about the investigation is contained in Sections VII and VIII of this Policy.
- Grievance Process: The procedure used to initiate a formal complaint, investigate the complaint, and resolve the complaint using a live hearing process or informal resolution process. The appeals process is considered the last step of the Grievance Process. The outcome becomes final when the Grievance Process has been fully concluded.
- Advisor: Any Complainant or Respondent may have one Advisor of their choosing present with them at any meeting or hearing as part of these procedures. Advisors may be a member of the College community, an attorney (hired at the Complainant or Respondent's expense), or any other person that the Complainant or Respondent chooses to support them through these processes. Advisors are expected to conduct cross-examination at the live hearing. Any Complainant or Respondent who does not have an Advisor at the time of the hearing will be assigned an Advisor by the College.
- Standard of Evidence/Information: In resolving matters of sexual harassment, the standard used to determine responsibility is the preponderance of the evidence standard, meaning "is it more likely than not" that the conduct occurred or that College policies were violated. No person shall be found Responsible or Not Responsible based solely on the role that they have in the process, and Respondents are presumed to be Not Responsible until such time that there is a finding of Responsibility through the Grievance Process described herein.
- Remedies: Remedies are measures designed to restore or preserve a Complainant's access to education or employment activities under this Policy when a Respondent has been found Responsible through a Grievance Process.
- Retaliation: Retaliation is acting against a person as a result of their participation in any of the activities described in this policy including, but not limited to, making a report, filing a formal complaint, participating (or not participating) in an investigation, hearing, or appeals process. Retaliation is prohibited at Jefferson College and is described more fully in Section IX.

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IV. Prohibited Conduct and Key Provisions Related to Consent

Prohibited Conduct - Prohibited Conduct under this Policy encompasses sexual harassment as defined below. These acts can occur between individuals who are known to one another, or have an intimate or sexual relationship, or may involve individuals who are not known to one another. These acts can be committed by person(s) of any sex, gender, or other identity, and it can occur between people of the same or different sex or gender identities.

Jefferson College prohibits the following types of conduct under this Policy:

Sexual Harassment: Sexual harassment is any conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in the Clery Act amended by the Violence Against Women Act (VAWA).
 - a. *Sexual Assault*: Sexual assault is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes, but is not limited to, the following acts when they occur without consent of the victim:
 - i. Any penetration, however slight, of the genitals or anus of one person with the genitals of another person.
 - ii. Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,
 - iii. Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
 - iv. Touching of another person's genitals or breasts under or over the clothing,
 - v. Touching of one person with the genitals of another person under or over the clothing.

Sexual assault is also an offense that meets the definition of fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

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- i. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is unable of giving consent because of their age or because of their temporary or permanent mental capacity.
 - ii. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - iii. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
- b. *Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim (Complainant). The existence of such a relationship shall be based on consideration of the following factors that include the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.
- c. *Domestic Violence*: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim (Complainant); by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- d. *Stalking*: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. The State of Missouri's Revised Statutes provide information on state laws pertaining to the offenses listed in the above

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section. More information on the State of Missouri Statutes as it pertains to sexual offenses (including sexual assault, rape, and statutory rape) can be found in RSMO.566. More information on the State of Missouri Statutes as it pertains to Incest can be found in RSMO.568; information on Domestic Violence can be found in RSMO.565; and Stalking can be found in RSMO.565. All Revised Statutes for the State of Missouri can be accessed online at <http://revisor.mo.gov/main/Home.aspx>.

Consent, Force, Coercion, and Incapacitation - As noted in the above definitions of Prohibited Conduct, occurrences of sexual harassment involve acts that occur without consent. This section will further define and clarify consent, force, coercion, and incapacitation as it relates to Prohibited Conduct under this policy.

Effective Consent - Consent is an active, conscious, voluntary, and freely-given decision by each participant to engage in mutually agreed-upon sexual activity. Consent must exist from the start to the finish of each form of sexual contact. Consent consists of mutually understandable words and/or actions that indicate a willingness to engage freely in sexual activity. Consent can never be effectively gained by force, threats, coercion, or by taking advantage of the incapacitated state of another individual. A lack of physical resistance or a lack of verbal refusal does not indicate that the person is providing consent. Consent may not be assumed or inferred based upon silence, passivity, lack of resistance, or lack of active response.

Any party may withdraw their consent for the sexual activity at any time during the sexual activity. Withdrawal of consent may be demonstrated in a variety of ways through words or actions that indicate a desire to end the sexual activity. Once consent is withdrawn, sexual activity must cease immediately. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout the states of sexual activity. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Consent to sexual activity with one person does not constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Additionally, individuals with a previous or current intimate relationship to each other do not automatically give initial or continual consent to sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

There are times when a person may give consent, but the consent may not be considered effective. An individual who is under force, threat of force, coerced, or incapacitated is considered unable to provide effective consent. These situations are outlined in the next sections.

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Force and Coercion - Force is the use or threat of physical violence, intimidation, or coercion in order to overcome another individual's freedom to choose whether or not to participate in sexual activity. For the use of force to be demonstrated, there is no requirement that an individual resist the sexual advance or request, however, resistance will be viewed as a clear demonstration of non-consent.

Coercion is the use of unreasonable pressure that compels another individual to initiate or continue sexual activity against their will. Coercion can include a range of behaviors, including physical/emotional force, intimidation, manipulation, implied threats, misuse of authority, or blackmail which places a person in fear of immediate harm or physical injury that causes them to engage in undesired sexual activity. Continuing to pressure an individual who has made it clear that they do not want to engage in sexual activity or go beyond a certain point of sexual interaction may be considered coercive. When evaluating coercive behavior, factors such as the frequency, duration, location (in regard to potential isolation of the recipient of the unwanted sexual contact), and intensity of coercive behaviors will be considered.

Incapacitation - Incapacitation is a state where an individual is unable to make an informed decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (an ability to understand the who, what, when, where, why, or how of the sexual interaction). An individual who is incapacitated is unable to provide effective consent. An individual who knows or who should have reasonably known under the circumstances that the individual(s) they are attempting to or have engaged in sexual activity with violates this policy if the behavior falls within the elements found in the Prohibited Conduct section of this policy. Behavior that may occur outside of the elements of Prohibited Conduct may be addressed by other College policies and procedures.

Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically unable to make informed, reasonable judgments. An individual is incapacitated, and therefore unable to provide effective consent, if they are asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, however, warning signs that a person may be approaching incapacitation include slurred speech, vomiting, diminished coordination, erratic behavior, combativeness, loss of consciousness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs

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affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, and/or capacity to appreciate the nature of the act(s).

Evaluating incapacitation also requires an assessment of whether a person should have been aware of the other individual's (or individuals') incapacitation based on objectively and reasonable apparent indications of impairment when viewed from the perspective of a reasonable sober person. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the safest course of action is to forgo or cease any sexual contact or activity. Use of alcohol or drugs is never an excuse for a person to commit sexual harassment (inclusive of all forms of sexual assault, dating violence, domestic violence, and stalking under this policy) and does not diminish a person's responsibility to obtain informed, freely-given, and effective consent.

V. **Reporting Prohibited Conduct**

Jefferson College strongly encourages the prompt reporting of any incident of sexual or gender-based discrimination or harassment to the College. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual assault or harassment is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education's Office for Civil Rights, the Equal Employment Opportunity Commission and/or the Missouri Human Rights Commission.

Upon receipt of information alleging a violation of this Policy, the Jefferson College Title IX Coordinator (or Deputy Title IX Coordinator) will review and assess whether the reported conduct would fall within the scope of this Policy. If the reported conduct does not meet the definition of sexual harassment as set forth in this Policy, or falls outside of the scope of this Policy, the Title IX Coordinator may refer the report to another Jefferson College Policy or Procedure, where appropriate. If the reported conduct does meet the definition of sexual harassment and falls within the scope of this policy, the Title IX Coordinator will respond promptly to the Complainant to present options for filing a formal complaint, to discuss the availability of and implementation of supportive measures designed to preserve educational and/or program access (including safety options and options for reporting to law enforcement), as well as to discuss the investigation and grievance process, and the informal resolution process and options. The Title IX Coordinator will take the victim/Complainant's wishes into account when presenting information and evaluating whether or not to file a formal complaint against the responding party (Respondent).

Jefferson College is committed to providing an educational, working, and living environment free of any form of sex discrimination and harassment. The College is unable to take actions to address sex discrimination and harassment if the actions are not reported to the appropriate parties. Therefore, all employees of the College, unless

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specifically designated as a Confidential Reporting Source for Title IX, are required to report matters that fall under this Policy to the Title IX Coordinator or to a Deputy Title IX Coordinator.

Jefferson College's Confidential Reporting Source is any licensed mental health therapist who provides counseling services for the student body. The Counseling Services Office is located on the second floor of the Student Center. Students can make an appointment with the licensed mental health therapist by calling 636-481-3215 and/or emailing counseling@jeffco.edu. All other Jefferson College employees are instructed to report matters of sex or gender-based discrimination, harassment, and/or assault to the Title IX Coordinator as soon as they become aware of an incident.

Any person who is aware of or who has experienced any form of sexual harassment may make a report at any time, within or outside College business hours, to the Title IX Coordinator. Reports may be made by the person who experienced the unwanted contact or may be made by any person including third parties, students, staff, faculty, parents, or community members. These reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's Maxient reporting portal (found in MyJeffco or at Jeffco.edu/titleix), or any other manner that delivers the information to the Title IX Coordinator at any time.

Jefferson College's Title IX Coordinator and Deputy Title IX Coordinators are listed below:

Interim Title IX Coordinator

Brittany Gates

Physical mailing address: 1000 Viking Drive, Student Center, Hillsboro, MO 63050

Office location: Student Center, 2nd floor, Room 209

Phone/Email: 636-481-3271 / bgates1@jeffco.edu TTY Users dial 711

Deputy Title IX Coordinators

Ms. Tasha Welsh

Senior Director of Human Resources

Office location: Administration Building

Phone/Email: 636-481-3157 / twelsh@jeffco.edu

Ms. Kristine Bogue

Director of Student Compliance

Office location: Student Center, 2nd floor, Room 209

Phone/Email: 636-481-3258 / kbogue1@jeffco.edu

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Privacy and Confidentiality in Reporting Prohibited Conduct - Jefferson College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individuals who have made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by:

- the FERPA (Family Educational Rights and Privacy Act) statute or FERPA regulations;
- requirements of law; or
- to carry out the purposes of the regulations of Title IX, including the investigation, hearing, or judicial proceeding arising as a result of allegations of sex discrimination or sexual harassment.
- In cases where a formal complaint has been filed, disclosures of identities are necessary in order to provide the proper notice as required under federal regulations. However, in all cases the disclosure of personally identifiable information will be conducted with the utmost attention to the privacy of the individuals involved.

The Intersection of Title IX and The Clery Act - In order to comply with the federal law known as the Clery Act, the College is required to collect and report specific statistical information related to incidents of sexual assault, domestic violence, dating violence, and stalking that take place on College-owned or College-controlled properties or at College-sponsored programs or events. This information is provided to the College's Clery Compliance Coordinator for assessment for inclusion in daily crime statistics, timely warning reports, and for potential inclusion in the College's Annual Safety and Security Report.

Jefferson College's Clery Compliance Coordinator is Kris Morales (clery@jeffco.edu). The information contained in Clery reports tracks the number of Clery-reportable offenses and does not include the names or identifying information about the person(s) involved in the report. The College may share non-identifying information about reports received in aggregate form.

Timely Warnings - If a report of sexual harassment discloses a serious, immediate, or continuing threat to the Jefferson College community, the College may issue a campus-wide timely warning notification (which may be in the form of a text message, email message, or other electronic communication to the campus community members) to protect the health or safety of the community and to heighten safety awareness. The timely warning will not include any identifying information about the Complainant. The College reserves the right to send campus-wide notifications on a report of sexual harassment in compliance with timely warning regulations.

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The Grievance Process at Jefferson College is conducted in compliance with the requirements of FERPA, Title IX, the Clery Act, the Violence Against Women Act, state law, federal law, and College policy. No information shall be released from these proceedings except as required or permitted by law and College policy.

Emergency Removals - Where a report of sexual harassment (inclusive of sexual assault, domestic violence, dating violence, or stalking as defined in this policy) poses a substantial and immediate threat of harm to the physical health or safety of an individual or members of the College community, the College may place a student, employee, or student organization on an Emergency Removal. If an Emergency Removal is imposed, the individual(s) or organization may be denied access to any or all campus properties, campus facilities, and/or all other College activities or privileges for which the individual(s) or organization might otherwise be eligible. Where possible and academically feasible, the College will assist the Respondent in making alternative arrangements to continue and/or complete coursework. Specific guidelines for the restrictions will be communicated to the Respondent in writing when they are notified of the Emergency Removal. When an Emergency Removal is imposed, the College will make reasonable efforts to complete the investigation and full grievance process within an expedited time frame, barring any other circumstances that may lengthen any part of the grievance process.

The following steps will be taken with regard to Emergency Removals for Respondents under this Policy:

1. Prior to an emergency removal taking place, the College will undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any student, employee, or other individual arising from the allegations of sexual harassment that justifies a removal.
2. The individualized safety and risk analysis may be performed by the Jefferson College Care Team, a licensed mental health counselor, or other third-party designated by the College with experience to conduct such assessments.
3. Should the Emergency Removal or Administrative Leave be implemented following an individualized safety and risk analysis, the Respondent(s) shall be provided with Notice of the Emergency Removal Order/Administrative Leave Order and an opportunity to challenge the decision following the removal.
4. The opportunity to present a challenge to the removal shall be completed as soon as possible considering the circumstances.

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5. For student Respondents, the challenge to an Emergency Leave Removal will be heard by the President or their designee.
6. For employee Respondents, the challenge to an Emergency Leave Removal will be heard by the Senior Director of Human Resources, the Vice President of Academic Affairs, or their designee.
7. The challenge or appeal of the Emergency Removal process shall be the same for students, staff, and faculty. A Respondent may respond to the Removal by presenting information, evidence, written information, and/or facts that support their challenge. The challenge will be heard face to face (meaning it may be done remotely provided the participants are able to see and/or hear each other in real time). The Respondent will have an opportunity to present their information and answer questions from the person who is hearing their challenge.
8. The person who is hearing the Respondent's challenge will then consider the information that has been provided to them in making their decision. The decision-maker has the discretion to speak to other parties who were involved in the Emergency Removal in making their decision. The decision-maker will provide a decision to the Respondent, in writing, as soon as possible within the existing circumstances. This decision is final.

VI. Supportive Measures

Supportive Measures are non-disciplinary, non-punitive measures put in place to assist any party impacted by sexual harassment in order to restore or preserve their equal access to their educational program, educational activity, or employment. Supportive measures are provided free of cost and may include such things as counseling services, safety escorts, reciprocal No Contact Orders, schedule changes, or living environment changes (where applicable). A full range of supportive measures and resources at the College and in the community are described within this Policy. Supportive measures can be used by any person involved in a report of sexual harassment regardless of whether or not a formal complaint is filed. Supportive Measures can remain in place regardless of the outcome of a Grievance Process and are available to students and employees throughout their time at the College. Students or employees who have questions about supportive measures that are available to them in the aftermath of sexual assault, domestic violence, dating violence, stalking, or any form of sexual harassment are strongly encouraged to contact the Title IX Coordinator to discuss their options.

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JEFFERSON COLLEGE SUPPORTIVE MEASURES
<u>Counseling Services for students:</u> Contact 636-481-3215 to schedule an appointment and/or email counseling@jeffco.edu .
<u>Central Methodist University Clinical Counseling Services for students (virtual appointments):</u> Email cccjeffco@centralmethodist.edu to schedule an appointment.
<u>Personal Assistance Services for full-time employees:</u> https://www.jeffco.edu/employee-resources/pas-employee-assistance-program
<u>Jefferson College Police Department:</u> Safety escorts may be provided as well as support for overall safety concerns. Contact 636-481-3500 or 911 in an emergency.
<u>Academic Success Center:</u> Located on the first floor of the Technology Center on the Hillsboro campus, staff in the ASC can assist students with tutoring, test preparation, and writing skills. ASC also has resources at the Arnold/Imperial locations, and via online services.
<u>Financial Aid:</u> Located on the first floor of the Student Center, Financial Aid staff can assist a student with questions or concerns related to their financial aid packages.
<u>Accessibility Resource Office:</u> Located in Arts & Sciences II, Room 303, staff in ARO can assist students who may wish to learn more about disability accommodations on campus.
<u>Residential Life accommodations (when applicable):</u> This may include a room or apartment change, space permitting.
<u>Reciprocal No Contact Orders:</u> Either party may request a No Contact Order at any point in the process or in the absence of a formal complaint. No Contact Orders are reciprocal, non-punitive administrative orders from the school designed to preserve all parties' access to educational and employment opportunities.
<u>Change of Class Schedule or other academic arrangements:</u> Either party may request or be assigned a class schedule change as available. Other academic accommodations may be implemented in conjunction with the Title IX Coordinator and Instructional staff/faculty.
<u>Change of Working environment:</u> In conjunction with Human Resources and the Title IX Coordinator, employees (including student workers) may receive supportive measures within the working environment in order to maximize safety and minimize disruption.
Supportive Measures on campus can be implemented in conjunction with or in the absence of a formal complaint, and are available to any impacted party, including Complainants, Respondents, Witnesses, or other third-parties. For more information on support at Jefferson College, please visit: https://www.jeffco.edu/titleIX/Support-Measures .

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<p>COMMUNITY RESOURCES – the Title IX Coordinator may refer a person to any of these community resources in order to provide additional support as needed.</p>
<p><u>The 988 Lifeline:</u> The 988 Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. 9-8-8 https://988lifeline.org/talk-to-someone-now/</p>
<p><u>The Trevor Project:</u> National organization providing crisis intervention, resources and suicide prevention services to LGBTQ young people ages 13-24. 866-488-7386 (24/7) www.thetrevorproject.org</p>
<p><u>Trans Lifeline Hotline:</u> 877-565-8860 A grassroots hotline and micro grants non-profit organization offering direct emotional and financial support to trans people in crisis – for the trans community, by the trans community.</p>
<p><u>St. Louis Queer+ Helpline:</u> Offers free, confidential, and identity-affirming emotional support and resource referrals, by and for St. Louis LGBTQIA+ community. Call anytime between Friday to Monday, 1:00-7:00 p.m., 314-380-7774 or 844-785-7774.</p>
<p><u>Domestic Violence Shelter and support in Jefferson County:</u> A Safe Place, Compass Health Network, 636-232-2301, https://compasshealthnetwork.org/a-safe-place/</p>
<p><u>Sexual Assault and Interpersonal Violence Supportive Services:</u> Safe Connections Hotline at 314-531-2003, https://safeconnections.org/</p>
<p><u>Child Abuse Hotline:</u> online reporting and other resource options for victims and families related to child abuse: dss.mo.gov/cd/keeping-kids-safe/can.htm</p>
<p><u>Jefferson County Health Department:</u> 636-797-3737, http://www.jeffcohealth.org/</p>
<p>To obtain a forensic sexual assault examination (often referred to as a "rape kit") go to the emergency room of local hospitals such as Mercy South, Mercy Jefferson, Missouri Baptist, BJC, or Saint Louis University Hospital.</p>
<p><u>Legal Services of Eastern Missouri:</u> LSEM provides high-quality civil legal assistance for low-income people. Legal services are most frequently provided in areas relating to domestic violence and other family law issues, children, education, health, housing and homelessness, public benefits, elder law, immigration, and consumer matters. 701 Market Street, Suite 1100, St. Louis, MO 63101, 314-534-420 or 1-800-444-0514.</p>
<p><u>Obtaining Orders of Protection in Jefferson County:</u> Any victim of stalking or an adult abused by a present or former spouse, adult family or household member, or adult who is or has been in a continuing social, romantic, or intimate relationship, or a person with whom the victim has a child may file for an ex parte order of protection. No filing fee, court costs or bond is required to file, nor do you need a lawyer to file. The petition must be filed in the county where the Petitioner resides, where the alleged abuse occurred or where the Respondent may be served. Jefferson County Courthouse, 300 Main Street, Hillsboro, MO 63050; 636-797-5443.</p>
<p><u>Jefferson County Sheriff's Office:</u> The Sheriff's Office will apprehend criminals and investigate crimes in Jefferson County. The Sheriff's Office has also designated a Victim Services Coordinator, who can be reached at 636-797-5017 or pshort@jeffcomo.org. The Sheriff's Office is located at 400 First Street, Hillsboro, MO 63050; 636-797-5000.</p>

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For questions or concerns related to Immigration: United States Citizenship and Immigration Services Department offers assistance for those seeking citizenship, green cards, and authorization to work in the United States. www.uscis.gov

Any person desiring more information on College or community resources in the aftermath of any form of sexual assault or sexual harassment is strongly encouraged to contact the Title IX Coordinator at 636-481-3271 and/or make a report to local law enforcement.

VII. Filing a Formal Complaint and Initiating the Grievance Process

- a. Filing a Formal Complaint - Any person may make a report of behavior that they believe to fall under this Policy. This includes any student, faculty member, staff member, parents or legal guardians of a student, or a third-party not directly affiliated with the College. Upon receiving a report, the Title IX Coordinator or their designee will communicate with the Complainant to discuss all options, resources, and supportive measures available to them (supportive measures are available regardless of whether or not a formal complaint is filed) as the person who is reported to have experienced the sexual harassment. The Complainant's wishes with regard to filing a formal complaint will be considered, and the Title IX Coordinator will work with College resources to implement supportive measures as requested or needed.

In cases where the identity of the Complainant is either not known or has not been disclosed, the Title IX Coordinator or their designee will make reasonable efforts to ascertain the identity of the Complainant. The College is unable to act on a formal complaint for anonymous parties or in the absence of the knowledge of the identity of the Complainant. A formal complaint may be filed in one of two ways:

1. The Complainant can choose to initiate the formal complaint and grievance process by, in writing or via electronic message, indicating to the Title IX Coordinator their desire to have the College investigate their report. The complaint must be signed (either physically or digitally, or in some other way that makes it clear that the Complainant is the person filing the complaint) and sent to the Title IX Coordinator. The Complainant must be the person who experienced the sexual harassment and who is participating in or attempting to participate in the College's education activity or programs. A person who is not affiliated with the College is unable to initiate a formal complaint under this Policy.
2. Where a Complainant may decline to file a formal complaint, the Title IX Coordinator will assess the known circumstances of the situation and determine whether a formal complaint will be filed by the Title IX Coordinator themselves. In this situation, the Title IX Coordinator will contact the Complainant to discuss supportive measures, the filing of a

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formal complaint, and the grievance process. The Title IX Coordinator will take the Complainant's wishes into account as well as the need for campus safety when evaluating whether to file a complaint. If the Title IX Coordinator initiates the formal complaint and grievance process, the Title IX Coordinator does not become the Complainant but is still responsible for the coordination of an equitable and thorough grievance process.

Jefferson College seeks to remove barriers to individuals reporting sexual harassment. An individual who reports or who is involved in a report of sexual harassment will not be subject to disciplinary action for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the physical health or safety of another person at risk. Jefferson College may initiate an educational discussion or pursue other educational or therapeutic methods regarding alcohol or other drugs for those individuals.

Except in the cases outlined in the next two subsections, if a formal complaint is filed, the College will investigate and resolve the allegations of sexual harassment through the grievance process described within this policy.

Jefferson College reserves the right to consolidate formal complaints of allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

- b. Preliminary Review of Formal Complaints – Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations in the Formal Complaint to ensure that the Formal Complaint falls within the scope of this Policy and to assess whether any of the mandatory or discretionary criteria for dismissal apply. Formal Complaints that cannot proceed under this Policy may be referred to another Jefferson College Policy or Procedure as appropriate.
- c. Mandatory Dismissal of Formal Complaints - Jefferson College will investigate allegations in a formal complaint, unless the College is prohibited from doing so by Title IX regulations or other laws. The school is obligated to dismiss a formal complaint (in part or in whole) in these circumstances:
 1. If the reported conduct in a formal complaint would not constitute sexual harassment as defined in this policy even if proved.

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2. The formal complaint is signed by someone who does not meet the definition of a Complainant or who is not the Title IX Coordinator in cases where the Title IX Coordinator initiates the formal complaint.
 3. The formal complaint is filed against someone who is not a part of Jefferson College's education program or activity (i.e., the Respondent was not affiliated with the College).
 4. If the reported conduct in a formal complaint did not occur within Jefferson College's education program or activity, or did not occur against a person in the United States, then the school must dismiss the formal complaint with regard to that conduct for the purposes of this policy.
 5. In cases of mandatory or discretionary dismissals of formal complaints (whether in whole or part), Jefferson College reserves the right to address the conduct under other applicable policies and procedures, including but not limited to Board of Trustee Policies and Procedures, Human Resources procedures, and Student Conduct procedures.
 6. Upon receipt of a formal complaint, the Title IX Coordinator will review the allegations set forth and determine whether the complaint may proceed. After an initial review of the formal complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the formal complaint to determine if the above criteria for dismissal apply.
- d. Discretionary Dismissal of Formal Complaints - Jefferson College may dismiss a formal complaint, or the allegations contained within a formal complaint under these three circumstances:
1. A formal complaint may be dismissed if, at any time during the investigation or hearing, a Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within the complaint.
 2. A formal complaint may be dismissed if the Respondent (student or employee) is no longer enrolled or employed by the school.
 3. A formal complaint may be dismissed if specific circumstances prevent the school from gathering information sufficient to reach a determination as to the formal complaint or the allegations contained within the formal complaint.
- e. Notification of Complaint Dismissal - In any case where a formal complaint is dismissed, whether it be due to mandatory or discretionary reasons, the Title IX Coordinator will notify the party (or parties) in writing (via electronic communication) as to the dismissal and the reason(s)/rationale for the dismissal. In cases of mandatory or discretionary dismissal, both parties will have an equal

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opportunity to submit an appeal of that decision (whole or in part). The next section provides information on the process for appealing the decision to dismiss all or part of a formal complaint.

- f. Appealing the Decision to Dismiss all or part of Formal Complaint - Either party may submit an appeal of the decision to dismiss all or part of a formal complaint, in writing, on any of the following bases, within five (5) College business days of the issuance of the Notification of Formal Complaint Dismissal:
1. Procedural Irregularity: There was a procedural irregularity that affected the decision to dismiss the formal complaint.
 2. New Information/Evidence: There is new information that was not reasonably available at the time the determination regarding dismissal was made, and the information is such that it could affect the outcome of the matter.
 3. Conflict of Interest or Bias on the part of persons involved in the process: The Title IX Coordinator, Investigator(s), and/or other Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent and it affected the outcome of the matter.

Once an appeal is filed by either party, the Title IX Coordinator will notify the other party in writing that an appeal has been filed and implement appeal procedures equally for both parties. Appeal procedures are as follows:

1. Appeals are to be submitted in writing to the Title IX Coordinator by the deadline specified in Notification of a Dismissal of Formal Complaint, which will be set at five College business days from the date of issuance of the notification.
2. Either party may submit an appeal on the bases listed above. More than one appeal base may be used in an appeal.
3. The Title IX Coordinator will notify the other party of the presence of an appeal, if applicable.
4. The party or parties will have an equal opportunity to submit, in writing, a statement of support of the outcome or a challenge of the decision.
5. The Title IX Coordinator will ensure that the person(s) hearing the appeal were not involved in the Complaint Dismissal decision. Persons who hear an appeal under this policy may be persons within the College community or third parties external to the College community, selected by the Title IX Coordinator or their designee. In all cases, person(s) hearing an appeal will have the required training to implement fair and effective appeal processes.

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6. The person(s) assigned to hear the appeal (the “appeal body”) may review the information and statements submitted by the parties, as well as be provided access to discuss the information with the parties at their discretion.
7. The appeal body will issue a written decision describing the result of the appeal and the rationale for the result of the appeal generally within ten College business days of the receipt of the appeal(s). If the appeal process requires additional time to render a written result and rationale, the Title IX Coordinator will notify both parties of any delay or extension of time within this process.
8. The appeal body’s written outcome letter will be delivered to both parties via electronic message simultaneously.
9. The decision of the appeal body is final.

VIII. Grievance Process

Once the policies outlined in Section VII above have been implemented in order to file a formal complaint, the Grievance Process has been initiated and the following actions will take place.

- a. Notification of Formal Complaint and Investigation - The Title IX Coordinator or their designee will select a trained Investigator (or Investigators) from within or external to the Jefferson College community. The Title IX Coordinator or designee will assess any Investigator(s) chosen to make sure that they are free of bias or conflict of interest.

The Investigator will review the formal complaint and provide a Notice of Formal Complaint and Investigation to both the Complainant and Respondent. This Notice will contain, but is not limited to, the following elements:

1. Information about the grievance process;
2. Notice of the allegations of sexual harassment that potentially align with the definition(s) found in this Policy;
3. Sufficient details, including the identities of the parties involved in the incident (if known), the conduct reportedly constituting sexual harassment, and the date and location of the reported incident (if known);
4. A statement that the Respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
5. Information regarding the rights of both parties to have any one Advisor of their choosing, who may be but is not required to be an attorney (at their

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- own expense), present with them at any meeting, hearing, or other proceeding under this policy;
6. Information regarding both parties' (and their Advisor's) rights to review and inspect information gathered during the investigation as well as prior to any hearing;
 7. Notice that if, during the course of the investigation, the Investigator(s) choose to investigate allegations about the Complainant or the Respondent that were not included in the initial Notice, that they will provide notice of the additional allegations to the parties whose identities are known; and
 8. Notice of the informal resolution process and options.
- b. Investigation Procedures - The investigation is designed to provide a fair, thorough, and impartial gathering of facts. All individuals participating in an investigation will be treated with respect. The College will seek to complete an investigation within 60 College business days of providing Notice of the Investigation, but this time frame may be extended depending on the individual circumstances of each report.

At the request of local law enforcement, the College may agree to defer for a short time its fact gathering until after the initial stages of a criminal investigation. The College will promptly resume its fact gathering as soon as it is informed that local law enforcement has completed its initial investigation.

At all times the burden of proof and gathering evidence or information sufficient to reach a determination of responsibility (based on the preponderance of the evidence standard) is upon the College and not on the parties themselves. However, parties shall have equal opportunity to provide information in the form of participating in investigative interviews and meetings, providing written or electronic statements, and providing other evidence and documents such as texts, videos, social media postings, or other materials. Both parties will be given the opportunity to recommend witnesses, including expert witnesses (services provided by expert witnesses requested by the parties shall be paid for by the parties themselves), to the Investigator(s).

The College will not, in gathering facts during an investigation, seek to access or disclose any party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity to provide treatment or legally privileged counsel to that party. A participant who wishes to have their own records provided for the purposes of an investigation may choose to do so at their own discretion and by providing a voluntary, written consent to do so. Parties who choose to waive any privilege of confidentiality afforded to them do

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so with the knowledge that the other party (or parties) involved in the grievance process will be provided with access to inspect, review, and respond to that information during the course of the grievance process.

Neither the Complainant nor the Respondent shall be placed under any restriction that prohibits their ability to discuss the allegations under investigation or to gather and present relevant information or evidence to the Investigator. All parties involved in any part of the grievance process are expected to provide truthful information. Any person found to have provided knowingly false information in bad faith may be subject to disciplinary processes under student or employee procedures at the College.

During the Investigation, the Investigator will seek to complete meetings, interviews, or other methods of communication with the Complainant, the Respondent, witnesses provided by either the Complainant or Respondent, as well as any witnesses that the Investigator identifies. Witnesses must be persons who may have observed the acts in question, may have relevant information to share, or who offer information related to a party's individual character. The Investigator will gather all information, including supplemental information, which may take the form of electronic communication records, text messages, written statements, photographs, videos, social media postings, or other information pertaining to the allegations. All participants that the Investigator seeks to gather information from will be notified of any investigative meetings or interviews in writing with the proposed date, time, location, participants, and purpose of the meeting identified. Every participant shall be given sufficient time to prepare for any investigative meeting or interview.

The Complainant and Respondent shall have equal rights to have any one Advisor of their choosing present with them at any meeting for the investigation or hearing. An Advisor may be, but is not required to be, an attorney. Any attorney hired by a party to serve as their Advisor shall be done so at the individual party's expense. A Complainant or Respondent who does not have an Advisor may request that the Title IX Coordinator assign an Advisor to them. The Advisor may be a trained employee of Jefferson College or a third-party that the Title IX Coordinator designates. During an investigative meeting or interview, the party may consult with their Advisor as needed, however, the Advisor is not permitted to speak on behalf of the party. Information provided during investigations shall be provided by the Complainant or Respondent themselves and will apply equally to both parties.

The Investigator (or Title IX Coordinator, as applicable) will provide regular updates to both the Complainant and Respondent on the status of the investigation

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throughout all stages of the investigation and notify each party as to any delays or issues that may lengthen the investigation timeline.

- c. Investigation Procedures Continued: Right to Review and Respond to the Investigative Report - Prior to the finalization of the investigative report, the Investigator will compile all information that has been gathered and is directly related to the allegations. The Investigator will compile this information into a written report format, including any supplemental information, and notify both parties and their respective advisor simultaneously through electronic communication (through the Jefferson College email system) of the availability of this information for their review and response.

The Investigator will provide the parties with an electronic copy of the report and associated materials accessible through the Jefferson College Google Drive system. Each party's Advisor will also receive the materials through the Google Drive system. These materials will be available to the parties and each party's advisor for their review and response within ten College business days. During or by the conclusion of the initial review period, either party may submit written responses to any of the information contained in the report materials. Parties may also submit additional information they wish to have included at this stage.

- d. Conclusion of Investigative Process - At the conclusion of the review period the Investigator will compile, add, and review information submitted by the parties. Should the Investigator identify additional interviews or information-gathering that may need to take place, they have the discretion to do so at this stage. This may extend the approximate investigation timeline. The Investigator will provide written updates to the parties informing them of any reasons that the investigation timeline will be lengthened.

Upon the conclusion of the initial review and response by the parties as well as any additional information gathering determined by the Investigator, the Investigator will finalize the report and prepare the report materials to be sent to the Hearing Officer(s) in preparation for a live hearing. Both the Complainant and the Respondent (and their Advisors) will be notified when the report materials have been finalized and be provided with a minimum of ten College business days prior to any hearing where they are given an electronic copy viewable through the Google Drive system to review and respond to (written response) any report materials in preparation for the hearing.

- e. Hearing Process Overview - Upon the conclusion of an investigation, the Investigator(s) will ensure all report materials are available for the Title IX Coordinator and any individual(s) designated to render a determination of

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responsibility to facilitate the scheduling of a hearing. Both the Complainant and Respondent shall have a minimum of ten College business days prior to any hearing where they will have electronic access to view all report materials to prepare for the hearing. Both the Complainant and Respondent will have the opportunity to submit a written response to any of the finalized report materials in advance of a hearing. The Investigator will receive any additional written responses and ensure that they are provided to the Title IX Coordinator and any individual(s) designated as a Hearing Officer prior to the hearing. The Title IX Coordinator, in conjunction with other partners at the College such as Deputy Title IX Coordinators or other College leadership, will assist in the scheduling, coordination, and implementation of a live hearing, as set forth below and in subsequent sections:

1. Hearings shall be conducted live. A hearing may be conducted with parties in remote locations or virtually, provided that the parties are able to see and hear each other simultaneously. The Complainant and Respondent are not required to be in the same room during a hearing provided the conditions for viewing and hearing simultaneously are met as stated above.
2. The College will provide an individual (or individuals, at their discretion) to serve as a Hearing Officer, who will make the determination as to whether this policy was violated. The Hearing Officer will have the appropriate training and experience to serve in this role and may be someone who works at the College or who is hired/contracted externally by the College to fulfill this role. The parties and their Advisors will receive a notification advising them of the date, time, location, Hearing Officer(s) identity, and listing of other requested participants no less than ten College business days in advance of the hearing. A hearing may be delayed or rescheduled at a party's request provided the party submits information showing good cause for the delay to the Title IX Coordinator within three College business days of the hearing. The Title IX Coordinator will notify each party of any delays or rescheduled hearings. Both the Complainant and Respondent (along with their Advisors) may meet with or speak to the Title IX Coordinator to ask questions about the hearing process prior to the hearing.
3. Any witness whose presence is requested at a hearing shall receive a written notification advising them of the date, time, purpose, and location of the hearing. Any party (including witnesses) that wishes to ask questions about the hearing process may meet with or speak to the Title IX Coordinator prior to the hearing.
4. The Title IX Coordinator or their designee will assist in providing technical and logistical support for the hearing, including the scheduling,

preparation, and notifications of parties to be present at a hearing. Person(s) involved in making a decision at the hearing will also have received training or information prior to the hearing regarding the type of technology that will be used.

- f. Hearing Process Continued - Questioning and Cross-Examination Procedures - During the live hearing, the Hearing Officer(s) as well as each party's Advisors will be provided with an opportunity to ask the parties as well as witnesses relevant questions and follow up questions, including questions that challenge credibility. The Hearing Officer(s) will ask their questions and follow-up questions first, followed by each party's Advisor. Federal regulations stipulate that each party's Advisor be provided with the opportunity to "cross examine" the other party as well as witnesses during the hearing.

Questioning and cross-examination of the parties and witnesses must be conducted directly, orally, and in real time by the party's Advisor. At no time are the parties themselves permitted to engage in the questioning and cross-examination process. If a party does not have an Advisor of their choice present at the hearing, the Advisor does not agree to adhere to the standards of conduct for participants in a live hearing, or the Advisor refuses to engage in asking questions or conducting cross-examination, the College will provide to the party an Advisor of the College's choice, at no cost to any party, in order to perform questioning and cross-examination during the hearing proceedings. In some circumstances, this may mean the live hearing is delayed or rescheduled.

- g. Standards of Conduct During a Hearing and Prohibited Questions or Topics - All participants in a live hearing are expected to conduct themselves in accordance with the "Rules of Decorum and Order for Hearings" which will be provided to participants prior to the hearing. These rules are put in place to maintain order within the hearing and to ensure that all participants are treated with respect and dignity. Accordingly, it is up to the Hearing Officer(s) discretion to address violations of the orders of decorum during the hearing. An individual who repeatedly refuses to adhere to the rules governing conduct during a hearing may be subject to ejection from the hearing or additional actions under other College policies.

Cross-examination questions or other questions that may be asked of a party or witness must be relevant to the incident(s). Questions, evidence, or other information about the Complainant's sexual predisposition are not permitted. Questions, evidence, or other information about prior sexual behavior are not permitted, unless such questions or information are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's

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prior sexual behavior with respect to the Respondent and are offered to prove consent. Before a Complainant, Respondent, or witness answers a question or cross-examination question, the Hearing Officer(s) must determine whether the question is relevant. If the Hearing Officer(s) determines that the question is not relevant and therefore is to be excluded, they must provide an explanation as to why the question will be excluded. The Hearing Officer will provide that explanation during the hearing, and may, at their discretion, choose to provide additional information during the hearing or after the hearing.

The Hearing Officer(s) may evaluate and consider all relevant evidence, including but not limited to, statements by parties or witnesses during the investigation, information presented by parties or witnesses at the hearing, information contained in the investigation report, and information gathered during the investigation. This could also include police reports, Sexual Assault Nurse Examiner documents, medical reports, text messages, social media posts or messages, or other documents. When making the determination on responsibility, the Hearing Officer(s) may determine the weight to give statements and evidence based on the reliability and/or credibility of the statements and evidence.

The Hearing Officer, when formulating their determination regarding responsibility, is not permitted to make a finding or draw an inference regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- h. Record of Hearing - Jefferson College will create an audio recording of a live hearing and may choose to additionally create a transcript of a live hearing. In either case, the audio recording and/or transcript of a live hearing will be available to either party for inspection or review following the conclusion of a hearing as well as during any appeal process. This record will be kept for a period of seven years in accordance with the record-keeping procedures found in Section X of this Policy.
- i. Determination of Responsibility and Standard of Evidence/Information - The Hearing Officer will issue a written determination regarding responsibility generally within 15 College business days after the conclusion of the hearing. There may be circumstances where additional time is required to reach and communicate a determination of responsibility, and in that event the Hearing Officer or Title IX Coordinator will notify both parties of any delays.

The Hearing Officer will apply the preponderance of the evidence standard (i.e. "is it more likely than not") to determine if it is more likely than not that the Respondent is or is not responsible for a violation (or violations) of this Policy.

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The Hearing Officer will not make a decision solely based on the party's role in the process, meaning that no individual will be found responsible solely because they are accused of misconduct. A Hearing Officer, once they have reached their decision, will communicate their written determination to the parties simultaneously via electronic communication. The Notification of Determination Regarding Responsibility from the Hearing Officer will include the following elements:

1. Identification of the allegations potentially constituting sexual harassment under this Policy.
2. Description of the procedural steps taken from the receipt of the formal complaint through the determination. This description will also include information about the notifications that were sent to the parties, interviews and meetings that took place with the parties and witnesses, site visits, other methods that may have been used to gather information or evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of Jefferson College's policies to the facts.
5. Statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary sanctions to be imposed on a Respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided to the Complainant. The Title IX Coordinator is the staff member responsible for implementing any remedies that are put in place as the result of a concluded grievance process.
6. Description of the policy and bases for an appeal that are available to both the Complainant and Respondent.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination on the result of an appeal, if an appeal is filed, or if an appeal is not filed the determination becomes final on the date on which an appeal would no longer be considered timely. Deadlines for appeal submissions follow the procedures found in section VIII, subsection "K" below.

j. Sanctions, Remedies, and Continuations of Supportive Measures

1. Sanctions: A Hearing Officer has the discretion to assign sanctions and remedies following a determination of responsibility where the Respondent has been found to be in violation of this policy or when agreed upon as part of an informal resolution. Sanctions are disciplinary

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actions consisting of one or more of the following: formal/final/written warnings, disciplinary probation, employment probation, loss of privileges, loss of access to all or parts of campus, restitution/community service, educational sanctions, counseling, mandated counseling or assessments, classes, fines, suspension, expulsion, temporary or permanent removal from employment, or other disciplinary actions or sanctions either found in College publications or assigned at the discretion of the Hearing Officer(s).

2. Remedies: Remedies are measures designed to restore or preserve a Complainant's equal access to Jefferson College's education program or activity following the conclusion of a grievance process where the Respondent has been found responsible for a violation (or violations) of this policy or when agreed upon as part of an informal resolution. Remedies may include a continuation of supportive measures for a Complainant that were put in place prior to or during the grievance process. Remedies may also be disciplinary actions or sanctions that are punitive in nature and may differ from Supportive Measures. Please refer to Section VI for a description of Supportive Measures.

- k. Appealing the Determination of Responsibility from a Hearing - Following the issuance of a Hearing Outcome Letter (Determination of Responsibility and/or Non-Responsibility for violation(s) of this Policy), both the Complainant and the Respondent shall have equal rights to appeal the outcome. The Hearing Outcome Letter that is issued to both parties will outline the appeal process, bases for appeal, and appeal deadlines. The Title IX Coordinator will contact both parties to discuss the appeal process and answer questions about the appeal process that either party may have.

Either (or both) parties may submit an appeal of the determination, in writing, on any of the following bases, within ten College business days of the issuance of the Hearing Outcome letter:

1. Procedural Irregularity: There was a procedural irregularity that affected the outcome of the matter.
2. New Information/Evidence: There is new information that was not reasonably available at the time the determination regarding responsibility was made, and the information is such that it could affect the outcome of the matter.
3. Conflict of Interest or Bias on the part of persons involved in the process: The Title IX Coordinator, Investigator(s), and/or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents

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generally or the individual Complainant or Respondent and it affected the outcome of the matter.

Once an appeal is filed by either party, the Title IX Coordinator will notify the other party in writing that an appeal has been filed and implement appeal procedures equally for both parties. Appeal procedures are as follows:

1. Appeals are to be submitted in writing to the Title IX Coordinator by the deadline specified in the Hearing Outcome Letter, which will be set at ten College business days from the date of issuance of the Hearing Outcome Letter.
2. Either party may submit an appeal on the bases listed above. More than one appeal base may be used in an appeal.
3. The Title IX Coordinator will notify the other party of the presence of an appeal.
4. Both parties will have an equal opportunity to submit, in writing, a statement of support of the outcome or a challenge of the outcome.
5. The Title IX Coordinator will ensure that the person(s) hearing the appeal were not involved in the investigation, hearing, or determination of responsibility process. Persons who hear an appeal under this policy may be persons within the College community or third parties external to the College community, selected by the Title IX Coordinator or their designee. In all cases, person(s) hearing an appeal will have the required training to implement fair and effective appeal processes.
6. The person(s) assigned to hear the appeal will review the information and statements submitted by the parties, as well as be provided access to review the investigative report and record of the hearing.
7. The appeal body will issue a written decision describing the result of the appeal and the rationale for the result of the appeal generally within 15 College business days of the receipt of the appeal(s). The appeal body may alter the hearing decision with regard to responsibility, and/or assign/modify remedies and/or sanctions. If the appeal process requires additional time to render a written result and rationale, the Title IX Coordinator will notify both parties of any delay or extension of time within this process.
8. The appeal body's written outcome letter will be delivered to both parties via electronic message simultaneously.
9. The decision of the appeal body is final and concludes the grievance process. Once the grievance process is concluded, any sanctions or remedies will be considered final and implemented by the Title IX Coordinator or designee(s).

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1. Grievance Process Timeframes - The entire grievance process may take approximately 120 College business days to complete. This timeframe includes the following approximations for each part of the process. This timeframe may be shorter or longer, depending on the factors and circumstances of each individual situation. Any delays for any part of the processes listed below will be communicated to both parties, in writing, and delivered simultaneously through electronic message.
 1. Investigation Process: 60 College business days.
 2. First required review and response period following investigation: ten College business days. The Investigator may choose to follow up on information provided during this review and response period (including additional witness interviews if needed), which may lengthen this timeframe.
 3. Second required review and response period following finalization of report in advance of the live hearing: ten College business days.
 4. Hearing Determination: The Hearing Officer has 15 College business days following the conclusion of the live hearing to provide their written decision.
 5. Appeal period: the parties have ten College business days to submit a written appeal following the issuance of a determination letter.
 6. Appeal body evaluation of appeal and issuance of written decision: The appeal body has 15 College business days to review materials and issue a written decision letter.

- IX. Informal Resolution Process - At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by Jefferson College, that does not involve a full investigation and adjudication. Types of informal resolution include, but are not limited to, mediation, facilitated dialogue, conflict coaching, educational conversation, and restorative justice and resolution by agreement of the parties.
 - a. Informal Resolution Notice: Prior to entering the informal resolution process, Jefferson College will provide the parties a written notice disclosing:
 1. The allegations;
 2. The requirements of the informal resolution process, including the right of any party to withdraw from the informal resolution process and resume the grievance process and the circumstances which preclude parties from resuming a Formal Complaint arising from the same allegations;

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3. Consequences resulting from the informal resolution process, including that the records will be maintained for a period of seven years but will not be used by investigators or decision-makers if the formal grievance process resumes.
- b. Informal Resolution Agreement: Prior to entering the informal resolution process, the parties must voluntarily agree, in writing, to the use of the informal resolution process.
- c. Informal Resolution Availability: The informal resolution process is not permitted to resolve allegations that an employee committed sexual harassment against a student.
- d. Informal Resolution Timeframe: Informal resolutions of a Formal Complaint will be concluded within 45 days of notice to Jefferson College that both parties wish to proceed with the informal resolution process. This timeframe may be extended by the Title IX Coordinator as needed. Such notice that the parties wish to proceed with an informal resolution process will “pause” the counting of the timeframe to conclude the Grievance Process of this Policy, should the informal resolution process fail and the parties continue with the Grievance Process in Section VIII of this policy.
- e. Informal Resolution Documentation. Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven years. However, no recording of the informal resolution process will be made and all statements made during the informal resolution process will not be used for or against either party (and the decision-maker and/or appellate decision-maker may not consider any such statement made during informal resolution) should the parties resume the grievance process. Failure to comply with an informal resolution agreement may result in disciplinary action.

X. Retaliation Prohibited at Jefferson College

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX or this policy. Retaliation includes, but is not limited to, words or actions that intimidate, threaten, coerce, or discriminate against someone whole or in part because an individual has:

- Made a report or filed a complaint alleging misconduct under this policy;
- Provided information, statements, or other information for an investigation;
- Assisted in or participated in any part of the grievance or hearing process;

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- Refused to participate in any part of an investigation, grievance, or hearing process; or who has
- Exercised other rights under this policy.

Note: The exercise of First Amendment/free speech rights is not considered Retaliation under this policy. Additionally, a determination of responsibility (whether that be for a finding of responsible or not responsible) does not indicate on its own that the other party (or parties) made materially false or bad faith statements.

Jefferson College will not assign policy violations that do not involve sex discrimination or sexual harassment but arise out of the same set of facts and circumstances as a report or complaint of sex discrimination or sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy. Examples of this include charging a Complainant, Respondent, or Witness with underage alcohol use that may have occurred at the same time or in close proximity to the time of the reported incident of sexual harassment for the purpose of dissuading the individual from filing a formal complaint.

Jefferson College expects all members of our community to participate in the process of creating a safe, welcoming, and respectful environment on campus and in campus programs and activities. In particular, the College expects that Jefferson College community members will be active bystanders and will take reasonable and safe actions to prevent or stop an act of sexual harassment should they witness one. Taking action could include, but is not limited to, direct intervention when it is safe for one to do so, enlisting the assistance of friends or other persons to assist, and/or contacting or seeking support from person(s) in authority. Community members who choose to take these actions will be supported by the College and protected from retaliation as well as from policy violations that may have been present during the situation, such as underage alcohol use or drug use.

Complaints alleging Retaliation may be filed and will be addressed using the College's Non-Discrimination Policy and Procedure.

XI. Record-Keeping Procedures

Jefferson College will maintain, for a period of at least seven years, records of the following type related to the information found in this Policy:

- Every sexual harassment investigation, including any determination regarding responsibility, as well as any audio recording or transcript in accordance with federal regulations.

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- Records related to disciplinary sanctions assigned to Respondents, and remedies that have been provided to a Complainant that are designed to restore or preserve equal access to educational programs or activities.
- Records related to any appeals filed and the outcome(s) of any appeals related to the processes used to resolve sexual harassment complaints.
- Materials used to train Title IX Coordinators, Investigators, Hearing Decision-Maker(s), and Person(s) involved in an Appeal Process at any stage of the Grievance Process (including persons involved in the decision-making or appeal process related to mandatory/discretionary complaint dismissal, emergency removal procedures, and appeals of a determination of responsibility). These training materials will be available for public inspection on the school's website.
 - Title IX Coordinators, Deputy Title IX Coordinators, Investigators, Hearing Officers, and Appeal body members will receive training on the definition of sexual harassment, the scope of Jefferson College's education program or activity, how to conduct an investigation and process including hearings and appeals. Training will also encompass how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - Hearing Officers will receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
 - Investigators will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - Any materials used to train Title IX Coordinators, Deputy Title IX Coordinators, Investigators, Hearing Officers, and Appeal body members must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.
- Records related to reports of sex discrimination or sexual harassment along with records of any actions, including supportive measures, that were taken in response to the report or formal complaint (if a formal complaint was filed). Records must include a basis for the conclusion that the College's response was not deliberately indifferent. If no supportive measures were provided, documentation will reflect the rationale for this given the known circumstances.

XII. Confidentiality of Records

Jefferson College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination or sexual harassment, any Respondent, and any witness, except as may be permitted by the Family Educational

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CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources Rights and Privacy Act (FERPA) or as required by law, or in order to carry out the purposes of this policy such as conducting any investigation, hearing, or other part of the grievance process.

POLICY # *II-002 (Page 1 of 2)*
TITLE *Criminal Background Checks*

TYPE All Personnel - General Policies and Compliance
RATIONALE Guidelines are necessary to implement background check procedures

APPROVED **May 17, 2012; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The College will conduct a criminal background check on all new employees before they are employed. In general, a person shall be excluded from employment or terminated if, in the discretion of the Senior Director of Human Resources or designee, the background check reveals that the person's presence on campus poses a risk to persons or property. The Senior Director of Human Resources, or designee, is directed to exclude from employment or act to terminate employment of any person whose criminal background check reveals that they have exhibited behavior that is violent or harmful to others.

Applicants for employment are obligated to truthfully and fully disclose on the employment application whether they have been charged, convicted, plead guilty to, or otherwise found guilty of any misdemeanor or felony (excluding minor traffic offenses other than DWI), regardless of imposition of sentence. A prospective employee who does not self-disclose such history on the application shall be excluded from employment or terminated. A prospective employee who discloses such history on the application shall be considered for employment and given a chance to explain the circumstances of the past conduct.

The College reserves the right to require any person to submit to additional criminal background checks at the College's expense or to rerun background checks at any time.

As a condition of continuing to work within the College, all employees must notify the College if they are charged, convicted, plead guilty or are otherwise found guilty of any misdemeanor (excluding minor traffic offenses) or felony (including DWI) regardless of the imposition of sentence. This notification must be made as soon as possible. Self-disclosure shall be a factor in the employee's favor in determining whether the employee shall continue to be employed.

Information received by the College pursuant to a criminal background check is confidential. The College will only use this information for the College's internal purposes in determining the suitability of an applicant or employee. The College will keep this information in the Office of Human Resources in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the College. Any person submitting to

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Criminal Background Checks

a criminal background check may receive a copy of the background check information received by the College.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-003 (Page 1 of 1)*
TITLE *Credentials*

TYPE All Personnel - General Policies and Compliance
RATIONALE Specification for credential requirements, staff responsibility for their currency, and location of personnel files

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that employee personnel files be kept up-to-date with official records of appropriate credentials that document employee qualifications for their positions at the time of hire, for maintenance of their positions at the College, and for any subsequent promotions they may seek while employed at the College. Employees who claim specific credentials on College business cards, in College email or other document signatures, or by any other means while conducting College business, must have had those credentials verified and placed on file with Human Resources.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-004 (Page 1 of 1)*
TITLE *Nepotism*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with Laws and Regulations

APPROVED **April 15, 2004; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

In all matters of employment, it shall be the policy of the Board of Trustees to abide by the provisions of the Constitution of Missouri and all applicable laws and regulations. This policy shall not preclude the continued service or promotion of individuals presently employed.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-005 (Page 1 of 1)*
TITLE *Sabbatical/Study Leave*

TYPE All Personnel - General Policies and Compliance
RATIONALE Clarifying eligibility for and purposes of sabbatical/study leave

APPROVED **April 16, 1998; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that sabbatical/study leave may be granted to any full-time employee for the purpose of carrying out an approved program that will benefit the District, the students, and the individual. Consideration for sabbatical/study leave will be given to requests made by eligible personnel. To further qualify for consideration, the proposal request must involve the completion of requirements for an advanced academic degree, an organized program of study or research, or a project to develop or revise a curricular offering for Jefferson College.

Written criteria of eligibility, application and approval process, compensation and contractual obligations shall be specified and published in the *Faculty and Staff Handbook*.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY #	<i>II-006 (Page 1 of 2)</i>
TITLE	<i>Sick Leave</i>
TYPE	All Personnel - General Policies and Compliance
RATIONALE	Specification of benefits and employee responsibilities regarding sick leave
APPROVED	September 13, 2012; February 14, 2019; March 14, 2024
REVIEWED	March 14, 2024
REVIEW CYCLE	Every five years

POLICY

It shall be the policy of the Board of Trustees that all full-time College personnel hired after January 1, 2013, shall accumulate one day of Sick Leave per month to a maximum of 120 days. All full-time College personnel hired before January 1, 2013, will accumulate one day of Sick Leave per month, with no maximum. Sick leave accrues monthly on the last working day of each month.

Sick Leave may be used for reasons of non-work-related illness, medical disability, injury, or medical appointments for the employee and/or the employee’s immediate family for whom the employee is responsible or any person for whom the employee is the legal guardian. Employees may use Sick Leave for other members of their household subject to the approval of their supervisor and the Senior Director of Human Resources. Immediate family members include spouse, child, mother, father, sister or brother, corresponding in-law, foster, or step-relation.

Any unused Earned Sick Leave, up to 90 days (720 hours), accumulated by an employee at the time of their retirement, as defined by PSRS/PEERS or applicable internal retirement incentive programs, will be compensated at the rate of \$22.50 per day. No other reimbursement or compensation for unused sick leave is permissible. Upon termination of employment, the employee forfeits any unused Earned Sick Leave with the exception of those employees that are grandfathered under the Sick Leave Buy-Back Program. Those employees grandfathered under the Sick Leave Buy-Back Program will first be compensated for eligible days under the buy-back program then additional days will be compensated at the rate of \$22.50 per day. The combination of buy-back program sick leave days and additional sick leave days at the rate of \$22.50 per day will not exceed 90.

Definitions

A. Extended Absence

Any period of absence for more than three consecutive days due to Sick Leave conditions.

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Sick Leave

The supervisor must notify the Office of Human Resources within one week of the first day of the extended absence. The employee may be required to submit to the Office of Human Resources a fitness for duty certificate from a qualified professional if deemed necessary by the Senior Director of Human Resources or by the supervisor in consultation with the Senior Director of Human Resources. Further, each time an employee utilizes more than three consecutive Sick Leave days, the employee's Family and Medical Leave Act (FMLA) benefits will begin, if applicable.

B. Excused Sick Leave

Any approved absence using Sick Leave.

C. Unexcused Sick Leave

1. Any absence using Sick Leave when an employee fails to properly notify their supervisor of the absence.

An employee must notify their supervisor as soon as the need for Sick Leave is known, and, except in the case of an exceptional circumstance, in advance of the start of the employee's scheduled workday.

2. Any absence unaccompanied by a fitness for duty certificate from a qualified professional when such documentation is requested.

An employee may be required to submit to the Office of Human Resources a fitness for duty certificate from a qualified professional if deemed necessary by the employee's supervisor due to a record of patterned absences such as Mondays and Fridays, days before or after holidays, etc.

The supervisor must submit written notification to the employee that an absence will be classified as unexcused.

D. Abuse of Sick Leave

The accumulation of five or more unexcused sick leave absences during a period of one calendar year.

Unexcused absences and/or abuse of sick leave will result in progressive disciplinary action consistent with Board Policy.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-007 (Page 1 of 1)*
TITLE *Bereavement Leave*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provide full-time employees with leave benefits

APPROVED **January 16, 2014; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that bereavement leave with pay up to five days per occurrence shall be allowed for the death of an employee's spouse or child and for a death in the employee's immediate family for whom the employee is responsible or any person for whom the employee is the legal guardian. Employees may use bereavement leave for other members of their household subject to the approval of their supervisor(s) in consultation with the Senior Director of Human Resources.

Bereavement leave with pay up to three days per occurrence shall be allowed in the event of the death of one of the following members of the family: mother, father, sister or brother, grandparent, grandchild, corresponding in-law, foster, or step-relation.

The supervisor, in consultation with the Senior Director of Human Resources, shall be authorized to make decisions on individual issues which may arise that are not specifically addressed or outlined in this policy or for which clarification is required.

Bereavement leave shall not be deducted from sick leave. If additional time is needed, employee's personal days should be used.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-008 (Page 1 of 1)*
TITLE *Personal Leave*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provide full-time College employees with personal leave benefits

APPROVED **October 13, 2016; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that personal leave of up to three days each year shall be granted to full-time College employees. Personal leave may be used for business that in the employee's opinion could not be accomplished at any time other than school time. Whenever possible, requests for personal leave should be made 24 hours prior to, or as soon as, the employee is aware of the need for a personal day(s). Upon termination of employment, the employee forfeits any unused Personal Leave.

Staff: Three days (24 hours) of personal leave are added to the personal leave bank effective July 1 each year. Personal leave is prorated the first year of employment for dates of hire after July 1. Staff may accrue up to six days of personal leave. After adding three days of personal leave on July 1, any unused personal days in excess of six days will be converted to Sick Leave.

Faculty: Three days (24 hours) of personal leave are added to the personal leave bank at the beginning of each academic year. Personal leave is prorated the first year of employment for dates of hire after the first day of the academic year. Faculty may accrue up to six days of personal leave. After adding three days of personal leave at the beginning of the academic year, any unused personal days in excess of six days will be converted to Sick Leave. Faculty must report all leave in half-days or whole days.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-009 (Page 1 of 3)*
TITLE *Family and Medical Leave Act (FMLA)*

TYPE All Personnel - General Policies and Compliance

RATIONALE

APPROVED **July 14, 2011; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The College will comply with the provisions of the federal Family and Medical Leave Act (FMLA). A copy of the FMLA requirements may be obtained from Human Resources. When leave is foreseeable, an employee must give the College 30 days advance notice. Otherwise, the employee must notify the Office of Human Resources as soon as practicable upon learning of the need for leave.

Eligibility

Employees are eligible for Family Medical Leave if they have worked at least 1,250 hours during the prior 12 months and have been employed with the College for at least twelve months. The 12 months of employment do not have to be consecutive. If the employee has a service break that lasts seven years or more, the time worked prior to the break will not count unless required by law, including but not limited to any requirement of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are entitled to take up to 12 weeks of leave without pay for one or more of the reasons listed below during a 12-month period. The 12-month period is measured backward from the date the eligible employee uses any FMLA leave, and the leave entitlement is equal to the balance of the 12 workweeks that has not been used during the immediately preceding 12 months. The allowed reasons for taking FMLA are as follows:

1. The birth of a child, or placement of a child with the employee for adoption or foster care, and to bond with the newborn or newly placed child. Leaves for birth, adoption, or foster care must be taken within 12-months of the event
2. To care for the employee's spouse, child, or parent if such spouse, child, or parent has a serious health condition as certified by a health care provider.
3. For a serious health condition that makes the employee unable to perform the functions of their position. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

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Family and Medical Leave Act (FMLA)

- a. Inpatient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
- b. Period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves: (1) treatment by or under the orders of a health care provider on at least two occasions within the first 30 days of the incapacity; or (2) treatment by a health care provider on at least one occasion within the first seven days of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider.
- c. Any period of incapacity due to pregnancy, or for prenatal care;
- d. Chronic serious health condition requiring periodic visits (defined as at least twice per year) for treatment by or under the supervision of a health care provider that continues over an extended period of time and may cause an episodic rather than a continuing period of incapacity;
- e. Permanent or long-term conditions requiring supervision for which treatment may not be effective; or
- f. Multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

A qualifying exigency regarding the spouse, child, or parent of an employee who is on covered military active duty or has been notified of an impending call or order to covered active-duty status.

4. In addition, employees who are the spouses, children, parents, or next of kin of a service member are entitled to take up to 26 weeks of unpaid leave during a 12-month period to care for the service member who incurs an injury during military service when that injury results in the service member being unable to perform their duties.

Benefits and Compensation

FMLA is unpaid, however, the employee is required to use their accrued paid leave concurrently with FMLA during the absence. In the event paid leave time is exhausted, FMLA leaves are without pay. For the duration of the approved FMLA, the College will maintain the employee's benefits at the same level and under the same conditions as if the employee had continued to work. The employee is required to pay his/her contribution to dependent insurance or other elective benefit costs. If some or all of the leave will be without pay, premiums will be caught up once the employee returns to work.

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Family and Medical Leave Act (FMLA)

If an employee does not return to work, any health and non-health benefit premiums that the FMLA permits an employer to recover will become a debt owed by the non-returning employee to the College.

Return to Work

If the leave was due to a serious health condition as defined by FMLA, the College will require a “fitness for duty” certification from the health care provider, verifying the employee’s ability to return to work, with or without restrictions. In the event the employee is not able to return to work after FMLA has been exhausted, the College may engage in the interactive process through The Americans with Disabilities Act (ADA), if applicable.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-010 (Page 1 of 1)*
TITLE *Professional Leave*

TYPE All Personnel - General Policies and Compliance
RATIONALE To provide full-time employees with professional development opportunities

APPROVED **April 16, 1998; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that with the approval of the appropriate supervisor, faculty and staff may attend conferences, special meetings, or conventions. These temporary changes in assignment do not constitute absence from service.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-011 (Page 1 of 1)*
TITLE *Jury Duty and Court Leave*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with Revised Statutes of Missouri

APPROVED **April 16, 1998; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that an employee of Jefferson College who is called for jury duty or subpoenaed to serve as a witness in a court of law may request a leave of absence for such time as necessary to complete their obligation. Leaves of absence for jury duty or for court appearance as a witness pursuant to subpoena shall be granted with pay for all full-time employees up to the difference between the employee's regular pay and any amount received as a jury or witness fee. If an employee must attend court on behalf of the College, the time is counted as work time and not as jury duty. The employee must provide a copy of the summons or witness subpoena and the compensation received from the court to the Office of Human Resources at the conclusion of the court service. Paid leave is not available to an employee when the employee is the named plaintiff or defendant.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY #	<i>II-012 (Page 1 of 2)</i>
TITLE	<i>Vacations</i>
TYPE	All Personnel - General Policies and Compliance
RATIONALE	Provide full-time, administrators, certified professional staff, and classified professional staff with paid vacation
APPROVED	May 16, 2013; March 14, 2024
REVIEWED	March 14, 2024
REVIEW CYCLE	Every five years

POLICY

Eligibility

All full-time regular administrators, certified professional staff, and classified professional staff are eligible for paid vacation time. Faculty work the days specified in their contracts.

Vacation Accrual Rates

Full-time regular administrators and certified professional staff shall accumulate 20 vacation days per year at the rate of 13.33 hours for each complete month of service.

Full-time regular classified professional staff members shall accrue vacation days as follows:

- 1-5 years of service - 10 days per year at the rate of 6.66 hours for each complete month of service
- 6-10 years of service - 15 days per year at the rate of 10 hours for each complete month of service
- 11 years of service and beyond - 20 days per year at the rate of 13.33 hours for each complete month of service

Vacation accruals are prorated for months during which an employee receives partial compensation or no compensation.

Jefferson College provides its employees with a generous vacation allowance recognizing the importance of time away from work for rest and relaxation. The College encourages employees to take their vacation on a regular basis during the year that it is accrued. The College also recognizes that there may be circumstances in which an employee may want to save some vacation for use at a later time. The maximum allowable vacation accrual is two times the employee's accrual for one year. Once an employee reaches the maximum, they will no longer earn additional hours until their vacation balance falls below the cap.

POLICY #
TITLE

II-012 (Page 2 of 2)
Vacations

General

1. If an employee requests a vacation day and subsequently the campus is closed because of inclement weather conditions (no classes and offices not open) on that day, the employee may rescind the request for vacation time.
2. When an employee leaves the College's employment, the employee's last day is required to be a regularly scheduled workday. Annually allocated personal leave and/or accrued vacation days may not be used to extend the termination date. Except under extenuating circumstances, the last day worked is the date of termination. The dollar value of any unused vacation due will be paid to the employee in a lump sum payment in the final paycheck.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY TITLE *II-013 (Page 1 of 1)*
Military Leave

TYPE All Personnel - General Policies and Compliance

RATIONALE Compliance with applicable federal and state statutes and regulations

APPROVED **July 16, 2011; March 14, 2024**

REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that College employees who are members of the National Guard or any reserve component of the armed forces of the United States shall be entitled to all benefits, leave of absences, and other rights as governed by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 RSMo 41.942, RSMo 105.270, and any other applicable federal and state laws and regulations.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-014 (Page 1 of 1)*
TITLE *Community Service*

TYPE All Personnel – General Policies and Compliance
RATIONALE Provide College employees with time to conduct community service activities

APPROVED **July 25, 2019; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that Community Service Leave (CSL) of up to 24 hours each year shall be granted to full-time employees. Part-time regular employees who work 20 or more hours per week may use up to 8 hours of CSL to volunteer for College-sponsored activities such as the College Day of Service and/or the Vikings' Vault.

Approval

Employees must obtain prior approval from their supervisors in order to use community service time. Requests for Community Service Leave should be made at least ten business days prior to the requested community service hour(s). In certain circumstances it may be necessary for a supervisor to deny an employee's request for community service; however, the supervisor must plan for an alternative time with the employee. In such cases, the supervisor should explain the reason for the denial. For this reason, supervisors and employees are encouraged to plan community service time with as much advance notice as possible.

CSL hours are added to the CSL bank effective July 1 each year. CSL is prorated the first year of employment for dates of hire after July 1. Community service hours do not roll over into the next fiscal year.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-015 (Page 1 of 1)*
TITLE *Holidays*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision for paid holidays for all full-time College employees

APPROVED **December 15, 2011; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that as a normal practice, College employees shall not be obligated to work on holidays observed by the College except in extenuating circumstances or as otherwise stipulated in individual contracts or job descriptions.

Further, College non-exempt personnel required to work holidays will be compensated in accordance with the Compensatory Time and Overtime policy. Exempt personnel required to work holidays may be granted time off at a later date.

A holiday shall be defined as a day which falls within the normal workweek on which the College offices are closed. If the holiday falls on a Saturday, it will be observed on the preceding Friday. Holidays which fall on a Sunday will be celebrated on the following Monday.

Further, holidays shall be granted to all personnel in accordance with the holiday schedule established by the College.

1. New Year's Day
2. Birthday of Martin Luther King, Jr.
3. Washington's Birthday
4. Spring Holiday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Day
11. Winter Break (other days designated by the President)

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-016 (Page 1 of 1)*
TITLE *Pay Period, Salary Payments, and Deductions*

TYPE All Personnel - General Policies and Compliance
RATIONALE Specification of pay period and salary payments

APPROVED **October 17, 2013; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that all compensation shall be issued on the last banking day of each month. Pay periods vary depending on employee classification and/or teaching term.

Faculty members serving on a nine-month contract may receive balance-of-contract payments following the close of the spring semester, and after all obligations to the College have been fulfilled, by notifying the Payroll department of their wishes prior to March 30.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-017 (Page 1 of 1)*
TITLE *Retirement, Savings and Tax Shelters*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with Revised Statutes of Missouri and regulations of the Public School Retirement System and Public Employee Education Retirement System of Missouri, as well as providing opportunities for employee participation in tax sheltered annuities

APPROVED **June 12, 2012; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees to participate in the Public School Retirement System (PSRS) and Public Education Employee Retirement System (PEERS) of Missouri as required by law. Tax-deferred contributions shall be made from the employee's salary at rates established by the PSRS/PEERS Board of Trustees. This amount is matched in contribution by the College.

The Board of Trustees further directs the Vice President of Finance and Administration to develop and file all appropriate documentation with state and federal agencies regarding "sheltered" contributions.

Furthermore, it shall be the policy of the Board of Trustees that the College shall offer tax-sheltered annuity programs. Vendor information is available from the Office of Human Resources. Requests for new payroll deduction annuity programs will be accepted only if a minimum of ten percent of eligible College employees request such coverage and enroll in the program.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-018 (Page 1 of 1)*
TITLE *Insurance*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision of an insurance program for employees - basic hospitalization plan, major medical, disability, dental and term life

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that an insurance program be maintained for all full-time College employees. The premiums for the employee shall be paid in full by the College. Coverage for spouse and dependent children shall also be made available through the group health insurance plan. Premiums for spouse and/or dependent children, if coverage is elected by the employee, shall be deducted from the employee's monthly paycheck. The Board of Trustees has authorized a plan of employee dependent insurance through salary reduction for tax savings purposes.

The insurance coverage shall include a basic hospitalization plan, major medical coverage, disability insurance, dental insurance, and term life insurance for the employee.

Per Missouri Revised Statute 169.590, retired employees who are receiving or are eligible to receive retirement benefits under either PSRS or PEERS, may remain on the group health insurance plan with the cost of such coverage to be borne by the retired employee. The plan may provide a different level of coverage for any person electing to remain or become a member of an eligible group if such person is eligible for Medicare under the federal Health Insurance for the Aged Act, 42 U.S.C. 1395, as amended. Employees shall have one year from the retirement date to qualify for the group coverage provided.

The Board of Trustees further directs the Senior Director of Human Resources to administer all insurance programs including compliance with all state and federal regulations regarding tax-sheltered deductions, bidding processes, claim settlements, and employee notification of all benefits.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-019 (Page 1 of 1)*
TITLE *Workers' Compensation*

TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with applicable federal and state statutes and regulations

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that all District employees be covered by workers' compensation insurance in accordance with Missouri Law.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-020 (Page 1 of 1)*
TITLE *Employee Assistance Program*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision for an Employee Assistance Program for all full-time personnel

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that an Employee Assistance Program (EAP) shall be made available for all full-time employees and their dependents. Further, the premiums shall be paid in full by the College. An EAP provides employees with confidential, professional services that can help them address challenges and strengthen their work and home life.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-021 (Page 1 of 2)*
TITLE *Enrollment in Jefferson College Classes*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision for tuition waivers for full-time regular employees, part-time regular employees, adjunct faculty, and retirees

APPROVED **June 11, 2009; November 12, 2015; November 9, 2017; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that tuition may be waived for the benefit of employees, adjunct faculty, retirees, and eligible dependents of full-time regular employees/retired full-time regular employees who enroll in Jefferson College credit and continuing education classes. This waiver is subject to the following conditions:

1. The student must meet Jefferson College admission requirements, if applicable.
2. All scholarships, grants, and/or third-party payments that are tuition specific will be applied to tuition prior to waiving tuition for employees and their dependents. Tuition will be waived for employees and their dependents before the application of any non-tuition specific federal or state need-based financial aid (e.g., Pell and Access Missouri).
3. The total amount of tuition to be waived will be limited to the amount budgeted annually for that waiver. The budgeted amount will be reviewed annually by the Business Office based on actual application of the policy.
4. Books, fees, materials, or any other non-tuition charges shall not be included in the waiver.
5. The continuing education class must have already met minimum enrollment standards in order for the tuition waiver to apply.
6. Some courses may be declared exempt from tuition waiver.
7. Enrollment in courses by employees must not interfere with the employee's job performance or conflict with the employee's work schedule unless an alternate work schedule is approved by the supervisor in advance.

Full-time Regular Employees/Retired Full-time Regular Employees –Waiver of tuition shall apply to both credit and continuing education classes for the employee/retiree, spouse, and/or

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II-021 (Page 2 of 2)
Enrollment in Jefferson College Classes

dependents. (Dependent signifies one who has been so designated on the federal income tax return and/or an employee's child under the age of 23.)

Part-time Regular Employees/Retired Part-time Regular Employees – Waiver of tuition shall apply to both credit and continuing education classes up to a maximum of six semester hours per semester for the employee/retiree only.

Adjunct Faculty – Waiver of tuition shall apply to both credit and continuing education classes for the adjunct faculty member only for one class per semester up to a maximum of five credit hours during a semester in which the adjunct faculty member teaches.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-022 (Page 1 of 2)*
TITLE *Reimbursement of Professional Study Expenses*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision for employee financial assistance for approved College or university study directed toward improvement of their qualifications

APPROVED **July 14, 2011; February 14, 2019; October 8, 2020; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that regular full-time faculty and staff members shall be eligible for financial assistance with the cost of approved college and university study directed toward improvement of their qualifications. Reimbursement of tuition or incidental fee expenses shall be available in an amount up to the semester hour cost for such courses if taken at either the University of Missouri-Columbia or the University of Missouri-St. Louis, whichever institution has the higher rate for that academic year. The following guidelines shall apply to study expense reimbursement:

1. Courses must be taken at a regionally-accredited college or university and must be applicable toward a higher degree than the current highest degree of the faculty or staff member. Exceptions may be made if the study is specifically intended to improve the employee's qualifications for their current assignment.
2. Courses must be approved by the appropriate Vice President prior to enrollment. Enrollment in courses by employees must not interfere with the employee's job performance or conflict with the employee's work schedule unless an alternate work schedule is approved by the supervisor in advance.
3. The maximum number of hours for which reimbursement may be made in any academic year is 18 semester hours (or the equivalent of 18 semester hours). "Academic year" in this context is defined as the summer, fall, and spring semester. Courses must be taken within the academic year for which reimbursement is requested.
4. No employee may receive reimbursement for more than nine semester hours, or the equivalent, in any single semester (summer, fall, or spring). An employee may seek reimbursement for semester hours completed in preceding semesters of the same year if the total for the year does not exceed 18 and the request for reimbursement does not exceed 9 in any semester (summer, fall, or spring).
5. All scholarships, grants, and/or third-party tuition specific payments must be applied to tuition prior to using the tuition reimbursement benefit. When taking undergraduate

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II-022 (Page 2 of 2)
Reimbursement of Professional Study Expenses

courses, a Free Application for Federal Student Aid (FAFSA) must be completed before a tuition reimbursement will be processed. If financial aid is denied after the filing of the FAFSA, the employee will be exempt from filing the FAFSA in the future unless there is a dramatic change in personal financial conditions. An affidavit will be included with the tuition reimbursement form to declare whether or not a substantial financial change has taken place. If a substantial financial change is reported, a new FAFSA must be completed.

6. Payment shall be made after the coursework has been completed and an official transcript or grade report has been submitted for the employee's file maintained in the Human Resources Office. For undergraduate courses, the Business Office verifies FAFSA information with the Financial Aid Office prior to processing the tuition reimbursement.

Arrangements for an expense advance may be made with the Business Office as needed, but the advance will become a personal obligation of the employee to the College if the course is not completed.

7. When an employee's effective date of voluntary resignation, retirement, or termination for cause is within one year of the end of the semester for which they were reimbursed or given an advance, the employee shall refund the College the total amount of any reimbursement or advancement for that academic year.

Also, when an employee's effective date of voluntary resignation, retirement, or termination for cause is within two years of the end of the semester for which they were reimbursed, the employee shall refund the College 50% of any reimbursement for that academic year.

It is the responsibility of the Senior Director of Human Resources, in conjunction with the supervising Dean, to assure compliance with the above provisions.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-023 (Page 1 of 1)*
TITLE *Employee Recognition Program*

TYPE All Personnel - General Policies and Compliance
RATIONALE Provision for recognizing employees for years of service and retirement

APPROVED **February 15, 2007; March 12, 2020; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that all full-time and part-time regular employees be recognized for every five consecutive years of service to the institution and for retirement from the College. Service awards for 5, 10, 15, 20, 30, 35, and 40 years of service are given as additional compensation included on the May paycheck in the amount of \$15 per year of service. Employees who complete 25 years of service receive five days of compensation on the May paycheck. Retirement recognition awards are given as additional compensation included on the final paycheck in the amount of \$150.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-024 (Page 1 of 1)*
TITLE *Designation of Former Jefferson College President as Emeritus President*

TYPE All Personnel - General Policies and Compliance
RATIONALE To recognize Former Presidents of Distinction

APPROVED **April 16, 1998; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees of The Community College District of Jefferson County, that it may designate a former President as President Emeritus of Jefferson College.

The President shall have served a substantial time as President and shall have distinguished themselves as an educational leader of accomplishment.

Furthermore, as judged by the Trustees, the President shall have provided leadership which is directly attributable to the advancement of Jefferson College. The former President must be drawing retirement income from the Missouri Public School Retirement System.

Upon being designated as President Emeritus, the former President's name, credentials, and years of service shall be prominently and perpetually displayed in the College Catalog.

The President Emeritus may attend College-sponsored events at no admissions cost and may bring one guest, who may likewise attend with no admissions cost. The Board of Trustees may designate any other benefit to the President Emeritus deemed appropriate by the Trustees.

CONTENT OWNERSHIP: The Board of Trustees, through the President of the College

POLICY # *II-025 (Page 1 of 3)*
TITLE *Employee Conduct – Civility in the Workplace*

TYPE All Personnel - General Policies and Compliance

RATIONALE

APPROVED **October 16, 2014; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The College strives to hire and retain employees who are committed to serving the needs of the College and its community.

All employees are expected to conduct themselves in a professional manner that promotes a safe, productive, and inclusive work environment. Expectations include the following:

- Accountability: College employees will fulfill their roles and responsibilities to the best of their abilities. College employees will be personally accountable for the highest standards of moral and ethical behavior in all aspects of their work.
- Civility and Collegiality: College employees will work together to create a culture of civility and inclusion built on trust, respect, and dignity for all.
- Compliance: College employees will understand and comply with the codes, laws, regulations, policies and procedures that govern our College activities, as well as any standard of conduct and ethics required by professional associations of which the College or employee is a member.
- Fairness: College employees will follow and execute the policies, procedures, and standards with objectivity and consistency, without discrimination or favoritism.
- Honesty: College employees will be open, honest, and direct.
- Respect: College employees will consistently treat all people and College resources with respect.
- Stewardship: College employees will be prudent and responsible stewards of College resources.

POLICY #
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II-025 (Page 2 of 3)
Employee Conduct – Civility in the Workplace

Prohibited Conduct

The following are examples, but certainly not a comprehensive list, of the kind of conduct that is prohibited and will subject the individual involved to progressive disciplinary action, including termination:

1. Reporting to work under the influence of alcoholic beverages, and/or controlled substances, or selling, dispensing, or unlawfully possessing alcoholic beverages, and/or controlled substances on College premises or at College-sanctioned events.
2. Possession of firearms or other weapons on College property, or at College-sanctioned events. Law enforcement officers authorized to carry firearms are exempt from this provision.
3. Threats, assault, and/or battery of a fellow employee, student, or visitor.
4. Theft, destruction, defacement, or misuse of College property or of another employee's property.
5. Falsifying or altering any College record or report. This does not prohibit the legitimate alteration of records or reports by authorized personnel.
6. Failure to wear assigned safety equipment or failure to abide by safety rules and policies.
7. Engaging in any form of sexual harassment.
8. Failure to improve unsatisfactory evaluations.
9. Excessive absences or tardiness.
10. Failure to perform assigned duties efficiently and effectively, based upon established College and/or departmental standards.
11. Violation of federal or state laws, the policies of the Board of Trustees, or conviction of a felony or crime involving moral turpitude. For the purposes of this procedure, a crime involving moral turpitude is one which is seen as contrary to justice, honesty, modesty or good morals, or involving baseness, vileness, or depravity.
12. Insubordination, which is defined as the refusal or failure to obey a lawful directive of a supervisor or superior.

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II-025 (Page 3 of 3)
Employee Conduct – Civility in the Workplace

13. Discrimination on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status.
14. Violation of the College's policies and procedures.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY# *II-026 (Page 1 of 1)*
TITLE *Personal Appearance*

TYPE All Personnel - General Policies and Compliance

RATIONALE

APPROVED **December 15, 2011; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

As a representative of the College, employees are expected to dress with dignity and professionalism and in a manner that is not offensive, suggestive, distracting or insulting to others.

All employees are expected to wear appropriate dress for work. Clothing and appearance should be neat, clean, in good taste and suitable for the particular work assignment.

Personal hygiene is essential. Therefore, it is necessary that all employees maintain a clean, presentable appearance. Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-027 (Page 1 of 1)*
TITLE *Prohibition Against Alcohol/Drugs*
TYPE All Personnel - General Policies and Compliance
RATIONALE Compliance with Drug-free Workplace Policy
APPROVED **June 13, 2013; March 14, 2024**
REVIEWED March 14, 2024
REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees to provide a drug-free, healthy, safe, and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any unlawful controlled substance.

Further, the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance in and on Jefferson College owned and controlled property, or while conducting College business, is prohibited except as provided in Board Policy and Procedure II-032. Violation of this policy will result in disciplinary action up to and including suspension or termination of employment or participation in evaluation/treatment for a substance use disorder. Instances of violations could result in the involvement of the Jefferson College police department and civil law enforcement authorities. The statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Further, Jefferson College recognizes drug dependency to be an illness and a major health problem. The institution also distinguishes drug abuse as a potential health, safety, and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the College's employee assistance program or other appropriate counseling services. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Jefferson College or while conducting College business. A report of such conviction must be made within five days after said conviction. The College must notify any federal contracting agency within ten days of having received notice that any employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-028 (Page 1 of 1)*
TITLE *Use of Alcoholic Beverages on College Property*

TYPE All Personnel - General Policies and Compliance
RATIONALE Specifications on restricted use of alcoholic beverages on College Property

APPROVED **December 11, 2008; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The Board of Trustees authorizes the use of alcohol on College property subject to the following restrictions:

1. The College observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus.
2. College funds may not be used to purchase alcohol.
3. The College complies with the Drug Free Schools and Communities Act Amendments of 1989. Annual distribution of alcohol and drug prevention materials are made available to all students, faculty and staff through pamphlets, student handbook, the Faculty/Staff handbook, and access to Board Policies and Procedures.
4. The possession, use or distribution of alcoholic beverages on College property is strictly prohibited unless approved by the President. Approval must be received by the President in advance for each event in which alcohol will be served.
5. The possession, use or distribution of alcoholic beverages on College property is strictly prohibited except for College fundraising events.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-029 (Page 1 of 1)*
TITLE *Outside Employment*

TYPE All Personnel - General Policies and Compliance
RATIONALE Establish principle that College employment is considered primary, and permission is required for outside employment

APPROVED **April 16, 1998; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that all full-time administrators, faculty, and certified professional staff shall not engage in any outside employment which shall in any way interfere with the performance of their duties at the College. Permission of the appropriate administrative officer of the College must be obtained before contractual employees may accept outside employment during the period of their appointment.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-030 (Page 1 of 1)*
TITLE *Use of the College Name*

TYPE All Personnel - General Policies and Compliance
RATIONALE Limiting use of College name to approved official activities or functions of the College

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that no individual, group, or organization may use the name of the College or refer to the College on letterheads, envelopes, handbills, posters, or other printed, electronic, or written materials unless authorized by the President.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-031 (Page 1 of 1)*
TITLE *Political Activity*

TYPE All Personnel - General Policies and Compliance
RATIONALE Clarification of personal political rights and limitations regarding use of College resources, College name, or campaigning on College time

APPROVED **April 16, 1998; January 14, 2016; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The Board of Trustees recognizes the right of College personnel to take or to refrain from taking a stand on a public issue and to support or to oppose any issue or candidate. Activities related to a public issue or a candidate, however, must be conducted on the employee's own time. Employees should exercise reasonable care to show that they are acting in the capacity of private citizens and not as representatives for the College.

It shall be the policy of the Board of Trustees to recognize political activities of College personnel as legitimate and acceptable; however, this recognition is subject to the following provisions:

1. College personnel shall not use College facilities or resources to further their individual political purposes or in support of a political candidate, except that College personnel shall have the same rights as any member of the public to access College facilities for the purpose of engaging in political activity or other Expressive Activities as defined by the College policy on Expressive Activities.
2. The College shall not be identified with political issues, parties, or candidates.
3. College personnel shall not campaign for themselves or other candidates on College time.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-032 (Page 1 of 2)*
TITLE *Property Rights and Publications, Teaching Aids, Material and Equipment Written or Developed by Faculty and Staff Members*

TYPE All Personnel - General Policies and Compliance
RATIONALE Clarification of employee and College property rights in publications, teaching aids, material and equipment

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that all property rights in books written, instructional materials developed (including workbooks, laboratory manuals, transparencies, audio tapes, video tapes, films, and the like) and equipment designed, developed or invented by any staff member in conjunction with their job or teaching assignment shall belong to said staff member. Such property rights shall, subject to paragraph three of this policy, include the right to publish for private profit and the right to copyright any book, manual or printed material.

Further, the Board of Trustees approved on October 18, 1984, the addition of the following statement to this section: The current College policy on property rights, publications, etc., shall be extended to include the authorization for appropriate licensing for commercial use of computer programs developed on campus.

Further, such property rights shall include the right to negotiate privately with any person, firm, or corporation for the manufacture of any equipment or instructional material and the right to acquire any patent rights which may be obtainable thereon.

The property rights in joint projects of staff members undertaken either as part of a job or teaching assignment, released time, or assigned project, or on their own time, shall be shared by the participants in the manner upon which they shall agree in writing.

Further, notwithstanding the property rights of any staff member or members in any books, teaching aids, or equipment published, developed, or designed by said staff member or members, the College District shall, to the extent said book, teaching aid, or equipment was written or designed in conjunction with an extended or released time project or program, have a joint property right therein.

Said joint property right shall entitle the District to the internal use or purchase of said book, teaching aid or equipment regardless of copyrights or patents thereon and exclusive of any royalties, commissions, or other pecuniary profit to the applicable staff member or members.

POLICY #
TITLE

II-032 (Page 2 of 2)
Property Rights and Publications, Teaching Aids, Material and
Equipment Written or Developed by Faculty and Staff Members

The District shall also share in the royalties, commissions, or other pecuniary profit from sales outside the District until such time as the College District has been reimbursed to the extent and amount that the College District paid for that part of the project or program which resulted in the creation of the book, teaching aid or equipment.

Once such reimbursement has been made, all royalties, commissions, or pecuniary profit thereafter earned by the sale of any said book, instructional material or equipment to any purchaser outside the District shall belong exclusively to the faculty or staff member who published, developed or designed said book, instructional material or equipment.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY #	<i>II-033 (Page 1 of 2)</i>
TITLE	<i>Communicable Diseases (Regarding Employees)</i>
TYPE	All Personnel – General Policies and Compliance
RATIONALE	Guidelines for Handling Cases of Communicable Diseases
APPROVED	July 14, 2011; February 9, 2023; March 14, 2024
REVIEWED	March 14, 2024
REVIEW CYCLE	Every five years

POLICY

It shall be the policy of the Board of Trustees that individuals who have a communicable disease or who have a reasonable basis for believing that they have a communicable disease must conduct themselves responsibly for their own protection and that of other members of the College community.

Further, it shall be the policy of the Board of Trustees that when a student or employee makes it known that they have a communicable disease that is at risk of transmission in an educational or workplace setting, the individual shall be recommended to the Senior Director of Human Resources (employees) and the Vice President of Student Services (students) who will, if appropriate, activate the Campus Panel on Communicable Diseases (the “Panel”). The Senior Director of Human Resources and the Vice President of Student Services may also activate the Panel if notified by a student, faculty, or staff member that a member of the campus community has a communicable disease that is at risk of transmission in an educational or workplace setting.

The panel shall be appointed by the College President and shall include pertinent personnel that may include a representative from Student Services, the Senior Director of Human Resources, and such other persons as may be appropriate. The Panel may consult with the College Attorney, as needed. The Panel shall also consult with the individual, the individual’s physician, other practicing health professionals, and the Jefferson County Health Department. The Panel shall determine whether the individual is a risk to the campus community, considering appropriate factors such as the nature of the communicable disease and the likelihood of transmission in the College’s setting. If the individual is determined to be a risk to the campus community, the Panel shall develop a written recommendation on a case-by-case basis which shall be forwarded to the College President. Such recommendation shall consider whether reasonable accommodations exist that will permit the student or employee to continue in-person attendance in their educational or workplace setting with the College. The Jefferson County Health Department may be notified, as appropriate.

In situations involving an epidemic, case-by-case determinations may not be possible and broader restrictions may be implemented.

POLICY #
TITLE

II-033 (Page 2 of 2)
Communicable Diseases (Regarding Employees)

The Board of Trustees has the responsibility to balance the right to privacy of faculty, staff and students with the compelling public interest in providing a safe training environment for all employees and students in the programs as well as their patients in specific high-risk programs of study (Emergency Medical Technicians, Nurses and other health occupation programs, Law Enforcement Academy, etc.) where those entering the programs constitute a high-risk group for contracting and/or transmitting communicable diseases. The Board of Trustees maintains the belief that employees in these programs and students entering these programs have a heightened obligation to patients and others with whom they come into close personal contact in connection with their training and duties, and, therefore, reserves the right to require appropriate medical examinations and/or tests as a condition for admission to or continuation in such programs.

This policy shall be based upon current recommendations from the Centers for Disease Control and the U.S. Public Health Service, as well as other relevant professional and governmental medical, scientific, and legal information and literature. Further, this policy shall be reviewed as requested by the Panel and/or College administration, and changes shall be proposed according to the latest available information.

CONTENT OWNERSHIP: The College President, through the Senior Director of Human Resources and the Vice President of Student Services

POLICY # *II-034 (Page 1 of 1)*
TITLE *Progressive Disciplinary Action*

TYPE All Personnel - General Policies and Compliance
RATIONALE

APPROVED **December 15, 2011; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

The College adheres to the principle of progressive discipline with respect to its employees. This means that degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct their performance. Supervisory procedures for progressive discipline are detailed in Procedure #002.03, Progressive Disciplinary Action.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-035 (Page 1 of 1)*
TITLE *Early Resignation Notice Stipend*

TYPE All Personnel - General Policies and Compliance
RATIONALE Strategic Workforce Planning

APPROVED **March 9, 2023; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

To allow the College ample time for strategic workforce planning for the following fiscal year, eligible employees will receive a stipend for providing sufficient notice of resignation as defined in Procedure II-014.01. This one-time stipend will be in addition to the Retirement Recognition Award stipend of \$150 for eligible retirees.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-036 (Page 1 of 1)*
TITLE *Return of Property*

TYPE All Personnel - General Policies and Compliance

RATIONALE

APPROVED **July 14, 2011; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

Employees are responsible for items issued to them by the College or in their possession or control, such as the following:

- Tools
- Equipment
- Keys
- Manuals
- Pagers
- Vehicles
- Cell phones and other electronic equipment

All College property must be returned by employees on or before their last day of work. The College may withhold the employee's check or final paycheck until all such items are returned or deduct from such pay the cost of any items that are not returned in proper condition. The College may also take all action deemed appropriate to recover or protect its property.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

POLICY # *II-037 (Page 1 of 1)*
TITLE *Confidentiality of Personnel Files*

TYPE All Personnel - General Policies and Compliance
RATIONALE Creation of official personnel files with limited access

APPROVED **February 15, 2007; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of the Board of Trustees that only one official personnel file shall be maintained on an employee and that file shall be maintained by Human Resources.

Further, access to personnel files shall be limited to the employee and their supervisors or administrators.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

SECTION III

ADMINISTRATIVE ORGANIZATION

POLICY # *III-001 (Page 1 of 1)*
TITLE *Line of Authority*

TYPE Administrative Organization
RATIONALE Specification of Line of Authority - Employee Contact with the Board

APPROVED **May 17, 2012; March 9, 2023**
REVIEWED March 9, 2023

REVIEW CYCLE Every two years

POLICY

It shall be the policy of the Board of Trustees that the general line of authority within the College shall follow the most current [organizational chart](#) published by the Office of Human Resources.

This does not prohibit an employee from referring an area of concern or problem to a constituent committee such as the Faculty Senate, Certified Professional Staff Committee, or Classified Professional Staff Committee.

Faculty and staff contact with the Board of Trustees on College business shall be made through the President of the College, only. Employees desiring to appear before the Board shall place their requests through the highest-level administrator for their area, who will forward them to the President of the College. The President shall make the necessary arrangements for such an appearance. To be considered by the Board, items should be submitted in writing, along with any supporting documentation, at least one week prior to the Board meeting, in order that they may be included with the other agenda items and information mailed to the Trustees.

CONTENT OWNERSHIP: The President of the College and the Senior Director of Human Resources

POLICY # *III-002 (Page 1 of 1)*
TITLE *Administrative Offices*

TYPE Administrative Organization
RATIONALE Specification of employment parameters for Deans and Vice Presidents

APPROVED **August 16, 2012; March 9, 2023**
REVIEWED March 9, 2023

REVIEW CYCLE Every two years

POLICY

It shall be the responsibility of the President of the College, as chief executive officer for the Board of Trustees, to execute directly or by delegation all executive and administrative duties in connection with the operation of the College. Furthermore, it shall be the responsibility of the President of the College to develop, approve, and implement selection processes, position descriptions that include duties and responsibilities, and evaluation systems for the Vice Presidents and Deans of the College.

The overall administrative structure of Jefferson College is divided into four major categories of responsibility: The Office of the President, Academic Affairs, Student Services, and Finance & Administration.

Termination for Cause

The College cannot terminate the employment of an administrator during the term of their contract except for “good cause” as determined by the Board of Trustees and in accordance with due process. “Good cause” shall include those actions listed in Policy #IV-005. Due process shall consist of the processes outlined in Procedure III-004.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

SECTION IV

INSTRUCTIONAL PERSONNEL SPECIFIC POLICIES

POLICY # *IV-001 (Page 1 of 5)*
TITLE *Instructional Staff - Line of Authority, Duties and Responsibilities*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of line of authority, selection processes, position descriptions, and evaluation processes for the Vice President of Academic Affairs, Deans, Associate Deans, instructional Program Directors, and the faculty
APPROVED **February 15, 2007 (Updated February 20, 2014)**

POLICY

It shall be the policy of the Board of Trustees that the organizational structure for the instructional staff shall be the Vice President of Academic Affairs, Deans, Associate Deans and/or instructional Program Directors, and faculty.

It shall be the responsibility of the President to develop or cause to be developed and implement a selection process, a position description which shall include duties and responsibilities, and an evaluation process for the Vice President of Academic Affairs, Deans, Associate Deans and/or instructional Program Directors, and the faculty.

It shall be the policy of the Board of Trustees that two instructional divisions shall be configured as stated herein. The Vice President of Academic Affairs shall have responsibility over the instructional division. Each Dean shall assume responsibility for administration of the division and shall be responsible to the Vice President of Academic Affairs. Furthermore, each Associate Dean and/or instructional Program Director shall be responsible for the administration of specified academic programs and shall be directly responsible to the appropriate Dean as so illustrated in the organizational chart.

POLICY #
TITLE

IV-001 (Page 2 of 5)
Instructional Staff - Line of Authority, Duties and Responsibilities

Divisional Structure

Arts & Science Education

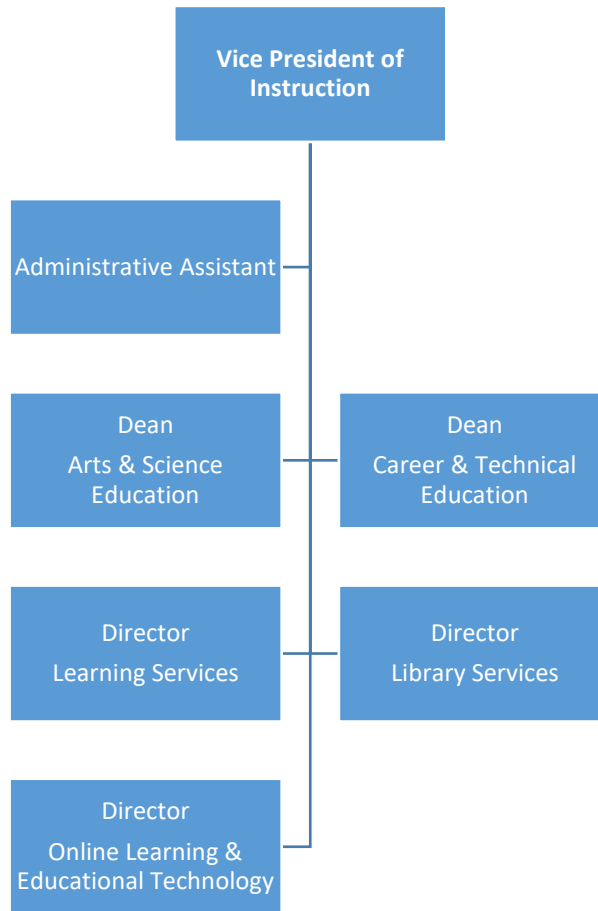
Accounting
Art
Biology
Biotechnology
Business Administration
Chemistry
Child Care/Early Childhood Education
Communications
Computer Science
Criminal Justice
Economics
Engineering
English
Foreign Languages
Geography
History
Journalism
Mathematics
Music
Philosophy
Physical Education
Physical Science
Physics
Political Science
Psychology
Sociology
Speech/Drama
Teacher Education
TV Production

Career & Technical Education

Accounting Technology
Applied Technology
Apprenticeship Training
Area Technical School
Automotive Technology
Biomedical Electronics Technician
Business Information Technology
Business Management
Child Care/Early Childhood Education
Computer Information Systems
 Graphics/Web Developer
 Computer Support Option
 Criminal Justice Cyber Security Option
Computer Integrated Manufacturing
Criminal Justice
Culinary Arts
Electronics: Automation and Electrical
 Control Systems
Emergency Medical Technology/Paramedic
Fire Science Technology
Health Information Technology
Heating, Refrigeration, and Air
 Conditioning Technology
Law Enforcement Academy
Nursing
 Practical Nursing
 Registered Nursing
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Respiratory Therapy Program
Veterinary Technology
Welding Technology

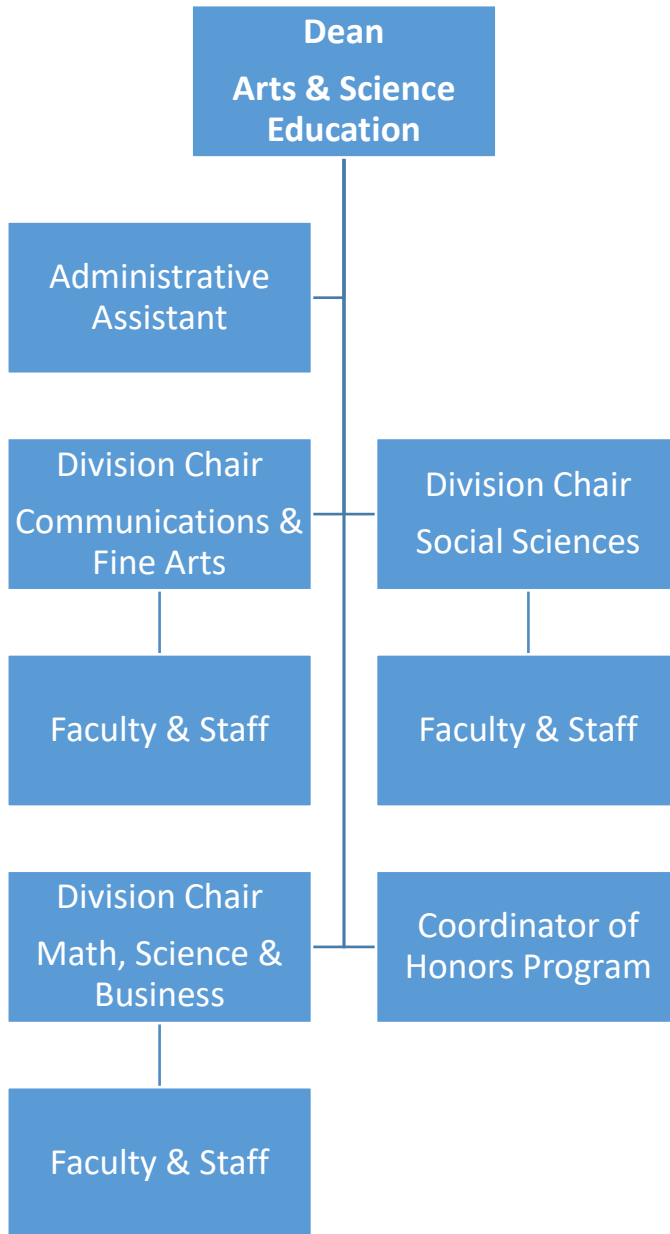
POLICY #
TITLE

IV-001 (Page 3 of 5)
Instructional Staff - Line of Authority, Duties and Responsibilities



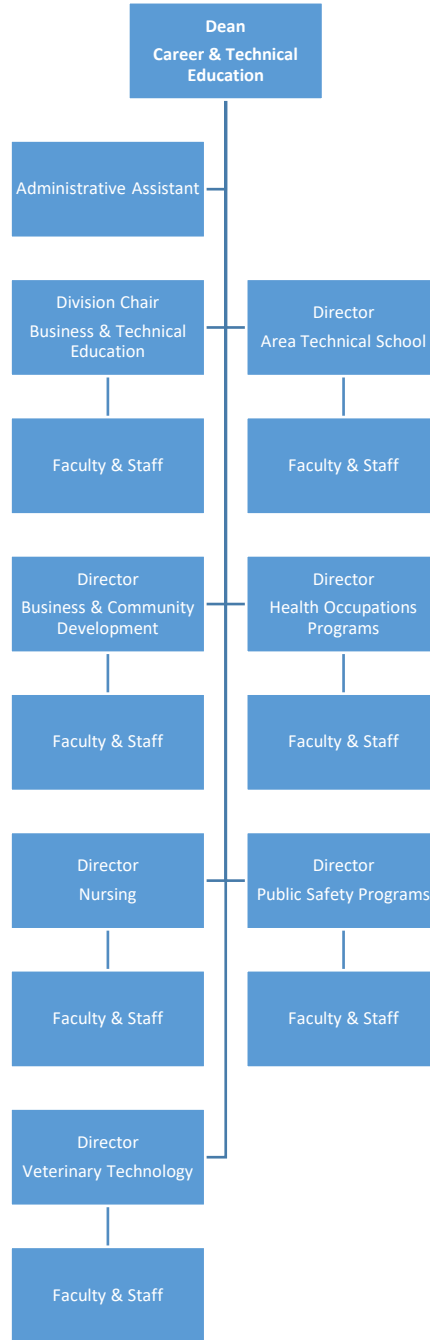
POLICY #
TITLE

IV-001 (Page 4 of 5)
Instructional Staff - Line of Authority, Duties and Responsibilities



POLICY #
TITLE

IV-001 (Page 5 of 5)
Instructional Staff - Line of Authority, Duties and Responsibilities



BOARD MONITORING

The President of the College shall direct the Vice President of Academic Affairs and the Deans to develop or cause to be developed all appropriate administrative policies and procedures to implement this policy.

POLICY # *IV-002.01 (Page 1 of 1)*
TITLE *Conditions of Employment: Recommendation and Appointment*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of faculty appointment process
APPROVED April 16, 1998 (Updated December 2, 2021)

POLICY

Recommendation and Appointment

It shall be the policy of the Board of Trustees that all full-time faculty shall be recommended by the President and appointed by the Board of Trustees. Unless otherwise provided by specific action of the Board, full-time faculty shall be appointed for terms of one academic year. Adjunct faculty shall be approved by the President on a term-by-term basis as needed.

BOARD MONITORING

The President of the College shall direct the Secretary of the Board of Trustees to record all appointments in the minutes of the Board.

POLICY # *IV-002.02 (Page 1 of 2)*
TITLE *Conditions of Employment: Academic Year Appointments
(Covers Procedures IV.002.02-IV.002.09)*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of length of contract, types of appointments, contractual obligations, and faculty duties
APPROVED **February 15, 2007 (Updated February 20, 2014, effective July 1, 2014) (Updated February 14, 2019)**

POLICY

It shall be the policy of the Board of Trustees that all full-time College faculty members (excluding Library faculty and any faculty on a 12-month contract which are addressed below) appointed for the academic year shall be on 166-day contracts, wherein 150 days are for instruction, 5 days of orientation prior to the fall semester, 8 days of final exams, 1 day for Commencement, 1 day in the spring semester for staff development, and 1 day in the fall semester as an “office day.” The day for staff development (In-Service Day) will be held in the spring and content should be mutually developed by faculty and administration. The “office day” is considered a required work day in the fall semester; however, a faculty member is free to work, grade, etc., at his/her choosing.

All full-time faculty are subject to recall for duty on the beginning date specified in their contract. Assignments covering a longer period of time shall be specified in the contract and require approval of the College President and the Board of Trustees. Faculty are granted such holidays as are designated by the Board of Trustees and included in the College calendar.

For full-time faculty on a 12-month contract, the appointment for the academic year shall be on 197-day contracts, wherein 150 are for instruction, 31 days are for program management, assessment, and/or accreditation needs, 5 day for orientation prior to the fall semester, 8 days for final exams, 1 day for Commencement, 1 day in the spring semester for staff development, and 1 day in the fall semester for an office day.

For full-time Library faculty, the appointment for academic year shall be on 176-day contracts, wherein 169 days are for instruction, 5 days of orientation prior to fall semester, 1 day for Commencement, and 1 day in the spring semester for staff development.

For full-time faculty in the Area Technical School, the appointment for the academic year shall be on 181-day contracts, wherein 175 days are for instruction, 5 days of orientation prior to the fall semester, and 1 day for Commencement.

Furthermore, the President shall direct the Vice President of Academic Affairs, in coordination with the Senior Director of Human Resources, to develop or cause to be developed, criteria for types of appointments, conditions of appointments, summer session appointments, other or special appointments, contractual obligations, and assignment of faculty duties.

POLICY #
TITLE

IV-002.02 (Page 2 of 2)
Conditions of Employment: Academic Year Appointments
(Covers Procedures IV.002.02-IV.002.09)

BOARD MONITORING

The President, on the recommendation of the Vice President of Academic Affairs and Senior Director of Human Resources, shall forward faculty contracts to the Board of Trustees for approval.

POLICY # *IV-003 (Page 1 of 2)*
TITLE *Conditions of Employment - Tenure Regulations*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of tenure conditions and rights
APPROVED February 15, 2007 (Updated February 20, 2014)

POLICY

The Board of Trustees of Jefferson College subscribes to the philosophy that an institution of higher education is conducted for the common good. The Board further believes that the common good depends upon the free search for truth and its free exposition. It shall be the policy of the Board of Trustees that the following regulations which are designed to protect academic freedom and tenure and the regulations are for the benefit of all who are involved with, and/or affected by, the policies and programs of the institution.

1. A member of the full-time teaching faculty under continuing appointment shall have permanent or continuous tenure, subject to termination only for cause, for retirement in accordance with Board retirement regulations, or under extraordinary circumstances because of low enrollment or financial exigencies within the institution.
2. If there is reason to believe that the low enrollment or financial exigencies are of a temporary nature, the Board of Trustees may, at its discretion, place on leave of absence as many faculty members as may be necessary because of decreased enrollment or financial exigencies. In placing faculty members on leave, the Board shall be governed by the following:
 - a. No faculty member on continuing contract shall be placed on leave of absence while probationary instructors are retained in positions for which the tenured faculty member is qualified.
 - b. Tenured faculty members shall be retained on the basis of seniority and merit within the field of specialization.
 - c. No appointment of new faculty shall be made while there are available faculty members on unrequested leave of absence who are properly qualified to fill such vacancies.
 - d. Placement on leave of absence shall not impair the right of the faculty member to engage in teaching in another institution or to pursue another occupation during the period of such leave.
 - e. The leave of absence shall not impair the right of a faculty member to a continuing contract upon return to active teaching duty within the College.
 - f. The leave of absence shall continue for a period of not more than three years unless extended by the Board.

POLICY #
TITLE

IV-003 (Page 2 of 2)
Conditions of Employment - Tenure Regulations

3. No person shall lose any tenure rights already acquired if granted a leave of absence, if promoted, or if he/she accepts appointment to an academic staff position other than full-time teaching, or to an administrative position, unless the appointment is subject to the expressed condition that she/he release or waive any such tenure rights.
4. The removal of any person from an administrative position shall not impair his/her tenure rights, if any, as a member of the teaching faculty.

BOARD MONITORING

The President of the College, on recommendation of the Vice President of Academic Affairs, shall forward recommendations to grant tenure to the Board of Trustees for approval.

POLICY # *IV-004 (Page 1 of 1)*
TITLE *Conditions of Employment - Committee on Tenure Appeal*

TYPE Instructional Personnel - Specific Policies
RATIONALE Provision for an appeal process for full-time faculty not recommended for tenure
APPROVED **February 15, 2007 (Updated February 20, 2014)**

POLICY

It shall be the policy of the Board of Trustees that a Committee on Tenure Appeal be constituted which shall be responsible for conducting hearings on matters relating to the administration of the tenure policy.

The Committee shall be composed of members of the full-time teaching faculty who are on continuing appointments. During the second semester of each academic year, the Vice President of Academic Affairs shall direct the faculty to select seven of its members to serve on a Committee on Tenure Appeal for the following academic year.

BOARD MONITORING

The President of the College shall direct the Vice President of Academic Affairs to initiate the committee selection process.

POLICY # *IV-005 (Page 1 of 2)*
TITLE *Conditions of Employment - Termination for Cause*

TYPE Instructional Personnel - Specific Policies
RATIONALE Compliance with Missouri Statutes
APPROVED **May 17, 2012**

POLICY

It shall be the policy of the Board of Trustees that grounds for the termination of continuing faculty for cause be developed and published in the *Board of Trustees Procedures Manual*, that the respective procedures for due process be specified and published, and that both the grounds for termination for cause and the due process procedures be in compliance with the Laws of the State of Missouri as specified in RSMo 168.071 - RSMo 168.126.

Grounds for Termination

The services of a member of the full-time faculty may be terminated at any time for cause, which shall consist of any one or more of the following:

1. Physical or mental condition which results in the employee being unable to perform the essential functions of his/her job with reasonable accommodations (when required under federal and/or state law), or posing a direct threat of harm to others.
2. Immoral conduct which contradicts the professionalism of higher education.
3. Incompetency, inefficiency, or insubordination in the line of duty; insubordination is defined as the refusal to obey a lawful directive of a supervisor or superior.
4. Violation of, or failure to obey, the laws of the State of Missouri, or the policies or procedures of the College.
5. Excessive or unreasonable absence from performance of duties, which does not include absences allowed by College leave policy.
6. Conviction of a felony or a crime involving moral turpitude; or falsifying any information supplied to the Community College District, including but not limited to, information supplied on application forms, employment records or any other College records.
7. Sexual harassment.

In determining the professional competency and/or efficiency of a member of the full-time teaching faculty on continuing appointment, consideration shall be given to the following:

POLICY #
TITLE

IV-005 (Page 2 of 2)
Conditions of Employment - Termination for Cause

1. Written job description
2. Written performance evaluation reports
3. Adherence to or compliance with Board of Trustees published policies and procedures pertaining to full-time faculty
4. Other relevant written documentation provided by the employee

This does not preclude the non-reappointment of faculty other than tenured faculty without cause. No appointee shall be removed from any position on the faculty if charges against her/him are in violation of the principles of academic freedom adopted by the Board of Trustees.

BOARD MONITORING

The President of the College shall develop or cause to be developed the appropriate administrative policies and procedures to implement the policy and to advise the Board of Trustees.

POLICY # *IV-005.1 (Page 1 of 1)*
TITLE *Conditions of Employment – Performance Deficiencies*
TYPE Instructional Personnel
RATIONALE Specification of process for termination for cause
APPROVED **May 17, 2012 (Updated February 20, 2014)**

POLICY

These performance improvement procedures apply to full-time faculty on continuing status. To ensure that faculty instruction and the learning environment are contributing to student education, faculty members are expected to conform to standards of sound teaching performance. If instruction-related performance deficiencies exist, the faculty member will be notified. When a concern regarding teaching performance arises, the Dean and Associate Dean and/or instructional Program Director will coach the faculty member in an effort to develop an effective solution.

Additional corrective action to improve instruction related performance deficiencies includes a written improvement plan. Elimination of the deficiencies must occur in accordance with the written improvement plan developed by the faculty member and the Dean, Associate Dean, and/or instructional Program Director of the applicable division and other relevant administrators, with input from the Vice President of Academic Affairs. The faculty member and the College share responsibility to implement the improvement plan.

For faculty with continuing status, if deficiencies are not resolved, the award of continuing status may be provisionally revoked by the College President, and the faculty member will be offered a terminal appointment of one additional year following the current contract year. The faculty member may appeal the provisional terminal appointment decision as set forth below. When the appeal procedures apply, the Grievance Procedure is not available.

Appeal

A faculty member on a continuing status who receives a provisional terminal appointment may submit a written appeal within ten (10) working days to the Board of Trustees. In the event of an appeal, the faculty member or his/her representatives will have the right to address the Board on the issue in closed session prior to the Board deciding the matter. The decision of the Board will be in writing and is final.

BOARD MONITORING

The Vice President of Academic Affairs, through the Deans, Associate Deans, and/or instructional Program Directors, shall implement and monitor this policy.

POLICY # *IV-006 (Page 1 of 1)*
TITLE *Salaries and Promotions in Academic Rank*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of faculty levels and titles, criteria for initial placement, procedures for advancement, and compensation schedules
APPROVED **February 15, 2007 (Updated February 20, 2014)**

POLICY

It shall be the policy of the Board of Trustees that the President shall direct the Vice President of Academic Affairs with the appropriate Dean and in cooperation with the Senior Director of Human Resources, to develop or cause to be developed full-time faculty levels and titles with criteria for initial placement, procedures for advancement, and an explicit salary or compensation schedule(s) subject to the approval of the Board of Trustees.

BOARD MONITORING

The President, on recommendation of the Vice President of Academic Affairs and appropriate Deans, in cooperation with the Senior Director of Human Resources, shall forward all faculty contracts including placement, title, and compensation to the Board of Trustees.

POLICY # *IV-007 (Page 1 of 1)*
TITLE *Conditions of Employment - Resignations of Faculty and Certified Professional Staff*

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of resignation process
APPROVED February 15, 2007 (Updated February 20, 2014)

POLICY

It shall be the policy of the Board of Trustees that resignations should be submitted in writing to the appropriate Dean for referral to the Vice President of Academic Affairs, President, and the Board of Trustees. The Board shall then take official action and notify the faculty or certified professional staff member of that action.

No faculty or certified professional staff member shall be released from his/her contractual obligations to the Community College District unless a satisfactory replacement can be found and unless appropriate arrangements are made concerning the direct costs incurred by the College to secure the replacement. Failure to honor a contract may result in the withholding of all, or a portion, of the benefits due the employee under the contract until such time as the costs of finding the replacement can be fully determined.

BOARD MONITORING

The President shall forward all letters of resignation to the Board of Trustees.

POLICY # *IV-008 (Page 1 of 1)*
TITLE *Conditions of Employment - Attendance at Commencement*

TYPE Instructional Personnel - Specific Policies
RATIONALE Establishes Board of Trustees expectation that attendance at Commencement is mandatory
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that all members of the full-time faculty and certified professional staff shall take part in the Commencement exercises in academic attire unless they have been previously excused by the President due to extenuating circumstances.

BOARD MONITORING

The President shall direct all Vice Presidents to implement and enforce this policy.

POLICY # *IV-009 (Page 1 of 1)*
TITLE *Recognition of Faculty Association*

TYPE Instructional Personnel - Specific Policies

RATIONALE Mutual belief of the Trustees, the Administration and the Association that good faith discussion is a sound means to express a joint desire to continue to provide quality education, to maintain high standards of academic excellence, and to insure accountability, while giving legitimate expression and effect to proper concerns of the faculty.

APPROVED **April 16, 1998**

POLICY

It shall be the policy of the Board of Trustees that the Jefferson College National Education Association (hereinafter referred to as the Association) be recognized as the bargaining representative for full-time faculty on matters of salaries, terms, and conditions of employment to the extent permitted by Missouri statutes.

Further, the Board of Trustees directs that the President of the College or his/her designee shall cause to be developed a process, in consultation with members of the Association, Administration and Trustees, that shall result in a Statement of Understandings in a style format consistent with current Board policies and procedures.

BOARD MONITORING

The President of the College, in consultation with the chairs of the Board/Administration and Association negotiation teams, shall monitor the effectiveness of this policy.

POLICY # *IV-010 (Page 1 of 1)*
TITLE *Online and Hybrid Instructional Assignments*

TYPE Instructional Personnel
RATIONALE Establish criteria for the development, delivery and compensation for online and courses.
APPROVED **July 17, 2008 (Updated February 20, 2014)**
(Updated February 9, 2017)

POLICY

It shall be the policy of the Board of Trustees to offer, as needed, online and hybrid courses as part of the instructional program of the College. A hybrid course is defined as any face-to-face course that has a portion delivered online and thereby the face-to-face component does not meet the Federal Definition of a Credit Hour.

Further, this policy stipulates that appropriate procedures be developed to implement this policy that will include, but not necessarily be limited to, the following:

1. Compensation for the faculty member who develops a credit online course
2. Compensation for the faculty member who teaches a credit online course
3. Class enrollment limitations that may apply
4. Approval process for new courses

BOARD MONITORING

The Vice President of Academic Affairs, through the appropriate Deans, shall implement and monitor this policy.

POLICY # *IV-011 (Page 1 of 1)*
TITLE *Classroom Cell Phone Use*

TYPE Instructional Personnel
RATIONALE Establish criteria for use of cell phones in College classrooms
APPROVED February 9, 2017

POLICY

It shall be the policy of the Board of Trustees to recognize that students, as members of a learning community, have a responsibility to other students who are members of the community.

Further, this policy stipulates that Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. Appropriate procedures shall be developed to implement this policy that will include, but not necessarily be limited to, the following:

1. Use in the classroom
2. Emergency procedures
3. Instructor discretion for use and sanction

BOARD MONITORING

The Vice President of Academic Affairs, through the appropriate Deans, shall implement and monitor this policy.

POLICY # *IV-012 (Page 1 of 2)*
TITLE *Grievances*

TYPE Instructional Personnel - Specific Policies
RATIONALE Establish formal process for addressing work-related issues and concerns of employees

APPROVED **January 11, 2024**
REVIEWED January 11, 2024

REVIEW CYCLE Every five years

POLICY

It shall be the policy of Jefferson College to: (a) ensure that faculty receive fair and equitable treatment; (b) provide faculty with an easily accessible procedure for expressing dissatisfaction; and, (c) foster sound faculty/supervisor relations through communication and ultimate reconciliation of work-related problems.

The Grievance Procedure described in Board of Trustees Procedures has been established as a primary means of meeting these policy objectives. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.

Supervisors shall be responsible for making certain that faculty under their jurisdictions have knowledge of and understand the Grievance Procedure, and that employees feel free to use the procedure without fear of criticism or action being taken against them affecting their job security, salary progression opportunity, chance for job advancement, or work environment. However, any false statement(s) intentionally made in the course of the grievance proceeding may be grounds for disciplinary action.

Application

This Policy has application to all full-time and part-time faculty. Where existing policies provide specific procedures, the specific procedure will take precedence over the Grievance Procedure. One example of existing policy with procedures is sexual harassment.

Definitions

Grievance - A written expression of dissatisfaction, filed using the College Grievance Form, relating to conditions of employment, such as an alleged misapplication, misinterpretation, or alleged violation of College personnel policies, or perceived unfair or inequitable treatment.

POLICY #
TITLE

IV-012 (Page 2 of 2)
Grievances

Involved Parties - refers to the faculty member who filed the grievance and the supervisor/ administrator whom the employee alleges misapplied, misinterpreted, or violated College personnel policies or treated the employee unfairly or inequitably.

CONTENT OWNERSHIP: The College President shall publish or cause to be published said policy in Board of Trustees Policies and the Faculty Staff Handbook.

SECTION V

NON-INSTRUCTIONAL PERSONNEL SPECIFIC POLICIES

POLICY # *V-001 (Page 1 of 1)*
TITLE *Non-Instructional Staff - Line of Authority, Responsibility, and Evaluation*

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Establish standardized procedures hiring and evaluating non-instructional employees
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the Senior Director of Human Resources, in conjunction with other administrators where appropriate, develop or cause to be developed and implement a selection process, a position description which shall include duties and responsibilities, and an evaluation process for all non-instructional certified professional and classified professional staff.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY #	<i>V-002 (Page 1 of 1)</i>
TITLE	<i>Salaries and Remuneration</i>
TYPE	Non-Instructional Personnel - Specific Policies
RATIONALE	Establish criteria for a salary administration plan for non-instructional employees
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the President shall direct the Senior Director of Human Resources to develop or cause to be developed a salary administration plan with criteria for hiring, placement and advancement for all non-instructional employees of the College subject to the approval of the Board of Trustees.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY # *V-003.01 (Page 1 of 1)*
TITLE *Work Week and Overtime - Work Week Defined*

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Establish guidelines for work week and compensatory time off
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the work week for non-instructional personnel (secretarial/clerical, maintenance/custodial, managerial, supervisory, technical and paraprofessional employees) shall be 40 hours (exclusive of lunch periods). This schedule may be adjusted by the immediate supervisor to comply with the needs of individual offices. The formal work week is Monday through Friday. Extra working hours or work on weekends may be necessary at certain times. Compensatory time off is allowed for extra hours worked. Compensatory time off should be arranged with an employee's immediate supervisor.

BOARD MONITORING

The Director of Human Resources and all administrators shall monitor this policy.

POLICY #	<i>V-003.02 (Page 1 of 1)</i>
TITLE	<i>Summer Flex Schedule</i>
TYPE	Non-Instructional Personnel - Specific Policies
RATIONALE	Establish guidelines for a schedule for non-instructional employees
APPROVED	February 11, 2010

POLICY

The President shall have the prerogative to implement an alternate summer schedule for non-faculty personnel that reduces the work week to 36 hours per week and/or 4 days per week. Administrative supervisors will determine the individual schedule of persons within their department.

BOARD MONITORING

The President of the College, through the Senior Director of Human Resources, shall monitor this policy.

POLICY # *V-003.03 (Page 1 of 1)*
TITLE *Work Schedule for Inclement Weather*

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Establish guidelines for work schedules during inclement weather
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that dismissal of classes does not mean a cancellation of responsibilities for all College employees. Regular work schedules will be maintained for twelve month employees unless a specific announcement of their cancellation is made.

Further, it is expected that when offices are open on such days, employees will report to work on their regular schedules, if possible. If the roads are not passable, up to two (2) hours delay may be used in good faith efforts to get to work without the necessity to report to an administrative supervisor. This is not intended to mean that an automatic two hour delay is granted when classes are dismissed for bad weather.

Further, employees who report at the regular time as expected are not automatically dismissed two hours early on such days because others were late in arriving at work.

Further, limited exceptions to the two (2) hours delayed reporting time may be necessary in certain circumstances (e.g., telephone operators and maintenance area). In such cases, the length of the work day shall be shortened for those who are required to report early (prior to regular work time) in order that their total hours of employment for the day shall be the same hours as for other employees. The intent of this statement is that those who report early to help deal with emergencies (e.g., buildings and grounds crews clearing roads and walks, telephone operators covering phone calls) will not work to the end of the regular day after reporting for work early.

Further, all hours missed from work beyond the delay for clearing of roads shall be made up on an hour-for-hour basis or deducted from the employees' allowable vacation time.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY # *V-004 (Page 1 of 1)*
TITLE *Compensatory Time & Overtime*

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE To establish guidelines for overtime and compensatory time to comply with all state and federal laws/regulations regarding the Fair Labor Standards Act (FLSA)
APPROVED **December 15, 2011**

POLICY

It shall be the policy of the Board of Trustees that the College be in compliance with all state and federal regulations regarding the Fair Labor Standards Act and any subsequent amendments. The provisions of this policy and its companion procedure apply to all non-exempt employees of Jefferson College.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY #	<i>V-005 (Page 1 of 1)</i>
TITLE	<i>Resignations</i>
TYPE	Non-Instructional Personnel - Specific Policies
RATIONALE	Ensure continuity in workflow, to clarify employee's intent to leave, and to initiate appropriate replacement process
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that full-time and part-time classified professional employees desiring to leave the College in good standing shall file with the appropriate supervisor a written resignation giving at least two weeks' notice of his/her intention to leave.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY # *V-006 (Page 1 of 1)*
TITLE *Dismissals*

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Specification of dismissal, suspension, reassignment or demotion for cause
APPROVED December 15, 2011

POLICY

Effective December 15, 2011, all full-time and part-time classified employees serve at the discretion of the Board of Trustees.

The College adheres to the principle of progressive discipline. This means that the degrees of discipline are generally progressive and are used to ensure that employees have an opportunity to correct their performance. Supervisors should document all oral and written warnings to demonstrate that an opportunity for correction was accorded to the employee.

Serious misconduct may result in immediate discharge. Once the College President makes a decision to discharge a classified employee, the employee shall be immediately suspended without pay and notified of the recommended discharge. Thereafter, the discharge recommendation of the President shall be acted upon by the Board of Trustees.

A classified employee is also subject to appropriate disciplinary action less serious than discharge, including suspension without pay.

BOARD MONITORING

The Senior Director of Human Resources shall monitor this policy.

POLICY # *V-007 (Page 1 of 8)*
TITLE *Remote Work*

TYPE Non-Instructional Personnel – Specific Policies
RATIONALE Establish guidelines for remote work arrangements
APPROVED April 14, 2022

POLICY

Introduction

Jefferson College must be appropriately staffed, at all times, during regular business hours in order to effectively pursue its educational mission. Regular business hours may vary according to the department. In recognition of the wide range of professional responsibilities and duties required of College employees, there may be special circumstances in which remote work arrangements can be implemented to optimally balance the needs of the College and individual employees and/or departments. A remote work arrangement must not unduly burden business operations. With a good plan in place, a remote work arrangement can benefit the employee, the team, and the College in general. A remote work arrangement can improve job satisfaction by increasing job flexibility and help to recruit and retain employees. This policy and procedure outlines the types of remote work arrangements that may be available to eligible employees and the process by which such arrangements are developed and implemented. Remote work arrangements are not part of the College's employee benefits package. Remote work arrangements are a privilege, not a right or entitlement, and a way to allow the College to serve its employees' needs while ensuring the obligations to students, colleagues, and community are met. Not all positions lend themselves to remote work arrangements and not all employees will be granted a remote work arrangement.

Description

Remote work is a work arrangement in which some or all of the work is performed from home or another off-site location, and there may or may not be an expectation to work on-site on a regular basis. Staff have an established schedule. Changes may be made upon request and approval through the process.

Eligibility

Requests for remote work arrangements will be considered based on organizational needs and the ability to serve internal and external stakeholders of the College with the same efficiency and effectiveness of being on-site. Supervisors are responsible to ensure that their departments maintain appropriate staffing levels, perform critical work, maintain operations, protect personally identifiable information (PII), and remain physically open on campus during regular business hours while ensuring the College's commitment to high levels of service to students, faculty, staff, and the community.

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- Position Type - Exempt and non-exempt full-time and part-time regular staff positions are eligible to be considered for remote work arrangements.
- Position Duties - A position's suitability for a remote work arrangement is based on operational needs and the duties and responsibilities of the position as well as the technical limitations of the position. Supervisors will determine which duties and tasks are appropriate for remote work assignments and designate positions as remote work eligible or ineligible.
- Employee Qualifications - Supervisors are in the best position to understand the demands of the work and the capacity of the staff member to succeed in a remote work arrangement. Supervisors will consider individual factors, including an employee's performance and whether the employee has demonstrated skills and work habits required for successful remote work, in considering whether a remote work arrangement is appropriate. In general, minimum requirements include:
 1. Successful completion of probationary period
 2. Demonstrated ability to work effectively with minimal supervision
 3. Demonstrated ability to establish priorities, effectively manage time, and meet deadlines
 4. Productive and organized work habits
 5. Demonstrated ability to independently problem-solve
 6. Demonstrated ability to effectively and proactively communicate with their supervisor and coworkers
 7. Proven record of adhering to assigned work hours and complying fully with the College's attendance and time recording procedures
 8. Consistent pattern of acceptable levels of work performance, conduct, and behavior as reflected in performance appraisals
 9. Demonstrated ability to work with the College's standardized set of office productivity, collaboration, and remote meeting software

Conditions and Terms

Remote work arrangements are subject to all Jefferson College policies and procedures and applicable local, state, and federal employment laws, including the Fair Labor Standards Act. Conditions and terms of employment will not change for an employee participating in a remote work arrangement. Salary, benefits, vacation, leaves, and other rights and responsibilities will be equal to those of an employee working onsite.

1. Work Performance Expectations - The general expectation for a remote work arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. In particular, employees on remote work arrangements are expected to:

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- a. Comply with all relevant College practices, policies, and procedures
 - b. Maintain high job performance
 - c. Communicate work-related challenges and recommended solutions to supervisors in a timely manner
 - d. Ensure the remote work arrangement does not have a negative impact on the work of other employees
 - e. Maintain appropriate work hours and accessibility to students and College personnel
 - f. Attend in-person meetings with management as requested and/or required
 - g. Submit periodic written activity/status reports, as required by the supervisor
2. Work Schedule
- a. The employee's work schedule will be established by their supervisor based on departmental and business needs.
 - b. The employee will be required to be available via phone, instant message, or video conference at all times during their scheduled remote work hours.
 - c. In most instances, the employee's hours will be the same as office hours.
3. Attendance
- a. Any use of leave including sick, vacation, or personal leave must be approved by the supervisor. The employee must obtain prior approval for leave usage, in accordance with established College procedures. All leave must be reported as per policy.
 - b. Remote work employees must notify their supervisor if they are not able to work their schedule, just as they would on a non-remote work day. Attendance will be monitored for remote workers the same as for those staff on campus.
4. FMLA and ADA
- a. Employees seeking a remote work arrangement to manage a health or caregiving-related situation for themselves or a family member should contact Human Resources to determine if the situation would be more appropriately considered under the Family and Medical Leave Act (FMLA) or if it should be explored as a reasonable accommodation under the Americans with Disabilities Act (ADA).
 - b. Remote work may not be used to avoid placing staff on a leave of absence in which they are entitled to and have requested.
5. Secondary Employment - Remote employees must not have other commitments or secondary employment which would conflict with the work assignment.

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6. Dependent Care

- a. A Remote Work Arrangement may not be used as a substitute for childcare, home health care, or similar personal situation to permit concentration on work assignments during agreed upon work hours. It is not appropriate to combine remote working assignments with dependent care. Employees are expected to make appropriate arrangements for the care of any dependents.
- b. When dependent(s) (children or adults) are sick, and the staff member will be responsible for the care of the dependent child or adult at the alternate work location, the staff member must use the appropriate leave time. The supervisor and staff may agree that a leave request is only necessary for a partial day if work is required to be completed.

7. On-Campus Obligations

- a. All employees with Remote Work Assignments must reside in Missouri within commuting distance of Jefferson College, and employees are expected to report to the regular work location when required. No remote work arrangement may be approved for locations where the employee is unable to return to campus on short notice due to College needs. Exceptions due to extenuating circumstances require approval by the President.
- b. Management may require that, with sufficient notification, an employee report to a College office or other location for an event such as department meetings or professional development.
- c. Employees required to report to the office are not eligible for travel expense reimbursement.

8. Work Space

- a. An adequately appointed home office is the preferred alternate work location from where employees may regularly work remotely. Employees may not work remotely from public places unless securely connected to the Jefferson College network such as a remote desktop and/or VPN connection.
- b. Employees must set up an ergonomically correct workstation.
- c. Employees should take reasonable steps to ensure the work environment is safe and free from hazards. If an injury does occur while at the alternate site while working, staff must notify Human Resources and complete a Worker Compensation Incident Report.
- d. Workspace must be secure to protect equipment, allow access to information, and to maintain confidentiality of information.
- e. Workspace must be located in a quiet setting with a professional background.

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- f. Employees who work remotely may forfeit any right to an individual private office on College property.
9. Virtual Meeting Professionalism Expectations
- a. Leave camera on and be mindful of the angle
 - b. Mute microphone when not speaking
 - c. Assure a professional background
 - d. Wear appropriate work attire
 - e. Minimize noise or distractions
 - f. Remain engaged
 - g. Visibly comply with College practices
10. Equipment/Technology
- a. The employee must perform work from an appropriate and safe work environment, equipped with the necessary technology and connectivity to perform all assigned work.
 - b. The College will not provide compensation for technology access (e.g. Internet or phone stipends) for Remote Work Arrangements.
 - c. The employee must secure all College property, including technology, and will be responsible for any property that is damaged, destroyed, or stolen through employee negligence or abuse.
 - d. Office supplies will not be shipped to the remote work site.
11. Security, Privacy and Technology
- a. Jefferson College security and privacy policies are applicable to staff whether working on campus or working remotely, which includes securing and protecting data from other occupants of staff's home. Staff must secure all electronic and physical documents, which may include locking physical documents in a drawer. All data must be secured. If staff have print materials at home, arrangements to appropriately destroy, including shredding, need to be made.
 - b. Remote work eligible employees are expected to adhere to existing policies regarding computing and security. See Electronic Use Board Policy and Procedure II-001.3 regarding privacy, security, accounts and passwords, and computing privileges for details.
 - c. Employees shall not tamper with or modify College-installed software. Only software related to remote work purposes should be installed on the device.
 - d. Employees should immediately report out of service, stolen, or lost equipment to the IT Helpdesk.

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- e. The College is not liable for personal equipment even if the employee is engaged in College work at the time of the malfunction. The College will not be able to offer technical support or be liable for a malfunction of personally owned equipment.
- f. Remote accessibility and remote asset management software is included on all remote work systems. This software may be used in the following ways, among others:
 - (1) Remote asset management
 - (2) Support for remote users requesting technical support
 - (3) Technical support for software updates, patches, or security fixes
 - (4) Remote data erasure capabilities for devices reported as lost or stolen
 - (5) Device “lockdown” services meant to encapsulate a comprehensive PII loss prevention procedure
- g. Equipment must be adequately supported on a sturdy piece (or pieces) of furniture that can accommodate the equipment such that all equipment is kept off the floor.
- h. The following equipment will be provided for staff for the purposes of remote work:
 - (1) A Jefferson College-issued laptop with built-in webcam and microphone.
 - (2) A laptop carrying case.
 - (3) A wired USB mouse. (Externally connected conference technologies such as USB webcams and microphones, ring lights, or other peripherals will not be provided.)
 - (4) Remote Telephony.
 - (a) Staff are required to utilize the College’s remote telephony application in order to conduct College business over the telephone while working remotely.
 - (b) Optionally, staff are permitted to install the phone application on a personal iOS or Android device. Costs associated with wireless and data services utilized by this option are the responsibility of the employee.
- i. PII Accessibility and VPN Connectivity:
 - (1) Sensitive institutional resources that include PII must be accessed via the College’s VPN services. These resources include, but are not limited to Banner, FAST, and remote desktop services. (PII is identified as any representation of information that permits the identity to whom the information applies to be reasonably inferred by either direct or indirect means.)
 - (2) VPN connectivity is not required for publicly accessible services such as Canvas, Gmail, and Banner Self-Service.
- j. Equipment Prohibited:

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- (1) With the exception of devices used for the purposes of remote telephony, personal devices such as laptops and desktop computers, including tablets and phones, are prohibited from accessing PII resources.
 - (2) The connection of external media such as hard drives, flash drives, thumb drives, or personal devices such as phones and tablets is prohibited as it relates to the removal of College data from the laptop or from institutional resources. With the exception of approved College systems or procedures, College-owned data should not be copied to a personal device.
 - k. The College will not provide the following, unless required by law or approved under extenuating circumstances:
 - (1) Furniture, such as desks, chairs, and file cabinets.
 - (2) Reimbursement for internet or cell phone expenses.
 - (3) Hot spots, air cards, or other mobile remote connectivity devices.
 - (4) Docking stations, scanners, printers, or large format or dual monitors.
 - l. Minimum Remote Connection Requirements - An “always-on” broadband download speed of no less than 5MB is required. Dial-up technologies or equivalent services of less than 5MB do not qualify for remote work.
 - m. The College will repair and replace damaged College equipment unless it is lost, damaged, or stolen through the employee’s negligence or abuse. Employees must inform the Information Technology Department and Jefferson College Police if a computing or storage device is lost or stolen. College IT staff are responsible for managing and supporting authorized software applications under the College’s control. College IT staff are responsible for reviewing and revising these security controls and access as necessary (e.g., when employees have been transferred or terminated).
 - n. Maintenance of College-owned equipment, including computers, will be performed only by a College-authorized technician. The employee will be responsible for getting the equipment to the College designated repair location. Necessary maintenance and repairs on College-owned equipment will be performed at the College's expense.
 - o. If an employee is unable to work effectively at their remote location for any technology-related reason (e.g., Internet connection is down, cellular phone reception is unavailable or weak), the employee shall notify their supervisor and make up the lost time, take time off, or temporarily relocate to another location.
 - p. Upon termination of the remote work arrangement or employment, the employee must return all College-issued items to the College.
12. Confidentiality/Security
- a. Sensitive College information may not be removed from College facilities without explicit written authorization by appropriate College management. Such information includes, but is not limited to files, employment, and financial records.

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- b. If a security breach has occurred at a remote work site, the employee is required to report such breach immediately to the Information Technology office.
13. Privacy - The employee acknowledges that the College-provided electronic mail, all forms of electronic data communication systems, voice message systems, electronic storage systems, and computer systems utilized for College business are not private and may be monitored, reviewed, or searched by the College.
14. Travel and Home Expenses
- a. Travel and mileage between home and office will not be reimbursed.
 - b. The College will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities) associated with working remotely from the employee's residence. For example, home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity are not reimbursable. The College will also not be responsible for the maintenance and/or repair of personally owned equipment utilized for a remote work arrangement.
 - c. It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The College will not provide tax guidance, nor will the College assume any additional tax liabilities on an employee's behalf. Employees are encouraged to consult with a qualified tax professional to discuss these matters in greater depth.
15. Workers' Compensation - Injuries would be covered by workers' compensation to the extent provided by Missouri law. Any time an accident or an injury occurs, whether or not the employee wishes to seek medical care, it must be reported to the Office of Human Resources as soon as possible.

BOARD MONITORING

The President of the College, through the Senior Director of Human Resources, shall monitor this policy.

POLICY # *V-008 (Page 1 of 1)*
TITLE *Grievances*

TYPE Non-Instructional Personnel - Specific Policies and Compliance Issues
RATIONALE Establish formal process for addressing staff grievances

APPROVED **June 12, 2003; March 14, 2024**
REVIEWED March 14, 2024

REVIEW CYCLE

POLICY

It shall be the policy of Jefferson College to: (a) ensure that staff receive fair and equitable treatment; (b) provide staff with an easily accessible procedure for expressing dissatisfaction; and, (c) foster sound staff supervisor relations through communication and ultimate reconciliation of work-related problems.

A grievance is defined as a violation, misinterpretation, misapplication, or unreasonable application of a written College policy, procedure, rule, or regulation that adversely affects a staff member's working conditions.

The Grievance Procedure described in Board of Trustees Procedures has been established as a primary means of meeting these policy objectives. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances. Where existing policies provide specific procedures, the specific procedure will take precedence over the Grievance Procedure. One example of existing policy with procedures is sexual harassment.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources

SECTION VI

THE EDUCATIONAL PROGRAM

POLICY # *VI-001 (Page 1 of 1)*
TITLE *Philosophy and Purposes of Jefferson College*

TYPE The Education Program
RATIONALE Establish clarity of mission and purposes of the College
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the statements of philosophy and purposes which follow be construed to embody the official mission of Jefferson College.

Jefferson College is a student-centered institution of higher education granting the associate degree. Superior teaching and service at Jefferson College result in the acquisition or improvement in student skills, competencies and knowledge.

Jefferson College offers a general education curriculum. The learning opportunities at Jefferson College include arts and sciences, career and technical, personal enrichment, and pre-collegiate programs.

Jefferson College, an open admissions institution serving primarily Jefferson County residents, admits a diverse student body. The College provides leadership in economic, social and cultural development within the service area.

The purposes of Jefferson College, as established, are to provide:

1. Assistance in educational and career planning, in human development, in making of important life decisions, and in solving problems of self-identity.
2. Career and Technical Education for those persons who desire to upgrade themselves occupationally and for those who wish to prepare for initial employment.
3. Instruction extending through two years of collegiate work for those persons who desire to transfer to other institutions of higher education.
4. A general education, including courses and other learning experiences, for those persons who desire to enhance their personal, cultural, intellectual, occupational, or social development.
5. Recognition of nontraditional learning experiences.
6. Community educational services including courses, programs and activities for those individuals or organizations desiring such opportunities.
7. Leadership for economic, social, environmental and cultural development within the service areas of the College.

BOARD MONITORING

The President of the College, through members of the President's Cabinet, shall monitor this policy.

POLICY #	<i>VI-002 (Page 1 of 1)</i>
TITLE	<i>Academic Freedom</i>
TYPE	The Education Program
RATIONALE	Establish the philosophical position of the College on academic freedom
APPROVED	February 15, 2007

POLICY

The Board of Trustees is committed to the belief that in today's world of rapid change and recurrent crises, a College best serves its community not as a stronghold of rigid tradition but as an open intellectual forum where varying opinions may be freely expressed and fairly debated.

In support of this belief, it shall be the policy of the Board of Trustees that the following statements shall constitute the policy on academic freedom.

Based on the belief that a free society functions efficiently only if its citizens have the right to discuss, to debate, and to disagree constructively, it shall be the policy of Jefferson College to maintain and encourage freedom, within the law, of inquiry, teaching and research. Faculty members may, and are encouraged to, teach and pursue truth in their subjects in the classroom as they see it unencumbered by pressures from individuals or groups with vested interest. They may not, however, in their search for truth, claim as their right the privilege of discussing in their classrooms controversial matter which has no relation to their subjects. As citizens, faculty members have the same freedom as other citizens. However, they should be mindful that in their utterances they have an obligation to indicate that they are not institutional spokespersons.

BOARD MONITORING

The President of the College, through the Vice President of Academic Affairs and the Deans, shall monitor this policy.

POLICY # *VI-003 (Page 1 of 1)*
TITLE *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

TYPE The Education Program
RATIONALE Establish in policy administrative requirements concerning the curriculum
APPROVED November 13, 2014 (Updated May 21, 2020)

POLICY

It shall be the policy of the Board of Trustees to require the administration and faculty of Jefferson College to develop and maintain administrative policies and procedures consistent with the institutional philosophy and purposes and state and regional accrediting agencies regarding curriculum development, citizen advisory committees, continuous program review, the establishment of a faculty curriculum committee (Curriculum Committee), textbook selection/adoption, examination schedules, grading systems, maintenance of student and class records, credit hour standards, degree/certificate program definitions and requirements, and learning resources.

BOARD MONITORING

The President of the College, through the Vice President of Academic Affairs, shall monitor this policy.

POLICY #	<i>VI-004 (Page 1 of 1)</i>
TITLE	<i>Continuing Education</i>
TYPE	The Education Program
RATIONALE	Establish College's commitment to learning opportunities beyond normal working hours
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees subject to the availability of resources, that learning opportunities be available to the community beyond normal working hours for both credit and non-credit courses. Further, the administration is directed to develop appropriate administrative policies and procedures for maintaining quality continuing education.

BOARD MONITORING

The President, through the Dean of Instruction, shall monitor this policy.

POLICY # *VI-005 (Page 1 of 1)*
TITLE *Functions, Purposes and Membership of Committees and Boards in Support of Shared Governance*

TYPE The Education Program
RATIONALE Establish necessary committee and board structure to facilitate shared governance
APPROVED **January 19, 2012**

POLICY

The Board of Trustees supports the principles of shared governance wherever and whenever appropriate in order to better fulfill its mission. Consequently, it shall be the policy of the Board of Trustees to approve a shared governance committee system in which the functions, membership and reporting structures and procedures of committees and boards are specified. Further, the Board of Trustees shall delegate to the President of the College the ability to create additional ad hoc committees as may be required.

BOARD MONITORING

The President of the College, through the Deans, shall monitor this policy.

POLICY # *VI-006 (Page 1 of 1)*
TITLE *Purposes of JCTV*

TYPE The Education Program
RATIONALE Specify specific purposes of JCTV and to ensure compliance with all Federal Communications Commission regulations
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that all use of JCTV shall be consistent with the purposes of the College and in compliance with the policies, rules and regulations of the Board of Trustees. The publicly stated philosophy and purposes of Jefferson College and the policies of the Federal Communication Commission, as expressed in Section 307 of the Communications Act, serve as the basis for activities to fulfill the following specific purposes:

1. To provide through College courses, workshops and practicum, the avocational, vocational, and academic learning experiences necessary to prepare participants for meeting their educational goals.
2. To provide instruction and activities that are directed toward producing educational or community service type programming that will be of benefit to Jefferson College and to the residents of the District.
3. To provide programming that will assist Jefferson College in meeting its purpose of providing educational leadership for effective development in economic, social, environmental and cultural matters affecting the residents of the District.
4. To provide facilities for use by appropriate non-profit and community organizations whose purposes and goals are not in conflict with those of Jefferson College.

BOARD MONITORING

The Director of Public Relations and Marketing shall monitor this policy.

POLICY #	<i>VI-007 (Page 1 of 1)</i>
TITLE	<i>Advisory Committees</i>
TYPE	The Education Program
RATIONALE	Establish policy for creation of Advisory Committees in the Instructional Division
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees to establish Advisory Committees upon the recommendation of the President of the College.

Members of the Advisory Committees shall be appointed by the Board upon recommendation of the President of the College and shall serve for a stated period of time not to exceed one year. However, individual members may be reappointed by the Board for additional terms.

BOARD MONITORING

The President, through the Vice President of Academic Affairs and the Dean of Instruction, shall monitor this policy.

POLICY # *VI-008 (Page 1 of 1)*
TITLE *College-Sponsored Events*

TYPE The Education Program
RATIONALE Specify responsibility for groups and events sponsored by the College
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that all activities and events sponsored by any group belonging to and recognized by Jefferson College shall be properly supervised by members of the faculty and/or staff. Sponsors shall allow student officers maximum freedom and responsibility in planning and operating all events. However, the sponsor shall be responsible for proper guidance and supervision.

BOARD MONITORING

The Vice President of Academic Affairs and the appropriate Deans shall monitor this policy.

POLICY #	<i>VI-009 (Page 1 of 1)</i>
TITLE	<i>College Calendars</i>
TYPE	The Education Program
RATIONALE	Establish annual calendars for all instructional programs
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that calendars for the District year shall include an Academic Calendar for College-level classes and an Area Technical School Calendar for secondary-level instruction. Each calendar for the school year shall be adopted annually by the Board of Trustees upon recommendation of the College President. The calendars shall provide for maximum utilization of College District resources and shall provide for a full year program of education. The academic year shall be divided among two semesters and summer sessions of optimum length.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

POLICY #	<i>VI-010 (Page 1 of 1)</i>
TITLE	<i>Research and Development</i>
TYPE	The Education Program
RATIONALE	Establish funds for faculty proposals for innovation in instruction
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees to encourage experimentation and innovation in instruction. Proposals worthy of special consideration may be funded through Research and Development. A portion of the budget is set aside each year for this purpose. Faculty interested in submitting proposals for funding should discuss the procedure with their Associate Dean and/or Dean.

Proposals must be approved by the Dean, the Vice President of Academic Affairs, and the President before they are funded.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

POLICY # *VI-011 (Page 1 of 1)*
TITLE *Articulation with Other Institutions*

TYPE The Education Program

RATIONALE Establish coordinated educational programming for youth and adults while seeking to supplement rather than duplicate programs of other Colleges or universities

APPROVED **February 15, 2007**

POLICY

Public School Districts

It shall be the policy of the Board of Trustees who work in close concert with the school districts within the Community College District to provide the best possible educational programs for both youth and adults. Every emphasis will be placed upon quality with equality of opportunity while striving at all times to complement and supplement rather than to duplicate unnecessarily.

Institutions of Higher Education

It shall be the Policy of the Board of Trustees that the College District, through bilateral and multilateral agreements, will at all times cooperate with other area Colleges and universities in order to provide the Districts students and taxpayers with quality instruction and education at all levels of educational pursuit and endeavor. Emphasis will be placed on articulation and coordination of effort, the sharing of facilities, equipment and staff in order to avoid redundant and unilateral actions which may result in a waste of human and material resources.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

POLICY # *VI-012 (Page 1 of 2)*
TITLE *Long Range Planning Process*

TYPE The Educational Program

RATIONALE Establish a planning process to facilitate the achievement of the College mission and purposes by setting the direction for the future and providing a context for prioritization of initiatives to be forwarded to the Board of Trustees

APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that an on-going planning process be developed and maintained that will produce long-range plans and direction for the future of the College. These plans shall involve College-wide participation from students, faculty, staff, administration and trustees. In addition, opportunities for public contributions and comment shall be provided.

Further, the Board shall approve or endorse the strategic aims that are the centerpieces of the long-range plan.

Strategic Aims of the Jefferson College Long Range Plan FY 2004-FY 2009:

1. Solidify the reputation of Jefferson College as a premier community College in Missouri at the beginning of the 21st century.
2. Maximize academic, career-technical, and personal outcomes for Jefferson College students.
3. Facilitate and enhance the collegiate experience of all Jefferson College students.
4. Enhance student learning and institutional effectiveness through the implementation and utilization of electronic, managerial, educational, and telecommunications technologies.
5. Provide educational facilities conducive to a positive teaching-learning environment.
6. Maintain a qualified, thriving and productive institutional workforce.

Further, the Board of Trustees directs the President of the College to implement and monitor, or cause to be implemented and monitored, the respective goals, objectives, strategies and performance measures for each strategic aim.

Further, the Board of Trustees reserves the prerogative to amend any component of the plan as conditions, fiscal or otherwise, may warrant. Consistent with Board policy, any new programs or new positions or reallocations requiring amendments to the budget shall require prior Board approval.

Further, the President of the College or designee shall provide an annual progress report to the Board along with appropriate recommendations for the ensuing fiscal year so that approved initiatives may be included in the budget building process.

POLICY #
TITLE

VI-012 (Page 2 of 2)
Long Range Planning Process

Lastly, copies of the Long Range Plan shall be widely distributed throughout the county so that area residents may be better informed about their community College.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.

POLICY #	<i>VI-013 (Page 1 of 1)</i>
TITLE	<i>Institutional Review Board</i>
TYPE	The Educational Program
RATIONALE	Establish rules and procedures that the College will use to approve proposals for research conducted on human subjects at the College
APPROVED	March 13, 2014

POLICY

The College recognizes the need for original academic research, including research which may include the use of human subjects. Pursuant to federal guidelines (including the National Research Act of 1974, 45 CFR 46 and 21 CFR 56), research proposals involving the study of human subjects who are Jefferson College students or employees will require the approval of a duly-appointed Institutional Review Board (IRB) and the Administrative Team. The policy will apply both to internal researchers and to external researchers. Employees, students, and members of the general public who wish to do research on human subjects in association with Jefferson College must receive IRB approval prior to the initiation of such research.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

SECTION VII

STUDENT SERVICES

POLICY #	<i>VII-001 (Page 1 of 1)</i>
TITLE	<i>Admissions</i>
TYPE	Student Services
RATIONALE	Establish clearly that the College be an open admissions institution
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that Jefferson College be an open admissions institution and that specific criteria and procedures be developed to implement this admissions philosophy in a manner most conducive to prospective students' ability to benefit from instruction. Further, the Board directs the President of the College to delegate responsibility for the development of said administrative policies and procedures to the Vice President of Student Services.

BOARD MONITORING

The Vice President of Academic Affairs and the Vice President of Student Services shall monitor this policy.

POLICY #	<i>VII-002 (Page 1 of 1)</i>
TITLE	<i>Tuition and Fees</i>
TYPE	Student Services
RATIONALE	Establish guidelines for determining fees and tuition and their collection
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that tuition rates and fees be established by the Board upon the recommendation of the President of the College. Further, the Board directs the President of the College to delegate to the Vice Presidents and Deans the responsibility for the development of appropriate administrative policies and procedures related to tuition and fee(s) publicity, implementation, collection, and refunds.

BOARD MONITORING

The President of the College, through the members of the Administrative Team, shall monitor this policy.

POLICY # VII-003 (Page 1 of 1)
TITLE *Student Advising and Registration, Attendance, Course Policies, Transcripts, Transfer of Credits, Credit for Prior Learning, Commencement, Employment Services, Student Academic Load, Testing Services, Recognition of Student Achievement, Academic Probation, and Academic Suspension*

TYPE Student Services
RATIONALE Establish guidelines and rules for student advising and registration, attendance, course policies, transcripts, transfer of credits, Credit for Prior Learning, Commencement, Employment Services, student academic load, testing services, recognition of student achievement, academic probation, and academic suspension
APPROVED November 13, 2014

POLICY

It shall be the policy of the Board of Trustees that the President delegate responsibility to the Vice President of Student Services to develop appropriate administrative policies and procedures regarding student advising and registration, attendance, course policies, transcripts, transfer of credits, Credit for Prior Learning, Commencement, Employment Services, student academic load, testing services, recognition of student achievement, academic probation, and academic suspension.

BOARD MONITORING

The Vice President of Student Services shall monitor this policy.

POLICY # *VII-004 (Page 1 of 1)*
TITLE *Student Activities and Intercollegiate Athletics*

TYPE Student Services
RATIONALE Ensure that a program of cultural, educational, social, recreational, and intercollegiate athletic opportunities are developed
APPROVED **November 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that a program of cultural, educational, social, recreational, and intercollegiate athletic opportunities with respective administrative policies and procedures be available to complement the academic programs of Jefferson College students.

BOARD MONITORING

The President of the College, through the Vice President of Academic Affairs, shall implement and monitor this policy.

POLICY #	<i>VII-005 (Page 1 of 1)</i>
TITLE	<i>Financial Assistance</i>
TYPE	Student Services
RATIONALE	Establish programs of financial assistance for students
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that financial assistance be made available through scholarships, loans, grants, and part-time employment to help students meet the costs of their College education, that appropriate administrative policies and procedures be developed to achieve these ends, and that said policies and procedures be in compliance with all state and federal regulations and statutes. Further, the Board directs the President to delegate such responsibilities to the Vice President of Academic Affairs and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

POLICY # *VII-006 (Page 1 of 1)*
TITLE *Student Rights and Responsibilities*

TYPE Student Services
RATIONALE Ensure compliance with state and federal laws and regulations regarding privacy of student records
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the administration of the College develop appropriate administrative policies and procedures regarding content and release of official student records consistent with state and federal law regulations. Further, the Board directs the President to delegate said responsibilities to the Vice President of Academic Affairs and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Academic Affairs and the Vice President of Student Services shall monitor this policy.

POLICY #	<i>VII-007 (Page 1 of 1)</i>
TITLE	<i>Student Conduct</i>
TYPE	Student Services
RATIONALE	Establish student conduct code and due process safeguards when alleged violations occur
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that a code of student conduct delineating the rights of students, student obligations, actions or behavior that require disciplinary action, and provisions for due process be developed with their accompanying administrative policies and procedures. Further, the Board directs the President to delegate said responsibilities to the Vice President of Academic Affairs and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Academic Affairs shall monitor this policy.

POLICY # *VII-008 (Page 1 of 1)*
TITLE *Student Publications*

TYPE Student Services
RATIONALE Establish guidelines for student publications
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that student publications may be produced through instructional programs or as a part of the student activities of the College. All publications having an official connection with the College shall be subject to the policies, rules and regulations of the Board of Trustees. Guidelines and procedures for student publications shall be developed by the administrative staff and faculty of the College and presented to the Board of Trustees for approval.

Student newspapers supported by College funds or compulsory student fees may be legally integrated with the operations of the College in such a fashion that the College is accountable under the law for actionable statements injurious to others. Therefore, care shall be taken to see that all local, state and federal libel or obscenity laws are observed and that there is no infringement upon the rights of individuals.

When the student newspaper is financed or subsidized by the College, the right of reply shall be granted to a person adversely treated in its publication or in disagreement with its editorial policy or its treatment of a given event. Also, provision shall be made for the presentation of opposing viewpoints.

The student newspaper shall not print news articles or editorials that present a “clear and present danger” to the educational process of the College.

College published and financed student publications shall appropriately indicate that the opinions expressed therein are not necessarily those of the College or the student body.

Student publications produced through instructional programs shall be financed by the College and shall not accept commercial advertising or paid editorials.

Further, the Board directs the President to delegate said responsibilities to the Vice President of Academic Affairs and the Dean of Instruction.

BOARD MONITORING

The Vice President of Academic Affairs and the Dean of Instruction shall monitor this policy.

POLICY #	<i>VII-009 (Page 1 of 1)</i>
TITLE	<i>Special Needs</i>
TYPE	Student Services
RATIONALE	Establish guidelines for reasonable accommodations for students with disabilities
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that students with disabilities who otherwise qualify shall not, solely by reason of the special need, be excluded from participation in or be denied the benefits of or be subjected to discrimination in employment or in any programs or activities offered by Jefferson College except as may be proved in state or federal statutes or regulation. Further, the Board of Trustees directs the President to develop, or cause to be developed, appropriate administrative policies and procedures to address the compliance requirements and statutory rights of students with disabilities.

BOARD MONITORING

The Vice President of Academic Affairs and the Vice President of Student Services shall monitor this policy.

POLICY # *VII-010 (Page 1 of 1)*
TITLE *Jefferson College Department of Athletics Drug Policy and Testing Program*

TYPE Student Services
RATIONALE Ensure compliance with all statues, rules and regulations regarding the College athletic programs
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the College athletic programs be in compliance with all National Junior College Athletic Association, state and federal laws and regulations that govern intercollegiate athletics.

BOARD MONITORING

The Vice President of Academic Affairs and the Vice President of Student Services, through the Director of Athletics, shall monitor this policy.

POLICY #	<i>VII-011 (Page 1 of 1)</i>
TITLE	<i>Early Childhood Center</i>
TYPE	Student Services
RATIONALE	Establish childcare center in compliance with state licensing requirements
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees to establish (January 16, 1975) and maintain a Early Childhood Center that will operate in compliance with all state licensing requirements. The children of Jefferson College students shall be given first priority, followed by children of faculty and staff. If vacancies still remain, children from the community shall be accepted on an order of registration basis.

Further, the Vice President of Student Services shall develop or cause to be developed appropriate administrative policies and procedures for the operation of the Early Childhood Center(s).

BOARD MONITORING

The Vice President of Academic Affairs and the Vice President of Student Services, through the Director of the Early Childhood Center, shall monitor this policy.

POLICY # *VII-012 (Page 1 of 2)*
TITLE *Non-Discrimination*

TYPE Student Services

RATIONALE

APPROVED **October 16, 2014; July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE

POLICY

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act.

Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII Room 303, (636) 481-3158 or aro@jeffco.edu. (Seven days advance notice required for sign language interpretation services).

In compliance with applicable Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for students and employees.

- The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, Linda Ladendecker-Corley.
Office: Arts & Science II Building (ASII) Room 303
Email: lladende@jeffco.edu
Phone: (636) 481-3158

Inquiries about Title IX for students or employees may be referred to Jefferson College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination, sexual misconduct complaints, and pregnancy discrimination and support needs.

POLICY #
TITLE

VII-012 (Page 2 of 2)
Non-Discrimination

To report information about conduct that may constitute sex discrimination or harassment or make a complaint of sex discrimination or harassment under Title IX, contact the Title IX Coordinator at the contact information below. Reports of information that involve students may also be submitted through the Maxient reporting portal.

Brittany Gates, Interim Title IX Coordinator

Email: bgates1@jeffco.edu

Phone: (636) 481-3271

- Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAs as specified above may contact Dr. Kimberly Harvey-Manus.

Office: Student Center 205

Email: kh Harvey@jeffco.edu

Phone: (636) 481-3200

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAs as specified above may contact the Senior Director of Human Resources, Tasha Welsh.

Office: Administration 133-E

Email: twelsh@jeffco.edu

Phone: (636) 481-3157

Student reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in MyJeffco or at <https://www.jeffco.edu/non-discrimination-policy>), or any other manner that delivers the information to the appropriate Coordinator at any time. Employee reports may be made in person, verbally, by phone, in writing through mail or electronic mail, or any other manner that delivers the information to the appropriate Coordinator at any time.

CONTENT OWNERSHIP: The President of the College, through the Vice President of Student Services

POLICY #	<i>VII-013 (Page 1 of 2)</i>
TITLE	<i>Communicable Diseases (Regarding Students)</i>
TYPE	All Students - General Policies and Compliance
RATIONALE	Guidelines for Handling Cases of Communicable Diseases
APPROVED	February 9, 2023
REVIEWED	February 9, 2023
REVIEW CYCLE	Every five years

POLICY

It shall be the policy of the Board of Trustees that individuals who have a communicable disease or who have a reasonable basis for believing that they have a communicable disease must conduct themselves responsibly for their own protection and that of other members of the College community.

Further, it shall be the policy of the Board of Trustees that when a student or employee makes it known that they have a communicable disease that is at risk of transmission in an educational or workplace setting, the individual shall be recommended to the Senior Director of Human Resources (employees) and the Vice President of Student Services (students) who will, if appropriate, activate the Campus Panel on Communicable Diseases (the "Panel"). The Senior Director of Human Resources and the Vice President of Student Services may also activate the Panel if notified by a student, faculty, or staff member that a member of the campus community has a communicable disease that is at risk of transmission in an educational or workplace setting.

The Panel shall be appointed by the College President and shall include pertinent personnel that may include a representative from Student Services, a representative from Academic Affairs, the Senior Director of Human Resources, and such other persons as may be appropriate.

The Panel may consult with the College Attorney, as needed. The Panel shall also consult with the individual and the individual's physician. The Panel shall be empowered to consult other practicing health professionals and the Jefferson County Health Department. The Panel shall determine whether the individual is a risk to the campus community, considering appropriate factors, such as the nature of the communicable disease and the likelihood of transmission in the College's setting. If the individual is determined to be a risk to the campus community, the Panel shall develop a written recommendation on a case-by-case basis which shall be forwarded to the College President. Such recommendation shall consider whether reasonable accommodations exist that will permit the student or employee to continue in-person attendance in their educational or workplace setting with the College. The Jefferson County Health Department may be notified, as appropriate.

In situations involving an epidemic or pandemic, case-by-case determinations may not be possible and broader restrictions may be implemented.

POLICY #
TITLE

VII-013 (Page 2 of 2)
Communicable Diseases (Regarding Students)

The Board of Trustees has the responsibility to balance the right to privacy of faculty, staff, and students with the compelling public interest in providing a safe training environment for all employees and students in the programs as well as their patients in specific high-risk programs of study (Emergency Medical Technicians, Nurses and other health occupation programs, Law Enforcement Academy, etc.) where those entering the programs constitute a high-risk group for contracting and/or transmitting communicable diseases. The Board of Trustees maintains the belief that employees in these programs and students entering these programs have a heightened obligation to patients and others with whom they come into close personal contact in connection with their training and duties, and, therefore, reserves the right to require appropriate medical examinations and/or tests as a condition for admission to or continuation in such programs.

This policy shall be based upon current recommendations from the Centers for Disease Control and the U.S. Public Health Service, as well as other relevant professional and governmental medical, scientific, and legal information and literature. Further, this policy shall be reviewed as requested by the Panel and/or College administration, and changes shall be proposed according to the latest available information.

CONTENT OWNERSHIP: The President of the College, through the Senior Director of Human Resources, the Vice President of Academic Affairs, and the Vice President of Student Services

POLICY # *VII-014 (Page 1 of 3)*
TITLE *Pregnancy and Related Conditions*

TYPE Student Services
RATIONALE

APPROVED **July 25, 2024**
REVIEWED July 25, 2024

REVIEW CYCLE

POLICY

Status Generally - Jefferson College will not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

Pregnancy or Related Conditions

1. **Nondiscrimination**: Jefferson College does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions.
2. **Pregnancy or Related Conditions Means**:
 - a. Pregnancy, childbirth, termination of pregnancy, or lactation;
 - b. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - c. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
3. **Notification to the Title IX Coordinator**: When the Title IX Coordinator is contacted by a student or someone who has the legal right to act on behalf of the student, the Title IX Coordinator will inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of Jefferson College's response obligations and provide Jefferson College's notice of nondiscrimination and a copy of this policy.
 - a. The Interim Title IX Coordinator is Brittany Gates – Student Center 209, bgates1@jeffco.edu, (636) 481-3271.
 - b. Reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in MyJeffco or at <https://www.jeffco.edu/non-discrimination-policy>), or any other manner that delivers the information to the Title IX Coordinator at any time.

POLICY #
TITLE

VII-014 (Page 2 of 3)
Pregnancy and Related Conditions

4. Reasonable Modifications: Jefferson College will make reasonable modifications to its policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access. Each reasonable modification will be based on the student's individualized needs. Jefferson College will consult with the student to determine what reasonable modifications are appropriate. A modification that Jefferson College determines would fundamentally alter the nature of its education program or activity is not a reasonable modification.
 - a. **Student Discretion**: The student has discretion to accept or decline each reasonable modification offered by Jefferson College. If a student accepts an offered reasonable modification, Jefferson College will implement it.
 - b. **Examples of Reasonable Modifications**: Reasonable modifications may include, but are not limited to:
 - (1) Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
 - (2) Intermittent absences to attend medical appointments;
 - (3) Access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;
 - (4) Allowing a student to sit or stand, or carry or keep water nearby;
 - (5) Counseling;
 - (6) Changes in physical space or supplies (for example, access to a larger desk or a footrest);
 - (7) Elevator access; or
 - (8) Other changes to policies, practices, or procedures.
 - c. **Requesting a Reasonable Modification**: Students who need a reasonable modification due to pregnancy or a related condition should contact the Title IX Coordinator to discuss available options.
5. Voluntary Leaves of Absence: Jefferson College will allow the student to voluntarily take a leave of absence to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. When the student returns to Jefferson College, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.
6. Lactation Spaces: Lactation spaces are available to students who need to express breastmilk or breastfeed on campus. The lactation spaces at Hillsboro include Arts and Science I, Room 107D; Career and Technical Education, Room 142D; and the Library, Rooms 202 and 214. A lactation space is available in Room 111A at the Arnold location.

POLICY #
TITLE

VII-014 (Page 3 of 3)
Pregnancy and Related Conditions

7. Limitation on Supporting Documentation: Jefferson College will not require supporting documentation unless the documentation is necessary and reasonable for the recipient to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to:
 - a. When the student's need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform;
 - b. When the student has previously provided the recipient with sufficient supporting documentation;
 - c. When the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;
 - d. When the student has lactation needs; or,
 - e. When the specific action is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

8. Certification to Participate: Jefferson College will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the recipient's class, program, or extracurricular activity unless:
 - a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - b. Jefferson College requires such certification of all students participating in the class, program, or extracurricular activity; and
 - c. The information obtained is not used as a basis for discrimination.

9. Nondisclosure of Personally Identifiable Information: Jefferson College will not disclose personally identifiable information obtained under this policy except as needed to carry out the purposes of this policy. The College may, but is not required to, disclose personally identifiable information obtained under this policy in the following circumstances: (1) with prior written consent; (2) when the information is disclosed to a parent, guardian, or legal representative with the legal right to receive the information; (3) as required by law, regulation, or the terms and conditions of a federal grant, award, or other funding agreement; (4) when required by state or local law or when permitted by FERPA, to the extent the disclosure is not in conflict with Title IX or its regulations.

CONTENT OWNERSHIP: The President of the College, through the Vice President of Student Services

SECTION VIII

THE BUSINESS OPERATION

POLICY # *VIII-001 (Page 1 of 1)*
TITLE *Board Reports*

TYPE The Business Operation

RATIONALE Specify reports required for Board information and approval on a regular basis

APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the President shall submit regularly for Board information and approval the following reports:

1. Annual Budget
2. Financial Statements for District Funds
3. Warrants to be approved for Payment

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-002 (Page 1 of 1)*
TITLE *Budget Development and Management*

TYPE The Business Operation
RATIONALE Establish the process and accompanying accountability for developing and managing the budget
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the President of the College develop or cause to be developed appropriate budget procedures and controls for each cost center. Further, each administrator shall be responsible for recommending and managing the unit budget in consultation with the Vice President of Finance and Administration and the President as needed.

The sound financial status of the College depends upon careful budget planning; consequently, the administration shall work very closely with each unit in preparing budget requests for the year. Further, each unit shall have a budget and all equipment and supplies requisitioned by members of the unit shall be charged to the unit budget. It is necessary that each unit stay within its budget.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.

POLICY #
TITLE

VIII-003 (Page 1 of 1)
Purchasing and Bidding

TYPE
RATIONALE

The Business Operation
The matter of spending, including purchasing of supplies and equipment, is one to which the Board of Trustees gives most critical attention. The Board seeks in every case to purchase, for the least expenditure of funds, optimum quality for the function to be served.

APPROVED

April 17, 2014

POLICY

It shall be the policy of the Board of Trustees to purchase, for the least expenditure of funds, optimum quality for the function to be served. The matter of spending, including purchasing of supplies and equipment, is one to which the Board of Trustees gives most critical attention.

Further, purchasing for the College shall be the responsibility of the Vice President of Finance and Administration. All purchases must be completed in strict conformance to the most current version of the Jefferson College Procurement Policy and Guidelines Manual and handled in accordance with commonly accepted business procedures. All purchases must be substantiated with the necessary records to satisfy audit and inventory requirements. Sealed bids must be received on all purchases in excess of \$15,000. Competitive pricing should be secured whenever possible, but at a minimum, competitive quotations are required for all purchases over \$1,500 and competitive written quotations are required for purchases at \$3,000 and above. Compliance with RSMo. Sec. 34.353 (Purchase of Domestic Products) is required, as well as other relevant Missouri State Statutes.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration to develop appropriate procedures, and to monitor compliance and effectiveness.

POLICY # *VIII-004 (Page 1 of 1)*
TITLE *Special Authorization of District Employees*

TYPE The Business Operation
RATIONALE Control and limit the authority to contract, sign orders, authorize external application for funding, and to authorize purchases of state or federal surplus
APPROVED February 15, 2007

POLICY

Authorization to Contract

It shall be the policy of the Board of Trustees that the President of the College is authorized and empowered to contract in the name of Jefferson College, subject to approval or ratification by the Board of Trustees.

Authorization to Sign Orders

It shall be the policy of the Board of Trustees that the President or delegated agent shall be authorized and empowered to sign orders for lawful expenses of the College on funds of the District as provided in the annual budget.

Applications for External Aid, Grants and Contracts

It shall be the policy of the Board of Trustees that in order to facilitate handling of correspondence and applications the President or delegated agent shall be authorized by the Board of Trustees to file applications for external aid, grants or contracts.

Authorization to Sign for Surplus Property

It shall be the policy of the Board of Trustees that the President and/or designee shall be authorized to sign the resolutions authorizing purchases from state or federal surplus. Further, a list of such items shall be presented to the Board of Trustees periodically for ratification.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY #	<i>VIII-005 (Page 1 of 1)</i>
TITLE	<i>Inventory</i>
TYPE	The Business Operation
RATIONALE	Establish criteria for asset control
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration implement appropriate procedures to assure control of the District's assets. The procedures shall include documentation for insurance purposes, compliance with the various requirements of funding sources regarding asset control (tagging, disposal, etc.), implementation of appropriate inventory procedures, and compliance with Governmental Accounting Standards, Board regulations, and generally accepted auditing standards.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.

POLICY # *VIII-006 (Page 1 of 1)*
TITLE *Disposition of Surplus College Property*

TYPE The Business Operation
RATIONALE Specify control criteria for the disposition of surplus College property
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that discretionary authority be given to the Vice President of Finance and Administration to dispose of College surplus property subject to the following control criteria:

1. Board approval will be required in advance for any item, or groups of similar items, from which the sale proceeds are expected to be greater than \$1,000.
2. The most cost-effective method will be used for sale or disposal.
3. The best possible price will be obtained from the sale.
4. The Board will be informed quarterly of all disposed items, the process of the sale, and the purchaser.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.

POLICY #	<i>VIII-007 (Page 1 of 1)</i>
TITLE	<i>Loan of Equipment</i>
TYPE	The Business Operation
RATIONALE	Establish limits for the use of College equipment
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees not to loan College equipment for private use. Therefore, any such unauthorized loan or permitting or assisting in the removal of College property from the premises is considered a personal liability upon the individuals involved. Further, it shall be the responsibility of the Vice President of Finance and Administration to make decisions concerning the loan of equipment for public or other school use.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.

POLICY # *VIII-008 (Page 1 of 1)*
TITLE *Personal Use of District Property and District Employees by Other District Employees*

TYPE The Business Operation
RATIONALE Establish limits on use of College equipment and supplies or other College personnel for purposes other than official business
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that no faculty or staff member of Jefferson College shall, under any circumstances, use any equipment belonging to said District or consume any supplies, or utilize any College personnel for any purpose other than the business of the District, nor shall they permit the unauthorized use of such equipment, supplies or personnel by others. Abuse of this policy will be subject to appropriate disciplinary action including the possibility of dismissal.

BOARD MONITORING

The President of the College, through the members of the Administrative Cabinet, shall implement and monitor this policy.

POLICY # *VIII-009 (Page 1 of 1)*
TITLE *District-Owned Vehicles*

TYPE The Business Operation
RATIONALE Specify purposes for College vehicle use and travel reimbursement authorization
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that district-owned vehicles shall be provided as available for College personnel for the following specific purposes:

1. Field trips involving the students
2. Trips authorized by the President or by the Board of Trustees
3. District business trips involving College personnel
4. Professional conventions, conferences and meetings

Further, the President shall develop or cause to be developed appropriate procedures regarding vehicle travel authorization and reimbursement.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-010 (Page 1 of 1)*
TITLE *Solicitations and Approval of Gifts and Grants to District*

TYPE The Business Operation
RATIONALE Establish authorization process for receipt of external funds and gifts from government, business or individual sources
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the College District welcomes financial support from the State and Federal governments, from businesses, clubs and organizations, and individuals. All requests for such support shall be administered by the College President or designated representative. No other faculty or staff member or student is authorized to solicit funds or to accept gifts for the District except with the prior approval of the College President or designated representative. The Board of Trustees shall reserve the right to accept or reject all gifts or grants for the District.

All solicitations of funds from students, staff, or faculty for purposes other than school activities shall be prohibited except with the expressed approval of the President of the College or the Board of Trustees.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.

POLICY # *VIII-011 (Page 1 of 1)*
TITLE *Jefferson College Foundation, Inc.*

TYPE The Business Operation
RATIONALE Creation of a non-profit corporate foundation for fundraising and managing gifts and bequests to the College
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees to create, monitor and maintain a non-profit corporation exclusively organized for the advancement, encouragement, assistance and support of Jefferson College. The Foundation may solicit, receive and manage tax-deductible gifts and bequests for the benefit of the College. Further, the Executive Director of Development will be responsible for all public fund-raising activities for the College which will include, but not be limited to, planning, coordinating and conducting all fund-raising activities; identifying, enlisting and directing volunteers; and developing special giving opportunities for individuals.

BOARD MONITORING

The President of the College, through the Executive Director of Development, shall implement and monitor this policy.

POLICY #	<i>VIII-012 (Page 1 of 1)</i>
TITLE	<i>Accounting for Funds</i>
TYPE	The Business Operation
RATIONALE	Establish accountability in the management of all College funds and to authorize the annual audit
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration shall be responsible to the President for the proper accounting of all District funds. Further, district monies shall be received, recorded, and accounted for in the Business Office. Further, the managers of auxiliary enterprises belonging to the College and the treasurers of the various student organizations receiving activity funds shall be responsible to the Vice President of Finance and Administration for the accounting of all receipts. Further, an annual audit of the books and accounts of the District including all funds under the control of the District shall be ordered by the President and the cost of the audit shall be a charge against the funds of the District.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-013 (Page 1 of 1)*
TITLE *Insurance Coverage*

TYPE The Business Operation
RATIONALE Specifies the insurance coverage required by the Board and authorizes the Vice President of Finance and Administration to secure and manage these insurance programs
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration shall be responsible to see that the following types of insurance are carried by the College and are in effect for all College property and qualifying personnel:

1. Fire and extended coverage on buildings and equipment
2. Crime coverage on monies, securities, and equipment
3. Other perils, as normally covered in multi-peril insurance policies
4. Vehicle insurance
5. Life, disability, medical, dental and liability coverage on employees
6. Accidental injury coverage on athletes
7. Liability coverage on officers and trustees of the District.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-014 (Page 1 of 1)*
TITLE *Student Indebtedness to College*

TYPE The Business Operation
RATIONALE Establish administrative policies and procedures regarding clearance of student indebtedness to the College and of consequences to the student
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the President of the College, or designee, shall develop or cause to be developed appropriate administrative policies and procedures regarding the clearance of student indebtedness to the College and of consequences to the student.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY #	<i>VIII-015 (Page 1 of 1)</i>
TITLE	<i>Operation of the Cafeteria</i>
TYPE	The Business Operation
RATIONALE	Authorizes operation of a cafeteria under leased management
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the cafeteria shall be operated on campus under a leased management with facilities, equipment, and utilities provided by the District. In return, the leasee shall reimburse the College by payment of a percentage of gross sales. The percentage rate to be charged shall be reviewed annually. Further, the Cafeteria Manager shall work closely with the Vice President of Finance and Administration to coordinate cafeteria services for the College.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY #	<i>VIII-016 (Page 1 of 1)</i>
TITLE	<i>Bookstore</i>
TYPE	The Business Operation
RATIONALE	Establishes a College bookstore, a used book purchase and resale program, and discounts for full-time faculty and staff
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Bookstore shall provide students with required textbooks, reference books, workbooks, manuals, and supplies at a reasonable cost. A used-book purchase and resale program shall be made available to students and faculty. A courtesy discount of ten percent shall be given to full-time faculty and staff members on purchases from the Bookstore if paid at the time of purchase.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-017 (Page 1 of 1)*
TITLE *District Reimbursement for Permissible Expenditures*

TYPE The Business Operation
RATIONALE Establishes authorization for reimbursement of permissible expenditures on behalf of the College District and required reporting of administrative travel
APPROVED **November 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that employees of Jefferson College will be reimbursed for expenditures incurred on behalf of the College District. Reimbursement shall be in strict accordance with Board policy and administrative procedures. All travel and travel-related reimbursement by any College employee or member of the Board of Trustees shall include disclosure of any third party reimbursement, whether paid or pending.

Furthermore, all travel and travel-related reimbursements for any administrator (Dean's level and above) or member of the Board of Trustees shall be reported to the Board of Trustees on a monthly basis.

No deviations shall be made except in those extenuating circumstances approved by the College President or designated representative.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # VIII-018
TITLE *Regulations for Payment of Athletic Department's Travel Expenses*

TYPE ~~_____~~ The Business Operation

RATIONALE ~~_____~~ Establish regulations for payment of approved travel for athletic teams.

POLICY

It shall be the policy of the Board of Trustees that the following regulations shall apply to payment of travel expenses for teams participating in athletic competition:

- a. ~~_____~~ Reasonable travel expenses shall be budgeted and paid by the College for approved regular season travel. Athletic contests shall not be scheduled in locations that require one-way travel of more than 350 miles.
- b. ~~_____~~ Reasonable travel expenses shall be paid by the College for teams to participate in national tournaments when they qualify for such tournaments by winning the required sub-regional and regional competitions.
- c. ~~_____~~ The College will not pay expenses for team travel other than as outlined in *a* and *b* above except that, with approval of the Board of Trustees, transportation may be provided for special, in season, trips that are funded from non-College funds. For such trips, reasonable transportation expenses must have been included in the budget and the non-College funds to pay for the trip must be in hand before the trip is approved. Transportation in such cases shall be limited to the availability of College owned vehicles.
- d. ~~_____~~ Extended trips, under guideline *c*, may be taken only during time when classes are not in session.
- e. ~~_____~~ Traveling team size shall be limited to the number of students that may be reasonably expected to participate in the scheduled games.

BOARD MONITORING

The President of the College, through the Associate Vice President of Student Services, the Vice President of Finance and Administration, and the Director of Athletics, shall implement and monitor this policy.

Approved by the Board of Trustees this 15th day of February, in the year 2007.

POLICY RETIRED NOVEMBER 2007 – SEE SECTION VII.

POLICY # *VIII-019 (Page 1 of 1)*
TITLE *Student or Employee Lists*

TYPE The Business Operation
RATIONALE Establish limits on the release of students' and employees' names and addresses
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that lists of names and addresses of employees or students shall not be provided to persons or organizations for non-College related commercial or solicitation purposes. Requests of external persons or organizations for such lists, for any purpose, shall not be granted without the permission of the President of the College.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.

POLICY # *VIII-020 (Page 1 of 1)*
TITLE *Advertising and Solicitation*

TYPE The Business Operation
RATIONALE Prohibits distribution or posting of certain materials without permission from the President of the College or a designee
APPROVED **February 15, 2007 (Updated January 14, 2016)**

POLICY

It shall be the policy of the Board of Trustees that no commercial advertisements be distributed on the College premises; nor shall advertisements or publications be posted upon fences or walls of any College building without permission from the President of the College or a person designated by the President to evaluate and act upon such requests.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.

POLICY #	<i>VIII-021 (Page 1 of 1)</i>
TITLE	<i>Accidents and Injuries</i>
TYPE	The Business Operation
RATIONALE	Establishes principle of mandatory reporting of all accidents or injuries occurring on campus
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that any accident or injury on campus or at College sponsored activities to a student, employee, or visitor shall be reported immediately to the College faculty or staff member in charge of the facility or activity and to the Supervisor-Security/Safety Officer or designee. Further, the Supervisor-Security/Safety Officer is directed to develop appropriate reporting procedures for accidents or injuries.

BOARD MONITORING

The President of the College, through the Senior Director of Human Resources, shall implement and monitor this policy.

POLICY #	<i>VIII-022 (Page 1 of 1)</i>
TITLE	<i>Safety</i>
TYPE	The Business Operation
RATIONALE	Establish high priority of safe practices to protect all students, faculty and staff
APPROVED	February 15, 2007

POLICY

General

It shall be the policy of the Board of Trustees that human safety and conservation of property are considered to be basic elements of all activities conducted on and within the facilities of Jefferson College, or any functions sponsored by the College staff and students at any location. The health, safety and general well-being of students, faculty and staff members and visitors should not be jeopardized through negligence or lack of attention to proper procedures and practices relating to the specific activity taking place at College facilities and functions.

Students, faculty and staff members should be encouraged to be alert and aware of potential safety hazards, and to use proper and safe procedures and practices at all times.

Appropriate procedures will be in effect to identify and report accidents, hazardous situations or equipment, and for the institution to initiate appropriate corrective action.

Machines and Equipment

It shall be the policy of the Board of Trustees that each employee shall see that machinery and equipment under his/her supervision are operated in accordance with safety rules and that all students and employees who use such machinery and equipment understand and employ appropriate safety measures.

Reporting Hazardous Conditions

It shall be the policy of the Board of Trustees that all District personnel shall report dangerous or hazardous conditions of buildings, grounds, or equipment to the Director of Buildings and Grounds. Prompt repairs or corrections will be made. In case of extreme hazard, a telephone call to the Building and Grounds Department will receive immediate attention.

BOARD MONITORING

The President of the College, through the Administrative Cabinet and especially the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY # *VIII-023 (Page 1 of 1)*
TITLE *Expressions of Sympathy*

TYPE The Business Operation
RATIONALE Establish guidelines for expressions of sympathy for members of the College family
APPROVED **April 16, 1998**

POLICY

It shall be the policy of the Board of Trustees that the College will send flowers to express the sympathy and condolences of the College family upon the death of any employee, or for the demise of a member of a regular employee's immediate family, or for the parent of a regular employee. This policy applies to members of the Board of Trustees also.

Due to budget restraints, flowers cannot be provided by the College for cases involving other members of the employee's family or to employees and their family members who may be hospitalized.

However, in all such cases where flowers cannot be extended, appropriate sympathy or get well cards specially prepared for these purposes will be sent by the College.

Further, funds for the above stated expressions of sympathy shall be from auxiliary (non-tax) sources.

BOARD MONITORING

The President of the College or designee shall implement and monitor this policy.

POLICY #	<i>VIII-024 (Page 1 of 1)</i>
TITLE	<i>Use of Consultants</i>
TYPE	The Business Operation
RATIONALE	Specifies Board approval for use of consultants
APPROVED	April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that consultants shall not be employed for services to the College without specific action for such employment by the Board of Trustees.

BOARD MONITORING

The President of the College or his designee shall implement and monitor this policy.

POLICY # *VIII-025 (Page 1 of 1)*
TITLE *Restrictions on Use of Funds*

TYPE The Business Operation
RATIONALE Specifies restrictions on use of funds resulting from debt service tax levy transfer ballot approved by the voters on April 6, 2004
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that the Board restricts the use of the funds derived from the tax transfer of the five-cent debt service tax levy and provides for the custody of these funds as follows:

1. The funds shall be used for non-personnel expenses associated with the maintenance, improvement, and repair of the College buildings, grounds, and other physical facilities of the College.
2. The funds shall be used for the purchase, maintenance, and repair of College equipment.
3. The funds shall not be intermingled with funds used for other purposes and shall be accounted for in a separate fund identified as a "Capital Projects Fund."

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration to implement and monitor this policy.

SECTION IX

BUILDINGS AND GROUNDS

POLICY # *IX-001 (Page 1 of 1)*
TITLE *Use of College Facilities*

TYPE Buildings and Grounds
RATIONALE Establish primacy of institutional use of facilities, conditions under which non-College groups may use facilities, and compliance with state or federal laws or court decisions
APPROVED **February 15, 2015 (Updated January 14, 2016)**

POLICY

It shall be the policy of the Board of Trustees that the use of College facilities be authorized for those non-College organizations requesting such use subject to the following conditions:

1. The educational programs, functions, and events of Jefferson College shall take precedence in all cases over requests for community use. Curricular use, both for credit and non-credit courses, shall take precedence over other types of use by College-affiliated organizations.
2. The College administration is authorized to exercise control over time, place, location, and levying charges regarding requests for community use.
3. This policy is not meant to address situations where individuals or groups wish to engage in “Expressive Activities,” as that term is defined by board policy, in the outdoor areas of the College. Such “Expressive Activities” are governed by Board Policy IX-011.
3. The College administration is authorized to allow the use of physical facilities for the free discussion of public issues or subjects of general public interest, for the meetings of organizations of citizens, and for any other civic, social or educational purpose, or purpose related to the free expressions of ideas.
4. The College reserves the right to stipulate that specific verbal or written disclaimers on all promotional materials, written or electronic, be a requisite for permission to use the facility.
5. The College President is directed to develop procedures that shall include, but not necessarily be limited to, the following for those requesting use of facilities:
 - a. Compliance with all campus policies and procedures including smoke-free buildings, prohibition against alcohol or controlled substances, and prohibition against gambling.
 - b. Insurance and hold harmless requirements which shall protect the College from any liability.
 - c. Specification of financial responsibility for those using facilities when damages, loss or injury occur.
 - d. Fee structure to recover janitorial/custodial services, maintenance, security and utilities costs.

BOARD MONITORING

The College President, through the Vice President of Finance and Administration, shall publish and monitor policy effectiveness.

POLICY # *IX-002 (Page 1 of 1)*
TITLE *Protection of College Property*

TYPE Buildings and Grounds
RATIONALE Establish responsibility of all faculty and staff to protect all campus property and furnishings as well as consequences for willfully damaging or destroying College property
APPROVED **February 15, 2007**

POLICY

It shall be the policy of the Board of Trustees that all faculty and staff share the responsibility to protect the College buildings, grounds, and equipment. Any person who willfully damages or destroys any property belonging to the College shall be liable for the repair or replacement of such property.

BOARD MONITORING

The President of the College, through each Vice President, shall implement and monitor this policy.

POLICY #	<i>IX-003 (Page 1 of 1)</i>
TITLE	<i>Security Enforcement</i>
TYPE	Buildings and Grounds
RATIONALE	Establish guidelines for appropriate conduct and campus security
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the College, with its faculty, staff, and students, shall concentrate on the attitudes and efforts required in order to reduce the amount of security enforcement which is necessary for the protection of life and property. The staff and students are encouraged to set examples in observing those laws and regulations regarding public and private property, and the rights of individuals.

Further, the College has permissive authority to authorize its security personnel to carry firearms when on duty provided the security personnel have received adequate training and meet all the qualifications for the use of firearms.

While College security personnel are authorized by the College to have the power to detain by arrest, this power is conditional, based on applicable local and state ordinances and laws. Normally, Jefferson County law enforcement agencies shall be called upon to make arrests, but in the case of emergencies, designated College security members may detain by arrest awaiting the arrival of County law enforcement personnel.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.

POLICY #	<i>IX-004 (Page 1 of 1)</i>
TITLE	<i>Services</i>
TYPE	Buildings and Grounds
RATIONALE	Establish policies and procedures for building maintenance, alterations, equipment installation, room arrangements, and the moving of supplies or equipment
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that appropriate administrative policies and procedures be developed regarding requests for maintenance, building alterations, equipment installation, special building services, repairs, room arrangements, and the moving of supplies or equipment. Further, the President shall delegate this responsibility to the Vice President of Finance and Administration or the Director of Buildings and Grounds.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.

POLICY #	<i>IX-005 (Page 1 of 1)</i>
TITLE	<i>Traffic and Parking Regulations</i>
TYPE	Buildings and Grounds
RATIONALE	Establish a code of traffic and parking regulations including vehicle registration
APPROVED	February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the administration develop a code of traffic and parking regulations including vehicle registration and violations with respective fines and/or consequences. Further, the Board directs the President of the College to delegate said responsibilities to the Vice President of Finance and Administration.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.

POLICY # *IX-006 (Page 1 of 4)*
TITLE *Naming of Buildings*

TYPE Buildings and Grounds

RATIONALE Jefferson College (the “College”) is committed to the minimization of its dependence upon state funding, and the creation of its own wealth to maximize its autonomy, and enable the full achievement of the objectives of its Institutional Strategic Plan. To this end, the College will seek gifts compatible both with the honor sought and the dignity and reputation of the College. A gift must normally fully fund the project or activity envisaged.

APPROVED **June 12, 2014**

POLICY

It shall be the policy of the Board of Trustees to retain the right to name buildings in the College and that where buildings are named after people or business organizations, such buildings will be named after people or business organizations that have made an outstanding contribution to Jefferson College.

Principal Policy Objectives

1. Encourage significant financial contributions to the College.
2. Ensure that the financial contribution is compatible with the purpose for which it is intended, and is therefore in the College’s interest.
3. Ensure appropriate recognition of an outstanding and/or significant contribution to the College.

Application of Policies

Jefferson College’s Board of Trustees hereby establishes the following Policies applicable to the naming of facilities including buildings and structures, interior/exterior spaces, landscapes, roads or programs at Jefferson College. The decision to construct or renovate a building or create a program is to be taken on the basis of established academic and other operational criteria and approved in keeping with the College’s established practices and academic mission. Naming will be independent of all appointment, admission and curriculum decisions which the College will continue to make in keeping with its established practices and academic mission. The Board of Trustees retains the right to review all requests for naming opportunities for facilities, spaces and programs based on these Policies to ensure the appropriateness of the honor.

General Criteria for Selection of Honorees

Naming a facility, space or program for an individual, business or organization is one of the highest honors that the College can bestow. It is a rare and high honor and a request to do so

POLICY #
TITLE

IX-006 (Page 2 of 4)
Naming of Buildings

should be considered carefully before a recommendation is made. Alternative recognitions such as appropriate plaques/photos should be initially considered.

This recognition is a lasting and powerful affirmation of the honoree's connection to the College's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics. The Board of Trustees reserve the right, at their sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary for the good of the College.

Honorees Demonstrating Extraordinary College Service

An honoree who has been employed by the College, or who has served as a member of the Board of Trustees, or who has given extraordinary service to the institution in teaching or administration may be considered for naming recognition. Honorees may not be in active service at the College or hold elected office at the time of the naming, unless the circumstances are exceptional.

Honorees Providing Private Financial Support

Any individual, whether or not he/she has served as a College employee or Trustee, and any business organization may be considered for naming recognition if the individual or entity has made a significant financial contribution to the Foundation related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in these Policies and any applicable Foundation policies and procedures and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity unless the gift instrument is irrevocable. Items for which naming rights may be awarded:

Physical Spaces

Naming Rights may be awarded for whole buildings, spaces within buildings, or for outside areas such as:

- Reception area/atriums/foyers
- Theater
- Libraries
- Common rooms
- Laboratories
- Offices
- Gardens/Walks

POLICY # *IX-006 (Page 3 of 4)*
TITLE *Naming of Buildings*

- Roads
- Open spaces (i.e., lawns)
- Etc.

Events and Activities

Naming Rights may be granted in respect of events and activities such as:

- Ceremonies
- Concerts
- Dramatic performances

Request for Approval

Any individual associated with the Foundation or the College such as a member of the Board of Trustees, an alumnus, faculty member or administrator may initiate requests under these Policies. All requests for naming portable items, collections or tribute markers shall be directed to the Executive Director of the Foundation who will make the determination in accordance with these Policies and other applicable procedures established by the Foundation. All requests for naming a facility, space or program shall be directed to the President of the College, who in turn will forward them to the Board of Trustees, if deemed appropriate in light of the mission and purpose of the College and the requirements set forth in these Policies. Any such request involving private financial support must be accompanied by a statement of the Executive Director of the Foundation setting forth the details of the proposed private financial support.

Final Approval

The Board of Trustees shall have final approval on any and all recommendations for the naming of any facility, space or program. Approval for naming portable items, collections or tribute markers is granted to the Executive Director of the Foundation.

Confidentiality

In the best interest of the College and prospective honorees, information relating to any naming request or plan should remain confidential until appropriate approvals have been obtained.

Duration of Name

Naming of facilities, spaces, gifts and programs in honor of individuals is generally expected to last the lifetime of the facility, space or program. Naming of facilities, spaces and programs in honor of corporations or other organizations will have a set number of years attached to the naming which will be determined on a case-by-case basis and listed in the signed gift agreement.

POLICY # *IX-006 (Page 4 of 4)*
TITLE *Naming of Buildings*

Naming associated with a particular facility, space or program will not preclude further naming within the facility, space or program.

Publicity of Named Facilities, Spaces and Programs

The College and Foundation will publicly acknowledge the naming of facility, space or program as appropriate and only to the extent of the donor(s) and/or family member(s) wish. If private financial support is involved, such publicity will occur only after the Foundation receives the funds in full, unless the Executive Director of the Foundation approves an exception. Such an exception may be made for publicity before the funds are received in full if the donor signs a written pledge agreement stating the terms and conditions that are acceptable to the College and the Foundation and 50% of the funds have been received by the Foundation.

Gift Policies and Procedures

The Foundation's Board of Directors establishes policies and procedures for establishing named gift funds, including minimum levels for gifts depending on the purpose for which the individual endowed fund is established. The Board of Trustees will review and approve the naming of gifts pursuant to its policies and procedures.

Pre-Approved Naming Opportunities

The College and the Foundation may, from time to time, establish a list of naming opportunities for facilities and spaces in conjunction with a capital project. The President of the College and the Executive Director of the Foundation, on a case-by-case basis, will establish such a list in accordance with the project specifications and these policies. The list will be presented to the Board of Trustees for review and approval. As part of its statement of approval, the Board of Trustees may delegate to the President of the College or the Executive Director of the Foundation final approval of the names to be placed on some or all of the listed opportunities. Any final approval retained by the Board of Trustees shall follow the procedures set forth in these Policies.

BOARD MONITORING

The President of the College shall implement and monitor this policy.

POLICY # *IX-007 (Page 1 of 1)*
TITLE *Selection of Architectural/Engineering and/or Land Surveying Services*

TYPE Buildings and Grounds
RATIONALE
APPROVED **July 4, 2011**

POLICY

The Board of Trustees may select qualified firms and negotiate contracts for architectural, engineering and land surveying services for the various building projects at the College. Selection shall be made in accordance with Board of Trustees procedures and state law on the basis of demonstrated competence and qualifications for the types of services required.

BOARD MONITORING

POLICY # *IX-008 (Page 1 of 1)*
TITLE *Selection of Construction Management Services*

TYPE Buildings and Grounds

RATIONALE

APPROVED July 14, 2011

POLICY

The Board of Trustees may, at its discretion, contract for construction management services when planning, designing, constructing, improving, altering or repairing a building or structure. The selection process shall be in accordance with Board of Trustees procedures and state law.

BOARD MONITORING

POLICY #	<i>IX-009 (Page 1 of 1)</i>
TITLE	<i>Construction Contracts, Bidding and Awards</i>
TYPE	Buildings and Grounds
RATIONALE	
APPROVED	July 14, 2011

POLICY

The Board of Trustees seeks to provide and maintain safe facilities capable of supporting the educational mission of the College, while at the same time utilizing public funds prudently. All College construction projects shall be conducted in accordance with Board of Trustees procedures and state law.

BOARD MONITORING

POLICY # *IX-010 (Page 1 of 1)*
TITLE *Tobacco-Free/Smoke-Free Policy*

TYPE Buildings and Grounds
RATIONALE To establish procedures for the transition to a tobacco-free/smoke-free College policy in order to promote a healthy environment
APPROVED **June 13, 2013**

POLICY

The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The goal of the policy is to promote a healthy environment for all who utilize the College and its facilities.

Definitions

1. The terms “tobacco and smoke-related products” include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products the College chooses to prohibit.
2. The policy applies to all faculty, staff, other employees, students, contractors, performers, and visitors.
3. Inside an individual’s personal vehicle: Sitting inside a vehicle with doors and windows closed (Smoking will not be allowed on motorcycles and non-motorized vehicles such as bicycles).

Enforcement

Effective September 20, 2013, Public Safety officers will ask for identification and issue a \$25.00 dollar fine to any student, faculty, or staff member observed violating the policy.

Smoking Cessation Programs

As an extension of this policy, and as recommended by the Jefferson College Employee Support Committee, the College offers smoking cessation programs to employees and students who wish to quit the use of tobacco-related products.

BOARD MONITORING

The Vice President of Finance and Administration, through the Director of Buildings and Grounds, shall implement and monitor this policy.

POLICY #	<i>IX-011 (Page 1 of 2)</i>
TITLE	<i>Expressive Activities</i>
TYPE	Buildings and Grounds
RATIONALE	Establish parameters for Expressive Activities in the outdoor areas of the College in compliance with state or federal laws.
APPROVED	January 14, 2016

POLICY

It shall be the policy of the Board of Trustees that to the extent required by law, persons may engage in Expressive Activities in the outdoor areas of the College, so long as such activities do not disrupt the educational mission of the College. Any Expressive Activities occurring in the outdoor areas of the College are subject to the reasonable time, place, and manner restrictions contained in this policy.

Individuals or organizations not affiliated with the College who wish to engage in any type of Expressive Activities inside College facilities may only do so to the extent permitted by the College through its Use of College Facilities policy.

Definition

Expressive Activities - Non-commercial activities, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions.

Time, Place, and Manner Restrictions

1. No one may engage in any activity that violates local ordinances, or state or federal laws.
2. No one may engage in any activity that endangers personal safety and/or that results in damage to personal or College property.
3. No one may display or distribute obscene materials, as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court.
4. No one may engage in any activity that defames any other person.
5. No one may engage in any activity that is meant to incite or produce imminent violations of law under circumstances such that the activity is likely to actually and imminently incite or produce violations of law.
6. No one may engage in any activity that substantially and materially disrupts the functioning of the College, including the disruption of class work (including out of class studying), or the substantial invasion of the rights of others.

POLICY #
TITLE

IX-011 (Page 2 of 2)
Expressive Activities

7. No one may engage in any activity that disrupts or impedes the flow of traffic (vehicular or pedestrian) on campus, or obstructs access to or from campus buildings or any official College function.
8. No one may attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact.
9. No one may follow a person in or about the College campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
10. No one may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.
11. No one may fail to identify oneself to, or comply with the lawful direction of, a clearly identified College official or any other public official acting in the performance of their duties while on College property, or resist or obstruct such College or other public officials in the performance of or the attempt to perform their lawful duties.
12. No one may engage in Expressive Activities between the hours of 10:00 p.m. and 8:00 a.m. Overnight use of College grounds is not permitted.

BOARD MONITORING

The President of the College shall establish or cause to be established and publish appropriate administrative policies and procedures regarding Expressive Activities.