



**BOARD OF TRUSTEES**

**PROCEDURES**

FOR THE

**COMMUNITY COLLEGE DISTRICT**

OF

**JEFFERSON COUNTY, MISSOURI**

## FOREWORD

*Please note that this electronic version of the Board of Trustees Procedures does not contain the individual procedure approval dates nor the signatures of approval. The official paper copies of the approval and signature pages are maintained in the College's main administrative office.*

**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, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.**

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# **SECTION I**

## **BOARD OF TRUSTEES GENERAL PROCEDURES AND COMPLIANCE**



<b>PROCEDURE #</b>	<i>I-001 (Page 1 of 2)</i>
<b>TITLE</b>	<i>Election and Certification of Trustees</i>
<b>TYPE</b>	Board of Trustees
<b>RATIONALE</b>	Missouri Revised Statutes compliance
<b>APPROVED</b>	<b>July 14, 2011; February 9, 2023</b>
<b>REVIEWED</b>	February 9, 2023
<b>REVIEW CYCLE</b>	Every five years

## PROCEDURE

### Election Timing

Regular elections in the Jefferson College District shall be held on the first Tuesday after the first Monday in April in the years in which Trustees are to be elected or propositions must be voted upon. The elections shall be conducted by the County Election Authority.

### Election Filing

#### 1. **Qualifications**

Candidates for the office of Trustee shall be citizens of the United States, at least twenty-one years of age, who have been voters of the district for at least one full year preceding the election.

#### 2. **Requirements**

All candidates for the office of Trustee shall file their Declaration of Candidacy as required by law ([RSMo 115.124](#) and [115.127](#)). The Declaration of Candidacy form shall be provided according to the published Board vacancies notice.

The Declaration of Candidacy form shall contain:

- a. The full name and address of the candidate;
- b. A statement that the candidate is at least twenty-one years of age and has been a resident of the College District for at least one full year preceding the election for which the candidate is filing;
- c. A statement that the candidate is a citizen of the United States, together with a designation of the birthplace of the candidate if born in the United States, or the date on which and the place at which the candidate became a naturalized citizen, whichever is applicable; and,

**PROCEDURE #**     *I-001 (Page 2 of 2)*  
**TITLE**             *Election and Certification of Trustees*

- d.     Such other and further information as may be required by law or by resolution of the Board of Trustees.

Additionally, all candidates for the office of Trustee shall comply with the provisions of the Missouri Campaign and Disclosure Law as provided in [RSMo 130.011](#).

**Ballot Preparation**

The Secretary shall certify to the Board the names of all candidates who have filed a timely Declaration of Candidacy and shall cause to be prepared sample ballots containing the names of said candidates, listed in order of date of filing, and any proposition to be voted at said election.

**Election Notice**

Ballots shall be printed and legal notice of the election shall be published by the County Election Authority as provided by law in [RSMo 115.127](#).

**Election Administration**

Elections in Community College districts shall be conducted by the County Election Authority as provided in [Chapter 115, RSMo](#).

**Results Certification**

No later than the second Tuesday after the election, the Verification Board shall certify to the Board of Trustees of the Community College District the total number of votes cast for each candidate and the votes cast on all questions submitted to the voters by the College District. Within ten days thereafter, at least a majority of the then-qualified members of the Board of Trustees of the Community College District shall examine the results so received; shall declare and certify the candidates receiving the greatest number of votes for terms of six years each, or until their successors are elected and qualified; and shall declare and certify the results of the votes cast on any question presented at the election ([RSMo 178.840](#)).

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

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

**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

## **PROCEDURE**

### **Oath of Office**

All members of the Board of Trustees shall take and subscribe an oath of office in the following form:

*"I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of Trustee in and for the Community College District of Jefferson County, Missouri, to the best of my ability, according to law, so help me God."*

### **Assuming Office**

At the first meeting of the Board of Trustees after the election of members of the Board of Trustees has been certified, said members so elected and certified shall present themselves for the purpose of being seated. If the oath of office has not already been taken, the newly elected members shall then swear or affirm the prescribed oath before a competent official. New members shall file their oaths with the Secretary of the Board. The President of the Board of Trustees shall thereupon recognize the individuals as members of the Board of Trustees, and they shall thenceforth be entitled and qualified to perform the duties of the office of 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

**PROCEDURE #** *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

## **PROCEDURE**

When a vacancy occurs in the membership of the Board of Trustees from any cause, the following procedure shall ensue:

1. The Secretary shall certify such fact to the Board and to each remaining member thereof.
2. Candidates are identified at the Board's discretion. If there is more than one candidate to fill the vacancy, the Board of Trustees shall interview all candidates at a public meeting.
3. The Trustees, at a subsequent meeting, shall nominate and appoint a successor Trustee to serve until the next election held by or for the District, at which time a Trustee shall be elected for the unexpired term (in accordance with [RSMo 178.830](#)).
4. The member shall be seated as a Trustee at the next regular meeting after said appointment and after having taken the prescribed oath of office and receiving a letter of appointment.

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

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

**TYPE** Board of Trustees  
**RATIONALE** Missouri Revised Statutes compliance

**APPROVED** **August 5, 2010; February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every two years

## **PROCEDURE**

1. Any Trustees who have a conflict of interest regarding an action, allocation, or policy that is before the Board shall disclose said conflict of interest to the President and Secretary of the Board. The Secretary shall officially note such disclosure in the official minutes and the Trustee shall refrain from voting on said matter.
2. The Trustees, the President of the College, and certain employees designated by the Board of Trustees as "decision-making public servants" shall file annually a conflict of interest form in accordance with the guidelines set forth in [RSMo 105.483 through 105.492](#) and Section I-004, paragraph 2 of the Board of Trustees Policies.
3. The conflict of interest form is provided by the Missouri Ethics Commission (as set forth in [RSMo 105.450.6](#)).
4. The Secretary of the Board of Trustees shall place the adoption/re-adoption of the conflict of interest policy on the August Board of Trustees meeting agenda biennially (in accordance with [RSMo 105.485.4](#)).

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

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

**TYPE** Board of Trustees  
**RATIONALE** Publication of date for election of Board of Trustees officers

**APPROVED** **April 6, 1998; February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

**PROCEDURE**

The Secretary of the Board of Trustees shall place on the April Board of Trustees meeting agenda the election of officers of the Board (President, Vice President, Secretary and Treasurer).

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

**PROCEDURE #** *I-006 (Page 1 of 1)*  
**TITLE** *Board of Trustees – Officer Duties*

**TYPE** Board of Trustees  
**RATIONALE** Specification of duties and responsibilities of the officers of the Board

**APPROVED** **April 6, 1998; February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *I-007 (Page 1 of 3)*  
**TITLE** *Board of Trustees – Meetings*

**TYPE** Board of Trustees  
**RATIONALE** Establish procedures for meetings of the Board of Trustees

**APPROVED** **November 16, 2006; February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

## **PROCEDURE**

### **Regular and Special Meetings**

1. The Secretary of the Board of Trustees shall post a public notice for all regular meetings, special meetings, or meetings for which the date has been changed. The notice shall be posted electronically and on the bulletin board in the main lobby of the Administration Building at least twenty-four hours prior to the time of the meetings.
2. The Secretary of the Board of Trustees shall notify the Director of Public Relations and Marketing of the date, place, and tentative agenda of all regular meetings, special meetings, or meetings for which the date has been changed.
3. The Director of Public Relations and Marketing shall provide said information to all representatives of the news media who request notice and shall advertise meeting notices with other events in the routine news releases of the College. In addition, the meetings shall be listed in the calendar of activities of the College.
4. The Secretary shall record or cause to be recorded the minutes of each regular or special meeting.
5. When it is necessary to hold a meeting with less than twenty-four hours' notice or at a time and place not reasonably convenient to the public, the Secretary shall state in the minutes the justification for departure from regular procedures.

### **Quorum**

The Secretary of the Board shall take attendance at each meeting of the Board of Trustees to certify a quorum, and the attendance shall be noted in the official minutes.



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

**Absences from Meetings**

The Secretary of the Board shall certify to the Board if any Board members relinquish their seats by failure to attend three (3) consecutive regular Board meetings, unless excused by the Board for reasons satisfactory to the Board.

**Communication Sessions for the Public**

The Secretary of the Board shall advertise or cause to be advertised all public communication sessions for the public to address the Board with opinions, concerns, and ideas about the College.

**Addressing the Board**

In order to provide a free flow of information between the public and the Board of Trustees, and at the same time assure the integrity of the agenda and orderly conduct of scheduled meetings, members of the public who wish to speak directly to the Board shall:

1. Arrive at the official meeting place of the Board at least thirty (30) minutes prior to the official start time.
2. Complete all of the information requested on the official sign-in log.
3. Submit ten (10) copies of relevant documentation, if appropriate.
4. Receive copies of Board Policy I-007 and Board Procedure I-007, which contain information on addressing the Board.

At the designated place on the Board agenda, the Board President will call for communications from the public by calling the name of the member of the public. This will be done in the order of sign-in. The members will be requested to identify the capacity in which they are speaking (e.g., as a private citizen or as a representative of a specific group or organization).

Each speaker will be allowed a maximum of three minutes, unless otherwise allotted more time by the President or by affirmative vote of the Board. The Secretary of the Board shall be the designated timekeeper.

A maximum of three speakers on the same subject shall be heard by the Board except that additional speakers on the subject may be heard by approval of the President of the Board or by an affirmative vote of the Board.

A maximum of six speakers will be heard on all subjects except that additional speakers may be heard by approval of the President of the Board or by an affirmative vote of the Board.

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

Members of the public should use caution concerning remarks which identify staff or students, and/or which are inflammatory, abusive, or profane. Those members of the public making statements involving personnel are reminded that the employees of the district have a right to privacy and confidentiality. The President of the Board may request that persons who are not observing reasonable decorum and courtesy, to the extent that the meeting is disrupted, leave the meeting.

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

**PROCEDURE #** *I-008 (Page 1 of 1)*  
**TITLE** *Meetings - Rules of Order*

**TYPE** Board of Trustees  
**RATIONALE** To provide a mechanism for establishing content for Board meetings

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

To enable the process for conducting the affairs of the Board, the President of the College shall submit or cause to be submitted in writing to the Board all matters regarding personnel and educational policy in a timely manner.

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

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

**TYPE** Board of Trustees  
**RATIONALE** Establish procedures for execution of policy-designated Board responsibilities

**APPROVED** **February 15, 2007; February 9, 2023; May 9, 2024**  
**REVIEWED** May 9, 2024

**REVIEW CYCLE** Every five years

### **PROCEDURE**

1. The President of the College shall recommend and forward all matters of policy requiring Board of Trustees consideration or action to the Board.
2. The President of the College shall work with the President of the Board of Trustees to develop President and Board Goals and submit for approval to the Board of Trustees annually no later than the April Board meeting.
3. The President of the College and/or their designee(s) shall provide all necessary documentation to support the administrative recommendations for decisions concerning appointment, compensation, retention or dismissal of contractual employees.
4. As directed by the President of the College, the Vice President of Finance and Administration shall prepare an annual budget prior to the May Board meeting so that approval may be obtained no later than the June meeting.
5. The Vice President of Finance and Administration shall provide all necessary documentation to the President for submission to the Board for approval of expenditures.
6. The Board shall direct the Vice President of Finance and Administration to affect the publication of the annual financial statement no later than August 1.

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

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

**TYPE** Board of Trustees  
**RATIONALE** Clarification of Trustee authority

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

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

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

1. The Secretary shall certify that a motion was presented in writing by a member of the Board to amend, repeal or add to the rules that govern the Board of Trustees. Furthermore, the Secretary shall record the necessary majority vote taken at the following Board of Trustees meeting.
2. The Secretary shall record a unanimous vote of the Board of Trustees to suspend a policy or procedure not required by law during a 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

**PROCEDURE #** *I-012 (Page 1 of 3)*  
**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

## **PROCEDURE**

Jefferson College is a public governmental body as defined in [Chapter 610, RSMo](#), and hereby adopts the following as its written procedure for compliance with the provisions of these chapters. This procedure is open to public inspection and implements the provisions in Chapter 610 regarding the release of information on any meeting, record, or vote of the Board of Trustees that is not closed pursuant to the provisions of Chapter 610.

1. All public records of the College shall be open for inspection and copying by any member of the general public during normal business hours, except for those records closed pursuant to [Section 610.021](#). All public meetings of the Board of Trustees not closed pursuant to [Section 610.021](#) will be open to any member of the public. It is further resolved that the Board of Trustees declares that it is the policy of the College to close those records and votes which are authorized to be closed pursuant to [Chapter 610, RSMo](#).
2. Pursuant to [RSMo 610.023](#), original public records may not be removed from the College without written permission of the designated custodian.
3. Pursuant to [RSMo 610.024](#), materials that are exempt by law from disclosure shall be separated from non-exempt materials prior to release of the latter for public inspection.
4. Except as otherwise provided by law, the Custodian of Records shall provide access to, and upon request furnish copies of, public records. Whenever a request for inspection of public records is made and the individual inspecting the records requests copies of the records, the College may charge a reasonable fee for the cost of document search and copying the records. Actual costs shall be certified in writing by the Custodian upon request. The fees charged by the College shall be as follows:
  - a. If records are requested in a certain format, the Custodian will provide the records in the requested format if such format is available.
  - b. The College may charge fees for copying, duplicating time and research time. Copying fees shall not exceed ten (10) cents per page for a paper copy not larger than nine (9) by fourteen (14) inches. The hourly fee for duplicating time will not

**PROCEDURE #**     *I-012 (Page 2 of 3)*  
**TITLE**             *Release of Information*

exceed the average hourly rate of pay for clerical staff of the College. Research time required for fulfilling records requests may be charged at the actual cost of the research time. The College will produce the copies using the employees that result in the lowest amount of charges for search, research, and duplication time.

- c. Fees for providing access to computer records, recorded tapes, disks, videos/films, pictures, maps, slide graphics, illustrations or similar audio or visual items shall include only the cost of copies, staff time and the cost of the disk, tape or other medium used for the duplication. Charges for staff time will not exceed the average hourly rate of pay for staff of the College required for making copies and programming, if necessary. Fees may include the actual costs of programming if programming is required beyond the customary and usual level to comply with a request for records or information.
  - d. Payment of copy fees may be requested prior to copying. The person requesting the records may request an estimate or the cost prior to copying.
  - e. All fees collected shall be remitted to Jefferson College for deposit.
  - f. Copies may be furnished free or at a reduced rate if the College determines that it is in the public interest because it is likely to contribute to public understanding of the operations or activities of the College and is not primarily based on commercial interests.
  - g. Once the College has been served with a summons, petition, complaint, counterclaim or cross-claim in a civil action to enforce the Sunshine Law, the Custodian shall not transfer custody, alter, destroy or otherwise dispose of the public record sought to be inspected and examined until the court directs otherwise, regardless of the applicability of an exemption or the assertion that the requested record is not a public record.
5. If a Trustee or member of a College committee subject to the Missouri Sunshine Law transmits any message to enough members that, when counting the sender, a majority of the Board or committee members receive the message, the message shall also be concurrently transmitted to the Custodian or the member's College office computer, if applicable, in the same format. The message shall be considered an open record unless it is a closed record in accordance with law.
6. The Custodian shall:
- a. Respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date the request is



**PROCEDURE #**     *I-012 (Page 3 of 3)*  
**TITLE**             *Release of Information*

received by the Custodian. The three-day requirement may be exceeded for reasonable cause.

The Custodian shall give a detailed explanation of the cause for delay and the place and earliest time and date the record will be available if access is not granted immediately. If access is denied upon request, the Custodian shall provide a written statement of specific statutory grounds for such denial no later than the third business day following the date that the request for the record is received.

- b. Whenever the Custodian denies access to the records and the person requesting access requests in writing that the request and denial be reviewed by the Board of Trustees, the Custodian shall supply to members of the Board copies of the written response wherein the denial was conveyed to the requesting individual. At the next meeting of the Board, the Board shall either affirm the decision of the Custodian or reverse the decision of the Custodian. The Custodian shall advise the person requesting access to the information and, if appropriate, supply the access to the information during regular business hours.
  - c. Whenever access to documents may be granted or denied at the discretion of the Board and the Custodian is not certain of the position of the Board regarding the request, the Custodian shall inform the person requesting access that the request is denied pending review of the request by the Board at its next meeting.
  - d. Whenever there is a question about whether the person requesting access has a legal right to see the record, the Custodian or other College official should seek legal advice.
7. The Custodian shall maintain a file that will retain, for a period of three years (unless otherwise specified by law), copies of all written requests for access to records and responses to such requests. Said file shall be maintained as a public record of the Board open for inspection by any member of the general public during regular business hours.

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

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

**TYPE** Board of Trustees  
**RATIONALE** Establish procedures for reimbursement of Trustee and administrator expenses

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

1. The Secretary of the Board of Trustees shall provide all necessary documentation for reimbursement to the President of the Board.
2. The Vice President of Finance and Administration shall prepare the monthly Trustee and administrator expenditure report.

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

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

**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

**PROCEDURE**

The Vice President of Finance and Administration shall secure and maintain 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 and shall document such insurance coverage to the Board of Trustees annually in the official minutes of the Board.

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

**PROCEDURE #** *I-015 (Page 1 of 2)*  
**TITLE** *Board of Trustees Development*

**TYPE** Board of Trustees  
**RATIONALE** Implementation of Board of Trustees development activities

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

### **Newly Elected Trustees**

1. The Secretary to the Board will provide each newly elected Trustee with literature and most recent materials including, but not limited to, the following:
  - State Sunshine Law
  - Financial Disclosure Requirements
  - Board of Trustees Policies and Procedures
  - Administrative Policies and Procedures
  - College Accreditation(s)
  - College Catalog
  - Faculty/Staff Handbook
  - Strategic Plan
  - Monthly Calendar of Events
  - Budget Report
  - State/County Demographic Information
  - Audit Reports
  
2. The President of the College, with the President of the Board of Trustees, will schedule or cause to be scheduled a session or series of sessions intended to inform the newly elected Trustee(s) on any or all of the following matters:
  - Board of Trustees relations
  - Scope and responsibilities of the Board
  - Board of Trustees meeting procedures
  - Board of Trustees Policies and Procedures
  - Organizational Structure of the College
  - State and Federal Legislative Matters
  - Fiscal matters pertinent to the College, the District, and the State
  - College facilities
  - College instructional programs
  - College services

**PROCEDURE #**     *I-015 (Page 2 of 2)*  
**TITLE**             *Board of Trustees Development*

**All Trustees**

1. All Trustees will be expected to actively seek and participate in experiences which will contribute to the continuing development of their skills and knowledge; skills and knowledge that will assist the Board of Trustees in meeting its responsibility to the citizens of the District. Activities include, but are not limited to, the following:
  - College activities (cultural events, athletic events, etc.)
  - Board of Trustees Retreats
  - Local, State and National Conferences
  - Workshops
  - Courses and Seminars
2. All Trustees will report their development activities for the preceding year to the Secretary of the Board of Trustees by June 15 of each succeeding year.
3. The President of the Board will file or cause to be filed, an annual report on the development activities completed by the Board of Trustees prior to the August Board of Trustees meeting.

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

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

**TYPE** Board of Trustees  
**RATIONALE** Missouri Revised Statutes compliance

**APPROVED** **February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

## **PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *I-017 (Page 1 of 1)*  
**TITLE** *Minutes of Board Meetings*

**TYPE** Board of Trustees  
**RATIONALE** Missouri Revised Statutes compliance

**APPROVED** **February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**CONTENT OWNERSHIP:** The Board of Trustees, through the President of the Board of Trustees (or assigned proxy) and the Secretary of the Board of Trustees

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

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

**APPROVED** **February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

## **PROCEDURE**

To facilitate employee familiarization with the Board of Trustees Policies and Procedures, the onboarding process for newly-hired employees will include the location wherein the electronic versions of the Policies and Procedures documents are housed. In addition, the onboarding documentation will include an employee-signed acknowledgment that this information has been provided.

Further, Administrators will circulate Policies and Procedures updates through their constituent groups on a timely basis.

Departmental supervisors will ensure that all other handbooks and manuals for distribution to faculty and staff members, students, advisory committees, etc., are in accordance with this policy manual.

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



**PROCEDURE #** *I-019 (Page 1 of 2)*  
**TITLE** *The Office of the College President*

**TYPE** Board of Trustees  
**RATIONALE** Specification of process for selection, position description creation, written evaluation, and termination for cause for the College President

**APPROVED** **April 6, 1998; February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every three years

## **PROCEDURE**

1. In the event of a vacancy in the Office of the President, the Board of Trustees shall initiate a selection process for a new President. As part of the selection process, the Board shall coordinate with the Office of Human Resources to develop an updated position description for the Presidential role.
2. The Board of Trustees shall annually implement the necessary process to assess the performance of the President of the College based on the assigned duties and responsibilities.
3. The evaluation shall occur prior to the renewal of the President's contract at the January Board of Trustees meeting, at which time the Board should be prepared to make a recommendation.
4. The President of the Board shall substantiate that the evaluation has been completed and cause the topic of the President's contract to be on the agenda for the January Board meeting.

### **Termination for Cause**

The College cannot terminate the employment of the College President during the term of their contract except for “good cause” as determined by the Board of Trustees and in accordance with due process. Due process shall consist of the following procedures unless the parties agree otherwise:

1. The employee shall be given written charges (i.e., the good cause for dismissal). Once charges are issued, the employee may be suspended without pay at the discretion of the College President or the President of the Board of Trustees.
2. The employee shall also receive a written notice that a hearing shall be held before the Board of Trustees on a particular day and at a certain time and place; that the individual in question may be present with or without an advisor or attorney; and that they may

**PROCEDURE #**      ***I-019 (Page 2 of 2)***  
**TITLE**                      ***The Office of the College President***

present witnesses and other evidence on their behalf and may question witnesses presented by the College. Unless otherwise agreed by the parties, the notice and charges must be received by the employee at least ten (10) calendar days prior to the hearing.

3. Should the individual in question not appear for the hearing, the disciplinary action proposed may be imposed by the Board without a hearing. Should the individual in question or their representative request additional time in which to prepare, the Board of Trustees, at its discretion, may grant such additional time and continue or postpone the hearing to another day and time.
4. The hearing shall be conducted at the time and place called for in the notice or at the postponed time, if additional time is granted. The President of the Board of Trustees shall preside at the hearing unless the Board decides otherwise. Such hearing shall not be public and either party may ask that witnesses be present only during the time of their testimony. A recording shall be made of the hearing proceedings and a copy shall be made available to the employee whose discipline is in question.
5. Formal legal rules of evidence need not be followed, and the Board President or other presiding officer shall determine what evidence may or may not be presented. The proper College official(s) or representative/attorney shall present the institution's position. The employee or their representative shall have the right to question any witness called by the College, just as the College's representative may question any witness called by the employee.
6. At any time during the proceedings, any member of the Board of Trustees may question any witness or call for a point of order to be clarified.
7. After testimony has been presented and each side has concluded its presentation, the Board of Trustees shall retire to review all information submitted and render a determination. The decision, which shall be in writing, shall be made no more than thirty (30) working days from the date of the Board hearing.
8. The decision of the Board of Trustees is final.

**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 PROCEDURES AND COMPLIANCE**

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

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

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

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

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *II-001.02 (Page 1 of 2)*  
**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

## **PROCEDURE**

### **Preliminary Review of Complaints**

Upon receipt of a report of discrimination/harassment on the basis of one or more of the Protected Categories, the Compliance Officer will review the complaint to determine if the factual allegations, if taken as true, would constitute a violation of any Jefferson College Policy and Procedure and whether investigation or any other action is appropriate. Complaints that cannot proceed under this Procedure may be referred to another Jefferson College Policy or Procedure as appropriate. The Compliance Officer may engage in limited fact gathering as part of this preliminary review.

### **Procedure for Investigation of Complaints**

Following a preliminary review of a complaint, the Compliance Officer or their designee will promptly investigate the complaint. All persons are required to cooperate fully in the investigation. The Compliance Officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, and the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation of this Procedure requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the College will take immediate corrective action.

The following Procedure will be used as a guideline for investigating complaints:

1. Interview complainant regarding the nature and specifics of the incident(s);
2. Interview the person accused; and
3. Interview other possible witnesses, if appropriate.

**PROCEDURE #**     *II-001.02 (Page 2 of 2)*  
**TITLE**             *Complaints Alleging Discrimination or Harassment*

**Consequences**

Following the investigation, the Compliance Officer shall confer with the College President and shall make a recommendation regarding the complaint. The College President shall decide on the appropriate discipline, if any. Appropriate due process procedures will be followed.

Employees who violate this Procedure will be disciplined, up to and including employment termination. Patrons, contractors, visitors or others who violate this procedure may be prohibited from College grounds or otherwise restricted while on College grounds.

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

**PROCEDURE #**     *II-001.03 (Page 1 of 2)*  
**TITLE**            *ADA Employee Grievance*

**TYPE**             All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE**    Every five years

## **PROCEDURE**

In keeping with Jefferson College’s Equal Employment Opportunity policy, the College adopts the following grievance procedure providing 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.

Prior to an employee filing a complaint under this procedure, the employee should try to resolve the problem by first discussing their needs with their direct supervisor. However, this is not a prerequisite to the filing of a complaint under this grievance procedure.

### **Grievance Procedure**

The ADA Compliance Coordinator for employees shall oversee the College’s response to the requirements under the Americans with Disabilities Act and the Rehabilitation Act of 1973 with respect to employment. They will receive all formal complaints brought by employees of the College and applicants for employment. Complaints shall be addressed to the Senior Director of Human Resources, Jefferson College, 1000 Viking Drive, Hillsboro, Missouri 63050, (636) 481-3157. The Senior Director of Human Resources has been designated as the College’s ADA Compliance Coordinator for employees.

- A complaint must be filed in writing containing the name and address of the person filing it and briefly describing the alleged violation of the regulations.
- A complaint must be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
- The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the ADA Compliance Coordinator and a copy



**PROCEDURE #**      *II-001.03 (Page 2 of 2)*  
**TITLE**                *ADA Employee Grievance*

forwarded to the complainant no later than 15 working days after the date the complaint is filed.

- If the complainant is dissatisfied with the decision of the ADA Compliance Coordinator regarding the original complaint, they can request that the complaint be considered by the College President. This request for consideration must be submitted in writing to the College President within ten working days of the decision of the Coordinator. Within 15 working days of the receipt of the request for consideration, the President will notify the complainant in writing of their decision concerning this request. The decision of the President shall be final.

Use of this procedure is not a prerequisite of other remedies. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible governmental agency or an employee filing a formal grievance through any other applicable Board-approved grievance procedure.

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

**PROCEDURE #** *II-001.04 (Page 1 of 1)*  
**TITLE** *Title IX Sexual Harassment Procedure and Grievance Process*

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures 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

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

<b>PROCEDURE #</b>	<b><i>II-003 (Page 1 of 2)</i></b>
<b>TITLE</b>	<b><i>Credentials</i></b>
<b>TYPE</b>	All Personnel - General Procedures and Compliance
<b>RATIONALE</b>	Specification of credential requirements, staff responsibility for their currency, and location of personnel files
<b>APPROVAL REVIEWED</b>	<b>February 15, 2007; March 14, 2024</b> March 14, 2024
<b>REVIEW CYCLE</b>	Every five years

## **PROCEDURE**

1. The Office of Human Resources (OHR) shall maintain a personnel file on each current and past employee.
2. The OHR shall place in each employee's personnel file any and all official academic transcripts, academic certifications, vocational certifications, licenses, renewals of certification and licenses, and like documents/credentials, upon receiving same from the employee.
3. Each employee shall be responsible for promptly providing to the OHR, or assuring the receipt of by the OHR, any and all official academic transcripts, academic certifications, vocational certifications, licenses, renewals of certifications and licenses, and like documents/credentials upon the following situations:
  - a. When the employee is initially hired and the above-mentioned credential(s) is a requirement for the position. The employee may be hired on a conditional basis by providing copies of the required credentials. It is the employee's responsibility to assure that the official transcript of the credential(s) is received by the OHR as quickly as practicable and to utilize an efficient and effective means of obtaining the official copy of the credential(s).
  - b. When the employee is required to maintain a current certification or license as a qualification for continued employment in the position.
  - c. When the employee is promoted or transferred to a different position and the above-mentioned credential(s) is a requirement for the position.
  - d. When the employee represents themselves as having earned an above-mentioned credential(s) and is:
    - 1) Conducting official College business, or
    - 2) Corresponding as an employee of the College.

**PROCEDURE #**     *II-003 (Page 2 of 2)*  
**TITLE**             *Credentials*

4.     Credentials for administrators, faculty, and certified staff will be listed in the College Catalog. Only those credentials for which the OHR has received a supporting official transcript copy will be listed.
  
5.     In addition to the above requirements, employees may provide the OHR with, or have arranged to have sent to the OHR, an official academic transcript or other official credential, for the record.
  
6.     Non-compliance with any provision of this procedure and/or its corresponding policy may result in disciplinary action, including termination of employment.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Ensure statutory compliance regarding nepotism

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #**     *II-005 (Page 1 of 2)*  
**TITLE**             *Sabbatical/Study Leave*

**TYPE**             All Personnel - General Procedures and Compliance  
**RATIONALE**       Establish eligibility requirements and employee and College obligations  
                          for sabbatical/study leave

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

**REVIEW CYCLE**   Every five years

## **PROCEDURE**

### **Sabbatical/Study Leave**

1. Any full-time employee may apply for sabbatical or study leave if they have completed a sequence of six full years of professional service at Jefferson College at the time the leave is granted.
2. The applicant shall agree to serve the District for at least two years following the completion of the leave.
3. Application shall be on forms provided by the Sabbatical Leave Committee and must be filed with the Chair of the Sabbatical Leave Committee by December 1 of the academic year preceding that for which the leave is desired. The Sabbatical Leave Committee shall review each application and recommend action to the President. The President shall forward the Committee's recommendation along with the recommendation from the President's Office to the Board for final action.
4. If the sabbatical leave is for the purpose of study, a planned program of courses or a special project shall be submitted for approval by the Sabbatical Leave Committee, the President, and the Board. Evidence of completion of the planned program of study shall be submitted to the President within ninety days of the employee's return to duty.
5. Sabbatical leave that is for the purpose of travel shall be approved only if the proposed program incorporates a plan of study in connection with the travel. Applicants shall submit a detailed itinerary and program with a statement of objectives of the plan. A written report shall be submitted to the President within ninety days of the employee's return to duty.
6. Sabbatical leave may be granted for one full semester or two full consecutive semesters.
7. A full-time contractual employee (faculty, certified professional staff, or administrator) receiving a sabbatical leave for one semester may receive up to 100 percent of their salary and employee benefits for the semester in which the leave is granted.

**PROCEDURE #**     *II-005 (Page 2 of 2)*  
**TITLE**             *Sabbatical/Study Leave*

8.     A full-time contractual employee (faculty, certified professional staff, or administrator) receiving a sabbatical leave for two full consecutive semesters may receive up to 50 percent of regular salary for the academic year during which the leave is taken. Should leave be granted to an employee under this provision, the College will pay the employer's share of contributions to the Public School Retirement System on the full amount of salary that would have been earned by the employee if the leave had not been taken.
9.     The number of employees on sabbatical leave during any semester or academic year shall be determined by the Board.
10.    Time on sabbatical leave shall count as regular service and shall not interrupt the employee's progress on the salary schedule.
11.    Unless the employee agrees otherwise, upon return to service, the employee shall be reinstated in the position held at the time the leave was granted or be placed in a comparable position.

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



**PROCEDURE #** *II-006 (Page 1 of 1)*  
**TITLE** *Sick Leave*

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

**APPROVED** **February 23, 2012; March 14, 2024**  
**REVIEWED** March 14, 2024

**REVIEW CYCLE** Every five years

## **PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

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. The Office of Human Resources must be notified immediately upon request of Family Medical Leave to assure legal compliance. Eligibility and additional parameters are detailed in Policy II-012.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *II-012 (Page 1 of 1)*  
**TITLE** *Vacations*

**TYPE** All Personnel - General Procedures and Compliance

**RATIONALE**

**APPROVED** **May 16, 2013; March 14, 2024**  
**REVIEWED** March 14, 2024

**REVIEW CYCLE** Every five years

## **PROCEDURE**

### **Request for Vacation**

Employees must obtain prior approval from their supervisors in order to use their vacation time. Under certain circumstances, such as business necessity, it may be appropriate for a supervisor to deny an employee's request for vacation; however, the supervisor must plan for an alternative time with the employee. In such case, the supervisor should explain the reason for the denial. For this reason, supervisors and employees are encouraged to plan vacation time with as much advance notice as possible.

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

**PROCEDURE #** *II-013 (Page 1 of 2)*  
**TITLE** *Military Leave*

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Compliance with Board Policy

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

As stated in Board policy II-017, 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 and all other applicable federal and state laws and regulations.

The following procedures have been adopted to implement the aforementioned policy:

- Employees are requested to notify the Office of Human Resources (OHR) if they are a member of the National Guard or any reserve component of the armed forces of the United States.
- The employee shall meet with a Human Resources representative to review all applicable benefits and entitlements as soon as possible after receiving notice of possible call-up.
- Employees are requested to provide either written or verbal notice of the need for military leave to the OHR immediately after receiving official military orders that may affect their employment status unless impossible due to military necessity.
- Issues concerning pay and benefits for the period of absence will be resolved in writing with the employee prior to beginning the service commitment in accordance with state and federal law.

Employees who are members of the Missouri National Guard or of any reserve component of the armed forces of the United States who are engaged in the performance of duty under competent orders shall be granted leaves of absences for all periods of military service, without loss of position, seniority, accumulated leave, impairment of performance appraisal, pay status, work schedule or any other right or benefit to which the employee is entitled, and no retirement benefit shall be diminished or eliminated because of such service.

Employees shall receive pay for the first 120 hours of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by state and federal law. Under Missouri law, employees engaged in the performance of duty or



**PROCEDURE #**     *II-013 (Page 2 of 2)*  
**TITLE**             *Military Leave*

training in the National Guard at the call of the governor and as ordered by the adjunct general shall receive full pay without regard to length of time. Before any payment of salary is to be made, the employee shall file with the Office of Human Resources the official order from the appropriate military authority as evidence of such duty. If the leave of absence is for less than 30 days, the College shall continue to provide health insurance. If the leave is for 30 days or more, the employee may remain in the group during the period of leave by paying the insurance premium. Upon termination of such military service, the employee shall be reinstated to the same position with the College.

The College shall protect the job rights of employees absent due to military leave. No employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform services for the National Guard or any of the Uniformed Services of the United States. No person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership or service. Furthermore, no person shall be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.

If any employee believes that they have been subjected to discrimination in violation of this policy, the employee should immediately contact the Senior Director of Human Resources.

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

**PROCEDURE #** *II-014 (Page 1 of 2)*  
**TITLE** *Community Service*

**TYPE** All Personnel - General Procedures 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

## **PROCEDURE**

Community Service Leave (CSL) is offered to eligible employees as an opportunity, not an expectation. An employee's decision to use or not use the benefit will not impact assessment of their job performance. CSL hours will be available to eligible employees beginning July 1 each year. The community service activity must take place during the employee's typical workday to be eligible for CSL. For example, a staff member who works from 8:00 a.m. to 4:30 p.m. may use CSL to engage in community service between 8:00 a.m. and 4:30 p.m.

Full-time employees will be eligible to use up to 24 hours of their regular work schedule as paid CSL per year. Part-time regular staff who work 20 or more hours per week are eligible for up to 8 hours of CSL to volunteer for College-sponsored activities such as the College Day of Service and/or the Vikings' Vault. Adjunct/part-time faculty are not eligible for paid CSL.

For full-time faculty, if the community service opportunity falls during scheduled class times or during office hours, approval must be obtained from the supervisor. Refer to the Academic Service Learning guidelines for service that occurs in conjunction with a class.

### **Responsibilities**

It is the responsibility of the employee to verify that their community service site is a College-approved agency or event as approved by the President's Office. Employees are asked to complete the CSL Request form, located on the Employee Tab, at least ten business days before the activity to obtain supervisor approval. The College may waive this ten-day period in local emergency situations, such as a natural disaster or a civil emergency. It is the responsibility of the employee and the employee's supervisor to ensure proper timekeeping procedures are followed. Employees must provide verification of service hours performed to the supervisor.

Staff will report CSL in hourly increments. Faculty must report CSL in half-day or full-day increments. The calculation of CSL time includes any travel to and from the community service site that occurs during the employee's typical workday, in addition to the time spent in

**PROCEDURE #:** *II-014 (Page 2 of 2)*  
**TITLE:** *Community Service*

community service on the site. Mileage is not eligible for reimbursement; transportation is the sole responsibility of the employee.

Employees are expected to follow the conduct guidelines noted in the Board Procedures II-002.02 and II-002.06. Employees are encouraged to wear Jefferson College apparel while at the community service site.

**Limits/Regulations**

CSL is excluded from the calculation of hours for overtime or compensatory time compensation and will not be paid out upon termination from employment with Jefferson College or carry over from one fiscal year to the next. Requests for advances of CSL are not permitted.

Participation in activities related to the employee's regular job responsibilities, as authorized by the employee's supervisor, is considered compensable time and therefore does not require the reporting of CSL. Participation in Jefferson College Commencement is not considered CSL for any employee.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures 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 14, 2012; March 14, 2024**  
**REVIEWED** March 14, 2024

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Specifies eligibility for and components of College insurance program for employees

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

Medical, dental, life, disability, and accidental death insurance for each full-time employee shall be paid by the College. Payroll deductions for family members to be covered under those same policies shall be made when authorized by the employee.

The College's group health insurance plan is available for regular part-time employees who work 20 hours, or more, per week - on a payroll deduction basis. The College does not participate in the payment of the premiums. Both regular part-time employees and their dependents are eligible for this group rate plan.

Employees who are eligible for College insurance programs may insure their dependents through the College group health and dental insurance plans. Contract amendments or salary reduction agreements may be used if desired by employees for tax saving purposes.

The College makes available to all full-time employees, at their option and expense, additional life insurance.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

**APPROVED** **April 6, 1998; March 14, 2024**  
**REVIEWED** March 14, 2024

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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



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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Specification of procedure for employees' access to College-provided Employee Assistance Program

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Employees may receive confidential assistance by contacting the Employee Assistance Program provider directly. Information is available in the Human Resources Office and the Human Resources webpage.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish mechanism for tuition waiver of approved Jefferson College classes

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

For each semester of enrollment, employees or dependents eligible for tuition waivers must complete a Tuition Waiver Form and obtain appropriate approvals before a tuition waiver will be processed. If these individuals are enrolling in credit courses, they must complete a Free Application for Federal Student Aid (FAFSA) with the Jefferson College school code, 002468, listed on the FAFSA. If financial aid is denied after the filing of a FAFSA, the employee or dependent will be exempt from filing the FAFSA in the future unless there is a dramatic change in personal financial conditions. An affidavit to declare whether a substantial financial change has taken place will be included with the tuition waiver form. If a substantial financial change is reported, a new FAFSA must be completed.

If an employee is taking courses during the normal workday, a Request for Approval of Taking Classes form must be completed. Appropriate forms for tuition waiver and taking classes during the regularly scheduled workday are available in the Human Resources Office. The FAFSA is available on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). More information regarding the FAFSA is available in the Financial Aid Office.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish mechanism for reimbursement of professional study expenses

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

For each semester of enrollment, a Tuition Reimbursement Form must be completed and the appropriate approvals must be obtained before a tuition reimbursement will be processed. When taking undergraduate courses, the employee must complete a Free Application for Federal Student Aid (FAFSA) and list the Jefferson College school code, 002468, on the FAFSA. If an employee is taking courses during the normal work day, a Request for Approval of Taking Classes form must be completed. Appropriate forms for tuition reimbursement and taking classes during the regularly scheduled workday are available in the Human Resources Office. The FAFSA is available on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). More information regarding the FAFSA is available in the Financial Aid Office.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish procedure 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

**PROCEDURE**

The Employee Support Committee, in coordination with the Office of Human Resources, shall be responsible for the implementation of the Employee Recognition Program.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

Establish guidelines in order to recognize former Presidents of distinction.

The Board of Trustees of the Community College District of Jefferson County may designate a former Jefferson College President as President Emeritus provided one or more sitting Trustees requests that the action be placed on a Board agenda.

The administration of the College will determine that the former President is receiving retirement benefits from the Missouri Public School Retirement System and will so certify same to the Trustees.

After the Trustees have approved an Emeritus appointment, such shall be noted in a public manner with the President of the Board of Trustees presiding at any public announcement.

**CONTENT OWNERSHIP:** The Board of Trustees, in consultation with the President of the College and the Senior Director of Human Resources

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *II-027 (Page 1 of 2)*  
**TITLE** *Prohibition Against Alcohol/Drugs*

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

Employees may be asked to take a test if there is reasonable suspicion to believe that an employee is under the influence of an illegal drug and/or alcohol. The following circumstances could cause reasonable suspicion:

1. Observed drug or alcohol use
2. Apparent physical state of impairment
3. Incoherent mental state
4. Marked change in personal behavior that is otherwise unexplainable
5. Deteriorating work performance that is not attributable to other factors
6. An accident where there is reasonable suspicion that drugs or alcohol may be a factor
7. Any circumstances which cause a reasonable suspicion that an employee is under the influence of illegal drugs and/or alcohol

Supervisors who observe conduct which leads them to believe an employee may be under the influence are required to immediately report such conduct to the Senior Director of Human Resources and to document what they have observed. The Senior Director of Human Resources or designee shall decide whether to ask the employee to be tested.

The test will determine the presence of drugs, narcotics, or alcohol, unless such tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the College's use of the test results for purposes of administering its discipline policy. It is a violation of procedure to refuse consent for these purposes or to test positive for alcohol or illegal drugs.

The College shall use an independent laboratory to do the testing. Where a "positive" result occurs, the employee shall be given the opportunity to explain or challenge the results.

Tests that are paid by the College are the property of the College, and the examination records will be treated as confidential and held in separate medical files.

Policy violations will result in discipline and may result in termination.



**PROCEDURE #**     *II-027 (Page 2 of 2)*  
**TITLE**             *Prohibition Against Alcohol/Drugs*

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

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

**TYPE** All Personnel - General Procedures 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

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish primacy of Jefferson College employment through reporting of outside employment

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

All full-time contractual employees must complete the Outside Employment Approval Form and obtain all required approvals prior to accepting outside employment during the period of their appointment.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

**PROCEDURE #** *II-033 (Page 1 of 1)*  
**TITLE** *Communicable Diseases (Regarding Employees)*

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish procedures for handling cases of communicable diseases

**APPROVED** **February 15, 2007; February 9, 2023; March 14, 2024**  
**REVIEWED** March 14, 2024

**REVIEW CYCLE** Every five years

## **PROCEDURE**

The Campus Panel on Communicable Diseases (the “Panel”) will decide whether the infected individual poses a medical threat to other individuals and, if so, will make a recommendation regarding the individual’s status while infectious, which may include attendance and/or leave.

The Panel shall establish a schedule of reassessment of each case in accordance with medical status. At a minimum, review should be conducted quarterly.

All College, health, and employment records that refer to communicable diseases in an employee’s or student’s file shall remain confidential. The number of personnel who are aware of the affected individual's condition should be on a "need to know" basis.

In situations involving an epidemic or pandemic, case-by-case determinations may not be possible, and the Campus Panel may be tasked with providing recommendations for broader college-wide measures. Any such recommendations 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.

The College will offer communicable disease education programs, as appropriate, to students and employees.

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

**PROCEDURE #**     *II-034 (Page 1 of 2)*  
**TITLE**             *Progressive Disciplinary Action*

**TYPE**               All Personnel - General Procedures and Compliance

**RATIONALE**

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

**REVIEW CYCLE**    Every five years

## **PROCEDURE**

The College adheres to the principle of progressive discipline with respect to its employees. There is no set standard of how many verbal warnings must be given prior to a written warning or how many written warnings must precede suspension or how many suspensions must precede termination. Factors to be considered are:

- How many different offenses are involved
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

### **In General**

Several verbal warnings should, at the next infraction, be followed by a written warning, followed by suspension, followed at the next infraction by discharge. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve their performance. Supervisors should document all verbal and written warnings to demonstrate that an opportunity for correction of the behavior was accorded to the employee.

### **Exception**

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs, or abuse of alcohol on College property, termination may be the first and only disciplinary step taken. Insubordination is defined as the refusal or failure to obey a lawful directive of a supervisor or superior. Any step or steps of the disciplinary process may be skipped at the discretion of the College officials after investigation and analysis of the total situation, past practice, and circumstances.

When questions arise as to how to discipline an employee, supervisors are encouraged to consult with the Senior Director of Human Resources. Where there is a suspension or



**PROCEDURE #**     *II-034 (Page 2 of 2)*  
**TITLE**             *Progressive Disciplinary Action*

discharge recommendation, the Senior Director of Human Resources shall provide leadership for the process in order to assure that discipline is imposed and due process procedures followed.

In the interests of both the employee and the College, any investigation of potential disciplinary situations should be concluded expeditiously.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Strategic Workforce Planning

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

### **Eligibility**

Full-time faculty and staff with a minimum of five consecutive years of full-time service as of June 30 of the calendar year in which the employee gives notice and who satisfactorily complete their conditions of employment are eligible for the stipend.

### **Stipend**

The College will pay the employee a one-time nominal stipend on the employee's final paycheck. The stipend will be subject to all deductions required by law.

### **Procedure**

- **Faculty**: By 4:30 p.m. on November 1, submit to the Office of Human Resources a voluntary irrevocable notice of intent to resign or retire at the completion of their contract for the academic year in which the employee gives notice.
- **Administrators and Certified Professional Staff**: By 4:30 p.m. on November 1, submit to the Office of Human Resources a voluntary irrevocable notice of intent to resign or retire on June 30 of the fiscal year in which the employee gives notice.
- **Classified Professional Staff**: By 4:30 p.m. on November 1, submit to the Office of Human Resources a voluntary irrevocable notice of intent to resign or retire on June 30 of the fiscal year in which the employee gives notice or during the fiscal year immediately following the fiscal year the employee gives notice. Notice of resignation must indicate the specific date of resignation or retirement.

### **Exceptional Circumstances**

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

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE**

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

**REVIEW CYCLE** Every five years

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

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

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

**TYPE** All Personnel - General Procedures and Compliance  
**RATIONALE** Establish procedures for maintenance of each employee's official personnel file, confidentiality of the files, and copying limitations

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

**REVIEW CYCLE** Every five years

### **PROCEDURE**

1. There shall be only one official employee personnel file and that file shall be maintained by the Human Resources Office. The employee shall have the right to inspect their file within a reasonable time period following such a request.
2. The employee shall have the right to have a copy of any document in their file.
3. Once an individual is employed by the College, reference letters pertaining to the individual's selection shall be removed from the file and returned to source or destroyed.
4. Letters and documents that the employee has not seen from sources outside the College shall be handled promptly and then disposed of.
5. Forms and documents that the employee has seen relating to evaluation may be retained in the files.
6. Documents that the employee asks to be placed in the file shall be so included.
7. Supervisors and administrators having direct responsibility for the employee's performance shall be entitled to inspect the file. Other parties may inspect the file upon written release by the employee.
8. Except for authorized personnel, there shall be no copying of any document in an employee's file without the written consent of the employee. The purpose for copying and the disposition to be made of the copies should be clearly stated in writing.

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

## **SECTION III**

### **ADMINISTRATIVE ORGANIZATION**

**PROCEDURE #** *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

## **PROCEDURE**

1. All College personnel shall be cognizant of and abide by the appropriate chain of command as set forth in the [organizational chart](#) by Board policy.
2. In the event issues or concerns are not resolved to an employee's satisfaction, the employee has the option of referring the issue or concern to the higher-level supervisor as specified by the line of authority.
3. 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 arrangement 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.
4. Employees who believe they have a more serious issue, concern, or problem, should use the Grievance Policy and Procedure.

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

**PROCEDURE #**     *III-002 (Page 1 of 2)*  
**TITLE**             *Administrative Offices*

**TYPE**               Administrative Organization  
**RATIONALE**       Specify employment processes for Vice Presidents and Deans

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

**REVIEW CYCLE**   Every two years

## **PROCEDURE**

1. The President of the College shall annually implement the necessary processes to assess the performance of the Vice Presidents and Deans on their assigned duties and responsibilities.
2. The evaluation shall occur prior to the renewal of the Vice Presidents' and Deans' contracts at the March Board of Trustees meeting, at which time the President should be prepared to make a recommendation to the Board. The President of the College shall substantiate that the evaluations have been completed and shall add the topic of the Vice Presidents' and Deans' contracts to the agenda for the February Board meeting.
3. The job titles and descriptions of the duties and responsibilities for the Vice Presidents and Deans shall be maintained in the Human Resources Office and shall be subject to annual review.

### **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. Due process shall consist of the following procedures unless the parties agree otherwise:

9. The employee shall be given written charges (i.e., the good cause for dismissal). Once charges are issued, the employee may be suspended without pay at the discretion of the College President or the President of the Board of Trustees.
10. The employee shall also receive a written notice that a hearing shall be held before the Board of Trustees on a particular day and at a certain time and place; that the individual in question may be present with or without an advisor or attorney; and that they may present witnesses and other evidence on their behalf and may question witnesses presented by the College. Unless otherwise agreed by the parties, the notice and charges must be received by the employee at least ten (10) calendar days prior to the hearing.

**PROCEDURE #**     *III-002 (Page 2 of 2)*  
**TITLE**             *Administrative Offices*

11.     Should the individual in question not appear for the hearing, the disciplinary action proposed may be imposed by the Board without a hearing. Should the individual in question or their representative request additional time in which to prepare, the Board of Trustees, at its discretion, may grant such additional time and continue or postpone the hearing to another day and time.
12.     The hearing shall be conducted at the time and place called for in the notice or at the postponed time, if additional time is granted. The President of the Board of Trustees shall preside at the hearing unless the Board decides otherwise. Such hearing shall not be public and either party may ask that witnesses be present only during the time of their testimony. A recording shall be made of the hearing proceedings and a copy shall be made available to the employee whose discipline is in question.
13.     Formal legal rules of evidence need not be followed, and the Board President or other presiding officer shall determine what evidence may or may not be presented. The proper College official(s) or representative/attorney shall present the institution's position. The employee or their representative shall have the right to question any witness called by the College, just as the College's representative may question any witness called by the employee.
14.     At any time during the proceedings, any member of the Board of Trustees may question any witness or call for a point of order to be clarified.
15.     After testimony has been presented and each side has concluded its presentation, the Board of trustees shall retire to review all information submitted and render a determination. The decision, which shall be in writing, shall be made no more than thirty (30) working days from the date of the Board hearing.
16.     The decision of the Board of Trustees is final.

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



## **SECTION IV**

# **INSTRUCTIONAL PERSONNEL SPECIFIC PROCEDURES**

**PROCEDURE #**     *IV-001.01 (Page 1 of 3)*  
**TITLE**             *Instructional Staff - Line of Authority, Duties and Responsibilities of Associate Dean*

**TYPE**             Instructional Personnel  
**RATIONALE**       Specification of duties and responsibilities of Associate Dean  
**APPROVED**       February 15, 2007 (Updated February 20, 2014)

## **PROCEDURE**

### **Selection**

Subject to approval by the Board of Trustees, the Associate Dean shall be appointed by the College President. The Associate Dean shall be directly responsible to the academic Dean.

### **Duties and Responsibilities**

The Associate Dean will be the first-line supervisor of faculty assigned to the appropriate School; will plan, control, evaluate, and manage the division through the academic Dean; will facilitate communication between the division and the College through the academic Dean; and will manage programs, courses, policy, procedures, and facilities of the division. The Associate Dean will report to the academic Dean. The Associate Dean shall:

1.     Maintain files for the division including course syllabi, enrollment and program data, and any other records necessary for effective management of the division.
2.     Ensure divisional compliance with all College policies and procedures as well as procedures developed within the division.
3.     Assume a leadership role in assessment by supporting multiple assessment measures of clearly defined expected learning outcomes.
4.     Develop and manage divisional marketing plans.
5.     Teach one class each year.
6.     Complete regularly scheduled program reviews and forward a concomitant recommendation to the academic Dean and implement recommendations in a timely manner.
7.     Develop the division's schedule of courses.
8.     Maintain yearly contact with transfer institutions and employers to insure applicability and continuity of courses and programs.

**PROCEDURE #**     *IV-001.01 (Page 2 of 3)*  
**TITLE**             *Instructional Staff - Line of Authority, Duties and Responsibilities of Associate Dean*

9. Plan and present the division's annual budget request and manage the expenditure of funds allocated to the division.
10. Conduct a yearly review of all publications and printed materials relating to the division and assume responsibility for currency and consistency.
11. Work with the academic Dean, the Director of Learning Services, and the Vice President of Student Services to ensure quality.
12. Work with the Research Analyst to collect data necessary to the management of the division.
13. Work with Student Services to recruit students for the division's programs and courses.
14. Place textbook orders with the College bookstore.
15. Complete an annual report documenting the division's yearly activities.
16. Conduct regularly scheduled divisional meetings, take an active interest in the professional growth of faculty, and counsel them on improvement of teaching and learning.
17. Support the Center for Teaching and Learning initiatives and processes.
18. Serve as the primary spokesperson for divisional faculty.
19. Assume a major role in recruiting, reviewing credentials, and hiring of full-time and adjunct faculty.
20. Complete yearly faculty performance reviews and written recommendations for continuation of faculty; oversee the evaluation of adjunct faculty.
21. Maintain technological skills pertinent to the position, i.e., Banner, MyJeffco, and instructional technology.
22. Make recommendations regarding faculty tenure.
23. Work with the Director of the Advising and Retention Center to properly assign students to faculty advisers.
24. Advise students as needed.

**PROCEDURE #**     *IV-001.01 (Page 3 of 3)*  
**TITLE**             *Instructional Staff - Line of Authority, Duties and Responsibilities of Associate Dean*

25.     Serve on institutional committees and ad hoc committees as assigned.
26.     Support faculty, staff, and students by attending College events.
27.     Assume primary responsibility for identification and appointment of advisory committee members.
28.     Perform other duties as assigned by the academic Dean.

**BOARD MONITORING**

The Vice President of Academic Affairs and the Dean of Instruction shall monitor this procedure.

**PROCEDURE #** *IV-001.02 (Page 1 of 5)*  
**TITLE** *Duties and Responsibilities of Full-time Faculty*

**TYPE** Instructional Personnel  
**RATIONALE** Specify and clarify the duties and responsibilities of full-time faculty

**APPROVED** **February 20, 2014; September 12, 2019; December 7, 2023**  
**REVIEWED** December 7, 2023

**REVIEW CYCLE**

## **PROCEDURE**

### **Full-Time Instructional Faculty**

The full-time faculty at Jefferson College generally have a work week of 35-40 hours, of which 15 hours are scheduled for instruction, and 10 hours are scheduled for office hours. Given the diversity of faculty schedules (clinicals, laboratories, rehearsals, studios, etc.) which require additional contact hours, and the variety of institutional commitments beyond the 25 scheduled hours, it is clearly understood by all parties that faculty work activities exceed the scheduled hours, and that some of these additional hours are performed both on and off campus. In addition, all parties recognize that a flexible five-day work week (five of seven days) expectation is reasonable. Modification to the five-day work week for faculty with unusual regular day and night class schedules will require written approval of the President.

### **Each Full-Time Instructor Shall:**

1. Be responsible to the Dean, Associate Dean, and/or instructional Program Director.
2. Carry out the policies developed by the Board of Trustees as interpreted and executed by the administration.
3. Teach classes assigned by the Dean, Associate Dean, and/or instructional Program Director.
4. Successfully complete yearly teaching assignment.
5. Meet classes at and for the time scheduled.
6. Prepare and file with the Dean, Associate Dean, and/or instructional Program Director course syllabi for new and revised courses and follow, within reason, such guides for courses already established.
7. Prepare and file with the Dean, Associate Dean, and/or instructional Program Director a list showing the author, title, publisher, date of publication, and list price, if known, of

**PROCEDURE #**     *IV-001.02 (Page 2 of 5)*  
**TITLE**             *Duties and Responsibilities of Full-time Faculty*

all textbooks, required readings, workbooks, or manuals which students must purchase for their courses.

8. Prepare and file with the Dean, Associate Dean, and/or instructional Program Director a bibliography of library books required for use in each course.
9. Prepare requests for instructional materials, such as books, maps, audio visual aids, and supplies, and submit them to the Associate Dean and/or instructional Program Director when requested for the purpose of budget planning.
10. Keep accurate records of class attendance and grades of students and submit them to the Registrar.
11. Attend faculty meetings and Commencement.
12. Develop a ten-hour weekly office hour schedule appropriate to the attendance hours of students taught and maintain regular office hours for the convenience of students who desire advice or consultation. Preparation is included as part of this 10-hour weekly office hour schedule. Faculty may serve office hours online if they choose to do so. Faculty serve a minimum of ten hours each week; for those who opt to serve online office hours, at least eight office hours must be served on-campus.
13. Secure approval of the Dean, Associate Dean, and/or instructional Program Director for the office hour schedule and provide a copy of the schedule for the Dean.
14. Serve as directed on such institutional committees as may be established; with a requirement to serve on one committee annually (voluntary service on additional committees and positions of leadership may be applied toward the professional development system).
15. Promote student participation in extracurricular activities.
16. Be available at appropriate times to advise students.
17. Be responsible for meeting and maintaining all teacher certification requirements as may be applicable and required by the state.
18. Continue professional improvement through reading and study and by participation in the activities of professional organizations.
19. Assist in keeping the public well informed as to the progress and development of the College.

**PROCEDURE #**     *IV-001.02 (Page 3 of 5)*  
**TITLE**             *Duties and Responsibilities of Full-time Faculty*

20. Utilize available test scores and records as needed to become familiar with the problems and capabilities of students.
21. Cooperate with the administration in conducting research.
22. Commit time and be available for collegial consultation, outcomes assessment, institutional planning, and institutionally-sanctioned meetings.
23. Assume responsibility for enforcing College rules and regulations as related to student conduct.
24. Demonstrate level of teaching performance that documents increasing value to the College through annual performance review.
25. Perform other duties as may be assigned by the Vice President of Academic Affairs, Dean, Associate Dean, and/or the instructional Program Director.

**Full-Time Library Faculty**

Library Faculty work 40 hours per week according to library staffing needs. Library instruction may require work outside regularly scheduled hours, shifting of regular schedule, and travel to other Jefferson College campuses and local schools. Off-contract work may be performed for additional compensation. Library Faculty schedules are flexible within the allotted contract and may be modified with permission of the Director of Library Services.

**Each Full-Time Faculty Librarian Shall:**

1. Be responsible to the Director of Library Services.
2. Carry out the policies developed by the Board of Trustees as interpreted and executed by the administration.
3. Maintain regularly scheduled weekly hours.
4. Adopt the following areas of responsibility as assigned: Integrated Library Systems (ILS) management and maintenance; circulation services; electronic resource management; stacks maintenance; cataloging; library use instruction; supervision of paraprofessionals; supervision of student workers; collection development; outreach and programming; coordination of the Jefferson County History Center and Archives; and coordination of the Federal Depository Library Program.

**PROCEDURE #**     *IV-001.02 (Page 4 of 5)*  
**TITLE**             *Duties and Responsibilities of Full-time Faculty*

5.     Develop and teach Library Use instruction including collaborating with instructional faculty to design classes that include learning outcomes relevant to information literacy and other information-seeking competencies.
6.     Provide reference services to staff, faculty, students and community members via chat, email, and in-person consultations.
7.     Manage and support technologies in order to provide items and instruction in their use.
8.     Coordinate library assessment for databases, circulation, instruction, reference, spaces, and collections as assigned.
9.     Create regular assessment reports based on data from student learning outcomes, satisfaction surveys, space usage, library statistics, and feedback from faculty, staff, and students as assigned.
10.    Contribute data to departmental, institutional, organizational, state and federal reporting agencies according to professional standards and legal requirements.
11.    Create, develop and assist with library programming, displays, exhibits, and marketing of library services as assigned.
12.    Participate in outreach initiatives to local and stakeholder communities.
13.    Attend faculty meetings and Commencement.
14.    Serve as directed on such institutional committees as may be established; with a requirement to serve on one committee annually (voluntary service on additional committees and positions of leadership may be applied toward the professional development system).
15.    Continue professional development through reading and study and by participation in the activities of professional organizations.
16.    Assist in keeping the public well informed as to the progress and development of the College.
17.    Cooperate with the administration and faculty in conducting research.
18.    Commit time and be available for collegial consultation, outcomes assessment, institutional planning, and institutionally-sanctioned meetings.



**PROCEDURE #**     *IV-001.02 (Page 5 of 5)*  
**TITLE**             *Duties and Responsibilities of Full-time Faculty*

19.     Assume responsibility for enforcing College rules and regulations as related to student conduct.
  
20.     Demonstrate level of performance that documents increasing value to the College through annual performance review.
  
21.     Perform other duties as may be assigned by the Director of Library Services.

**CONTENT OWNERSHIP:** The President of the College, through the Vice President of Academic Affairs, academic Dean, and faculty supervisors, shall implement and monitor this policy.

**PROCEDURE #**     *IV-001.03 (Page 1 of 2)*  
**TITLE**             *Duties and Responsibilities of Adjunct Instructors*

**TYPE**                Instructional Personnel  
**RATIONALE**         Specification of duties and responsibilities of adjunct instructors  
**APPROVED**         February 20, 2014

## **PROCEDURE**

Adjunct Faculty are employed for the duration of the teaching assignment as specified in the contract, and employment beyond the termination date specified in the contract is neither expressed nor implied. Adjunct teaching assignments will not exceed 18 semester hours in an academic year (August through May). The President will make exceptions as necessary.

### **Each Adjunct Instructor Shall:**

1. Be responsible to the Associate Dean and/or instructional Program Director and the appropriate academic Dean.
2. Carry out the policies developed by the Board of Trustees as interpreted and executed by the administration.
3. Teach classes assigned by the appropriate Dean, Associate Dean, and/or instructional Program Director with the load not to exceed 18 hours (August through May).
4. Prepare and file with the Associate Dean and/or instructional Program Director course syllabi for new and revised courses and follow, within reason, such guides for courses already established.
5. Prepare and file with the Associate Dean and/or instructional Program Director a list showing the author, title, publisher, date of publication and list price, if known, of all textbooks, required readings, workbooks, or manuals which students must purchase for their courses.
6. Prepare and file with the Associate Dean and/or instructional Program Director a bibliography of library books required for use in each course.
7. Prepare requests for instructional materials, such as books, maps, audio-visual aids, and supplies, and submit them to the Associate Dean and/or instructional Program Director or Dean when requested for the purpose of budget planning.
8. Keep accurate records of class attendance and grades of students and submit them to the Registrar.

**PROCEDURE #**     *IV-001.03 (Page 2 of 2)*  
**TITLE**             *Duties and Responsibilities of Adjunct Instructors*

9.     Promote student participation in extracurricular activities.
10.    Be responsible for meeting and maintaining all teacher certification requirements as may be applicable and required by the state.
11.    Continue professional improvement through reading and study and by participation in the activities of professional organizations.
12.    Assist in keeping the public well informed as to the progress and development of the College.
13.    Utilize available test scores and records as needed to become familiar with the problems and capabilities of students.
14.    Cooperate with the administration in conducting research.
15.    Assume responsibility for enforcing College rules and regulations as related to student conduct.
16.    Perform other duties as may be assigned by the Associate Dean and/or the instructional Program Director and the Dean.

**BOARD MONITORING**

The President of the College, through the Vice President of Academic Affairs, academic Dean, Associate Dean, and/or instructional Program Director, shall monitor this procedure.

**PROCEDURE #**      *IV-001.04*  
**TITLE**              *Procedures Regarding Evaluation of Faculty*

**TYPE**                Instructional Personnel  
**RATIONALE**        Specification of procedures regarding performance evaluation of faculty  
**APPROVED**        February 20, 2014

## **PROCEDURE**

### **Procedures Regarding Evaluation of Faculty**

An evaluation shall be completed each year prior to consideration of contract renewal. Evaluations of probationary and adjunct faculty members may be made more often at the discretion of the Dean.

Evaluators, as they deem appropriate, may make use of survey instruments to ascertain the opinions of persons supervised by or most closely associated with the work of the person being evaluated. Formative and summative evaluation forms to assess faculty performance were developed through the 1998 meet-and-confer process and are included in the *Statement of Understandings*.

Development of forms which are to be used in the evaluation of personnel within their respective areas shall be the responsibility of the Vice President of Academic Affairs and the President. Copies of evaluation forms and survey instruments in current use shall be placed on file in the Human Resources Office.

Student evaluations as deemed appropriate by the Dean may be used as part of the overall evaluation of faculty members.

1. Instructional Supervision - Immediate supervision and evaluation of instructors, which includes class visitations and conferences, is the responsibility of the Dean. It is also the responsibility of the Dean to make recommendations concerning the retention or release of instructors.
2. Reporting of Absences - All absences of faculty and non-instructional staff members shall be reported to the appropriate administrative supervisor on the Report of Absence form adopted by the College. The supervisor shall forward three copies of the form to the Human Resources Office. In each instance the absence shall be reported in advance, if possible, but in case of emergencies or illness, the report shall be made as soon as practicable.

## **BOARD MONITORING**

The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #**     *IV-002.01 (Page 1 of 2)*  
**TITLE**             *Types of Appointments*

**TYPE**                Instructional Personnel  
**RATIONALE**        Specification of types and terms of faculty appointments

**APPROVED**         **April 17, 2014; December 7, 2023**  
**REVIEWED**         December 7, 2023

## **REVIEW CYCLE**

## **PROCEDURE**

**Types of Appointment:** There shall be five types of appointments to faculty positions: continuing appointment, term appointment, library faculty, temporary appointment, and terminal appointment.

1.     Continuing Appointment - A continuing appointment shall be a full-time appointment to the teaching faculty for an indefinite period which once granted, shall not be affected by changes in assignment and shall continue until retirement or until terminated in accordance with the regulations set forth under Section IV-005. Continuing appointments shall be made only for teaching assignments and shall not cover staff positions or coaching of athletic teams. Instructors who do not meet the minimum qualification of a master's degree in the subject matter field for assignments in transfer programs or hold a valid vocational certificate for assignments in vocational-technical programs shall not be eligible for continuing appointment. Valid certificates, where required, must be maintained through the period of tenure on the Jefferson College faculty.
2.     Term Appointment - A term appointment shall be an appointment to the faculty for a specified, limited period which, except as otherwise provided, shall automatically expire at the end of that period, unless terminated earlier in accordance with the regulations set forth under Section IV-005. Full-time members of the faculty shall be granted term appointments during the probationary period.
3.     Library Faculty - The Library Faculty appointment applies to those appointed to full-time library positions that require the minimum qualification of a Master's Degree in Library or Information Science. Continuation of employment shall be based on performance of primary responsibilities as stated in the job description. Library Faculty are not eligible for tenure but are eligible for promotion and rank.
4.     Temporary Appointment - A temporary appointment shall be granted to a faculty member to address a special, short-term staffing need.

**PROCEDURE #**     *IV-002.01 (Page 1 of 2)*  
**TITLE**             *Types of Appointments*

Temporary appointments may be made for any other type of assignment when mutually agreed to by the faculty member and the Board of Trustees, but shall not be used as a regular means to circumvent term appointments for instructors who may otherwise be eligible to pursue tenure status.

Temporary appointments may be made for one year or less but may be renewed, as needed, at the discretion of the Board of Trustees. Temporary appointments may be terminated during the term of a contract if such termination is in accordance with the provisions of Section IV-005 of the regulations. Credit toward tenure shall not be granted for temporary appointments.

A temporary appointment, expressly stated to be such, shall be sufficient notice that the faculty member shall not be recommended for reappointment at the end of the appointment period.

5.     Terminal Appointment - A terminal appointment shall be for the purpose of notifying a faculty member of the intent to non-reappoint. A terminal appointment, expressly stated to be such, shall be sufficient notice that the faculty member shall not be recommended for reappointment at the end of the terminal appointment period. This appointment may be terminated earlier in accordance with the regulations set forth under Section IV-005.

**CONTENT OWNERSHIP:** The President, through the Vice President of Academic Affairs and academic Dean, shall implement and monitor this procedure.

**PROCEDURE #** *IV-002.02*  
**TITLE** *Method of Appointment*  
**TYPE** Instructional Personnel  
**RATIONALE** Specification of faculty appointment process  
**APPROVED** February 20, 2014

## **PROCEDURE**

### **Method of Appointment**

All full-time faculty appointments shall be made by the Board of Trustees after receiving the recommendations of the President of the College.

## **BOARD MONITORING**

The President of the College, through the Vice President of Academic Affairs and the Senior Director of Human Resources, shall implement and monitor this procedure.

**PROCEDURE #**      *IV-002.03*  
**TITLE**              *Conditions of Appointment*

**TYPE**                Instructional Personnel  
**RATIONALE**        Specification of types and conditions of appointment  
**APPROVED**        February 20, 2014

## **PROCEDURE**

### **Conditions of Appointment**

1. Persons without teaching experience - Initial appointment shall be a term appointment for one academic year. The maximum period on a term appointment for a member of the full time faculty shall not exceed five years.

A continuing appointment shall not be automatic after the five year maximum on term appointment but, when granted, shall be the result of specific action to grant such appointment by the Board of Trustees.

2. Persons with previous teaching experience - Credit toward the five year maximum period on term appointment may be granted by the Board of Trustees to a person who has had previous teaching experience. A maximum of two years credit may be granted toward the five year maximum. When granted, such credit shall be equal to not more than one year of credit for each two years of previous teaching experience.
3. Non-reappointment - The non-reappointment of any member of the full-time teaching faculty on term appointment shall carry no implication that either her/his work or her/his conduct has been unsatisfactory. For this reason, it shall not be necessary for her/his immediate supervisor to provide her/him with any statement of causes or reasons for not recommending reappointment.
4. Notice of non-reappointment - A member of the full time teaching faculty who is not to be recommended for reappointment at the end of any term of appointment shall be notified in writing prior to April 15 of the year in which the recommendation of non-reappointment is made. A full time member of the teaching faculty who has completed at least four years of service credited toward tenure shall be notified by April 15 of the year prior to the year in which the recommendation of non-reappointment will be made.

No reappointment may take place without formal action by the Board of Trustees.

### **BOARD MONITORING**

The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.



**PROCEDURE #** *IV-002.04*  
**TITLE** *Notice of Appointment*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of appointment notification and its contents  
**APPROVED** April 16, 1998

## **PROCEDURE**

### **Notice of Appointment**

The Senior Director of Human Resources shall notify the appointee of the action of the Board in making the appointment. Such notice shall include whether the appointment is temporary, term, continuing, or terminal and shall also include a statement specifying the appointee's tenure status. If the appointment is a terminal appointment, a statement to that effect shall be included as a part of the notice of appointment.

## **BOARD MONITORING**

The Secretary of the Board and the Senior Director of Human Resources shall implement and monitor this procedure.

<b>PROCEDURE #</b>	<b><i>IV-002.05</i></b>
<b>TITLE</b>	<b><i>Supervision and Retention</i></b>
<b>TYPE</b>	Instructional Personnel
<b>RATIONALE</b>	Specifies that constructive annual evaluations shall occur with reports to the College President and Board of Trustees
<b>APPROVED</b>	<b>February 20, 2014</b>

## **PROCEDURE**

### **Supervision and Retention**

Throughout the period that a member of the full-time teaching faculty is on term appointment, supervision shall be conducted in a constructive manner designed to help the individual realize his/her highest potential. Evaluation reports shall be reviewed regularly by the Dean with probationary instructors in order that the probationary instructor may be aware of her/his progress toward tenure.

A faculty member on term appointment shall be retained only if the President of the College reports to the Board of Trustees that the faculty member, based upon written evaluation reports and supervisory observation, is demonstrating that he/she has reached a level of professional competence which should ultimately justify tenure status.

At least once each year, written evaluation reports shall be made of the performance of all full-time faculty members, whether on temporary, term, or continuing appointment. The evaluations shall be made by the appropriate Dean and shall be filed in the Human Resources Office.

### **BOARD MONITORING**

The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #** *IV-002.06*  
**TITLE** *Summer Session Appointments*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of process for summer session teaching assignments  
**APPROVED** February 20, 2014

## **PROCEDURE**

### **Summer Session Appointments**

Summer session teaching assignments shall be made only as needed. Assignments for the summer session shall be made on the basis of the following criteria:

1. First preference shall be given to full-time instructors who teach the same courses during the regular academic year.
2. The instructor's desire to accept a teaching assignment.

## **BOARD MONITORING**

The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #** *IV-002.07 (Page 1 of 2)*  
**TITLE** *Other Appointments and Special Compensation*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of criteria for local, contact hours, semester hours, and conditions for extra compensation  
**APPROVED** **February 20, 2014**

## **PROCEDURE**

### **Other Appointments and Special Compensation**

A *Semester Hour* shall consist of a minimum of seven hundred fifty (750) minutes (for example: 15 weeks times 50 minutes per week) of classroom experiences such as lecture, discussion, or similar instructional approaches, or a minimum of 1500 minutes of such experiences as laboratory, studio or equivalent experiences. Both of the above are exclusive of registration and final examination time. Furthermore, a *Contact Hour* shall consist of fifty (50) minutes of actual instruction time, exclusive of passing periods and "break" times.

Faculty who do not have a full-time day load during the regular semester may be assigned courses at other times as deemed necessary as part of their regular load. It is the practice of the College to give Jefferson College faculty members first option for extra work in these areas before seeking instructors from other sources. Assignments shall be made on the basis of the following criteria:

1. The faculty member's qualifications to teach a specific course.
2. The faculty member's desire to accept other appointments for extra compensation.

Faculty may teach courses for extra compensation at a rate set forth by the Board of Trustees.

The academic Dean, with approval of the Vice President of Academic Affairs and the President, shall be responsible to affix the compensation for teaching special courses, such as short courses, workshops, non-credit courses, etc.

Faculty members whose regular assignment, during the fall and spring semesters combined, generates more than 800 student credit hours shall receive overload credit according to the following schedule:

801-825	½ hour extra credit
826-850	1 hour extra credit
851-875	1 ½ hour extra credit
876-900	2 hours extra credit
901-925	2 ½ hours extra credit
926-950	3 hours extra credit

**PROCEDURE #**      *IV-002.07 (Page 2 of 2)*  
**TITLE**                *Other Appointments and Special Compensation*

951-975	3 ½ hours extra credit
976-1000	4 hours extra credit
1001-1025	4 ½ hours extra credit
1026-UP	5 hours extra credit

If the faculty member's total teaching load for the academic year is no more than thirty (30) semester hours, the credit hours generated by the faculty member shall be totaled and compared to the above scale to determine eligibility for extra pay.

If the total teaching load (regular and extra classes) is more than thirty (30) semester hours, the total credit hours generated shall be divided by the total number of semester hours taught by the faculty member and the result so obtained multiplied by thirty (30). The product of this calculation shall then be compared to the above scale to determine eligibility for extra pay.

Courses taught by mass media shall not be used to either increase or decrease the faculty member's eligibility for extra pay under the provisions of this section.

**BOARD MONITORING**

The President, through the Vice President of Academic Affairs and Dean, shall implement and monitor this procedure.

**PROCEDURE #** *IV-002.08*  
**TITLE** *Contractual Obligations - Meetings and Committee Assignments*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of obligations for committee service, division meetings, and meetings called by the President.  
**APPROVED** **February 20, 2014**

**PROCEDURE**

**Contractual Obligations - Meetings and Committee Assignments**

The contractual obligations of all contractual personnel include service on committees as assigned, attendance at all meetings called by the President or designated representative unless exception is made in the announcement of said meetings.

**BOARD MONITORING**

The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #**      *IV-002.09 (Page 1 of 2)*  
**TITLE**              *Guidelines for Determination of Faculty Work Loads*

**TYPE**                Instructional Personnel  
**RATIONALE**        Specification of work load criteria and expectations  
**APPROVED**        **March 13, 2014**

## **PROCEDURE**

### **Guidelines for Determination of Faculty Work Loads**

1. A full-time teaching load for faculty shall be a minimum of thirty (30) credit hours per academic year and pro-rated for contracts other than 9.5 month. Faculty shall be granted the same load credit for classes taught as the semester hour credit granted to students except as specified hereafter.
2. Assignments of overload assignments are not to exceed 24 load hours per each fall and spring semester. In the case of an emergency, the President may approve exceptions. Overload assignments will be made collaboratively, involving the faculty member, Associate Dean and/or instructional Program Director, and academic Dean. Final approval for such assignments will be made by the Dean according to the following: Faculty assigned overload must be meeting their contractual obligations per Board Policy and Procedure IV-001.02 Duties and Responsibilities of Full Time Faculty and must be making satisfactory progress toward Promotion in Rank per Board Policy and Procedure IV- 006.02 Promotion in Rank; Level 4 faculty must be meeting Level 4 expectations per the same policy and procedure (IV-006.02).
3. Faculty teaching studio courses in music and art, physical education activity classes, science laboratory, nursing clinical and vocational shop-type classes may have their work load calculated in contact hours rather than credit hours. In such assignments, the workload shall be twenty-four (24) contact hours per week.
4. Faculty teaching regular high school level vocational programs through the Area Technical School (e.g., Building Trades, Food Services, etc.), shall be considered to have a full teaching load.
5. Faculty whose assignments include both classroom lecture courses and non-classroom or contact hour assignments may have their workloads calculated by prorating the types of assignments.
6. Faculty shall be entitled to have their workload calculated by credit hours, contact hours, or a combination of the two - whichever method is more favorable to them within the provisions of these guidelines.

**PROCEDURE #**     *IV-002.09 (Page 2 of 2)*  
**TITLE**             *Guidelines for Determination of Faculty Work Loads*

7. Faculty whose classes are distributed disproportionately between fall and spring semesters shall have their loads calculated after the census date of the spring semester and any extra compensation due shall be paid during the spring semester.
8. Faculty not assigned to fifteen (15) credit hours or the equivalent contact hours as designated in these guidelines shall be given additional responsibilities commensurate with their professional training.
9. Additional hours beyond the prescribed teaching assignment shall be scheduled by faculty for institutional service, conferences, and student advisement.
10. Faculty whose classes include the regular use of para-professional or guest lecturers, or who teach classes on an independent study basis, shall have their workloads individually determined.
11. It shall be the responsibility of the faculty to prepare and submit to the Dean each semester, as appropriate, a request for any extra pay to which they are entitled. Forms for the request shall be supplied by the Dean.
12. Courses taught and student credit hours generated, for purposes of determining faculty workloads, shall be calculated as of the official census date of each term or course. The official census date shall be the last day of the fourth week of classes during the fall and spring semester, and at the end of the first quarter (1/4) of the total scheduled time for summer classes or off-schedule courses.

**BOARD MONITORING**

The President, through the Vice President of Academic Affairs and academic Dean, shall implement and monitor this procedure.



**PROCEDURE #** *IV-003 (Page 1 of 1)*  
**TITLE** *Tenure Regulations*

**TYPE** Instructional Personnel

**RATIONALE** Specifies that tenure regulations shall be published, that they can be amended by the Board of Trustees, and establish the supremacy of Board powers vested by Missouri statutes

**APPROVED** **February 20, 2014**

## **PROCEDURE**

### **Tenure Regulations**

1. Publication of Regulations - These regulations shall be published in the *Faculty/Staff Handbook*, and each person who now is a member of the full-time faculty and each person who hereafter is appointed to the full-time faculty shall receive a copy thereof.
2. Amendments - These regulations shall be subject to amendment by the Board of Trustees. The President of the College shall transmit proposed amendments from whatever source to the Faculty Senate for consideration and this Committee shall present its recommendations to the College full-time faculty for consideration and further recommendations. The recommendations of the Faculty Senate and the full-time faculty shall be reported to the President of the College.
3. Legal Effects of Tenure Regulations - These regulations are a statement of policy within the limits of which the Board of Trustees expects to exercise the powers vested in it, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Laws of the State of Missouri.

## **BOARD MONITORING**

The President, through the Vice President of Academic Affairs and academic Dean, shall implement and monitor this procedure.

**PROCEDURE #**     *IV-003.01 (Page 1 of 2)*  
**TITLE**             *Application for Continuing Appointment (Tenure)*  
**TYPE**               Instructional Personnel  
**RATIONALE**  
**APPROVED**         February 20, 2014

## **PROCEDURE**

1. Any full-time faculty member who has completed four (4) continuous years of teaching/service at the College and who has been rehired for a fifth year on other than a terminal contract may be considered for a continuing appointment. If granted, the continuing appointment will begin at the start of the sixth year of service.
2. The applicant for a continuing appointment (tenure) will submit an application letter requesting a review and consideration. The letter will be directed to the appropriate Associate Dean and/or instructional Program Director. Applications will only be accepted during September of the applicant's fifth year of employment.
3. Documentation of accomplishments relative to the general standards for appointment must be attached to the letter. In all but the most extraordinary circumstances, documentation will consist of performance reviews, minutes from meetings of institutional committees, student advising schedules, etc. This should not entail generation of new documents but rather a gathering of existing documents.
4. Between October 1 and June 30, the following procedures will be followed:
  - a. The application and all documentation shall be carefully reviewed by the Dean and then by the Vice President of Academic Affairs, who will forward a recommendation to the College President. The Vice President of Academic Affairs shall meet with the applicant to discuss the decision. The recommendation should be made to the College President not later than March 1. The Board of Trustees normally considers the recommendation at its regular March meeting.
  - b. If the decision is to not recommend a continuous appointment, the applicant may choose to appeal the matter to the Committee on Tenure Appeals, which will review the matter in accordance with Procedure IV-004. The appeal should be concluded, and the report delivered to the College President by May 30.
  - c. Following a review by the Committee on Tenure Appeals, the College President shall forward the administration's recommendation to the Board of Trustees. Any report of the Committee on Tenure Appeals shall also be forwarded to the Board of Trustees.

**PROCEDURE #**     *IV-003.01 (Page 2 of 2)*  
**TITLE**             *Application for Continuing Appointment (Tenure)*

- d.       On or before June 30, the Board of Trustees will consider the matter and will grant or deny the continuing contract to the applicant. The decision of the Board of Trustees is final.

**BOARD MONITORING**

The President, through the Vice President of Academic Affairs and academic Dean, shall implement and monitor this procedure.

**PROCEDURE #** *IV-004 (Page 1 of 1)*  
**TITLE** *Committee on Tenure Appeals*

**TYPE** Board of Trustees  
**RATIONALE** Specification of process for appointment of members to the Committee on Tenure Appeal  
**APPROVED** **February 20, 2014**

## **PROCEDURE**

### **Committee on Tenure Appeal**

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

## **BOARD MONITORING**

The Vice President of Academic Affairs shall implement and monitor this procedure.

**PROCEDURE #**      *IV-005 (Page 1 of 2)*  
**TITLE**              *Termination for Cause*

**TYPE**                Instructional Personnel  
**RATIONALE**        Specification of process for termination for cause  
**APPROVED**        **February 20, 2014**

## **PROCEDURE**

The following procedural steps are to be used when there is an issue about whether a full-time faculty member should be terminated. While legal requirement should be met, the intent of these procedures is to establish simple steps to ensure the fair treatment of all parties involved. These procedures apply to the following situations:

- Non-reappointment of a tenured faculty member
- Termination of a tenured faculty member
- Mid-year termination of a probationary or temporary faculty member (i.e., prior to the end of the appointment period)

These procedures do not apply to the non-reappointment of a faculty member on a term, temporary, or terminal appointment.

### **Step 1: Investigation**

When a faculty member's teaching is clearly unsatisfactory or where there is evidence that a faculty member's conduct is such that he/she should not continue to be employed, the administration and Senior Director of Human Resources have an obligation to investigate. It is the responsibility of the Senior Director of Human Resources, in conjunction with the appropriate administrator(s), to promptly look into the situation and make a written report regarding the circumstances to the President of the College.

### **Step 2: Attempt at Resolution**

If, after reviewing the report, the President of the College agrees that the faculty member should be disciplined or terminated, the President of the College (or his/her designee) and the Human Resources Director shall meet with the faculty member and his/her representative to determine if a mutually agreeable disposition of the matter can be reached.

### **Step 3: Formal Proceedings/Board of Trustees**

If no mutually agreeable disposition can be reached, formal charges shall be brought before the Board of Trustees. Such proceedings shall be initiated by the President of the College, giving the faculty member written notice of a hearing and the charges. The faculty member shall remain in his/her position during the formal proceedings unless suspended by the President of the College. Such suspension shall be with pay unless the Board of Trustees decides otherwise.

**PROCEDURE #**     *IV-005 (Page 2 of 2)*  
**TITLE**             *Termination for Cause*

1. The notice shall provide that a hearing shall be held before the Board of Trustees on a particular day and at a certain time and place; that the individual in question may be present with or without an advisor or attorney; and that he/she may present witnesses and other evidence on his/her behalf and may question witnesses presented by the College.

Unless otherwise agreed upon by the parties, the notice and charges must be received by the employee at least ten (10) calendar days prior to the hearing.

2. Should the individual in question not appear for the hearing, the disciplinary action proposed may be imposed by the Board without a hearing. Should the individual in question or his/her representative request additional time in which to prepare, the Board of Trustees, at its discretion, may grant such additional time and continue or postpone the hearing to another day and time.
3. The hearing shall be conducted at the time and place called for in the notice or at the postponed time, if additional time is granted. The President of the Board of Trustees shall preside at the hearing unless the Board decides otherwise. Such hearing shall not be public and either party may ask that witnesses be present only during the time of their testimony. A recording shall be made of the hearing proceedings and a copy shall be made available to the employee whose discipline is in question.
4. Formal legal rules of evidence need not be followed, and the Board President or other presiding officer shall determine what evidence may or may not be presented. The proper College official(s) or representative/attorney shall present the institution's position. The faculty member or his/her representative shall have the right to question any witness called by the College, just as the College's representative may question any witness called by the faculty member.
5. At any time during the proceedings, any member of the Board of Trustees may question any witness or call for a point of order to be clarified.
6. After testimony has been presented and each side has concluded its presentation, the Board of Trustees shall retire to review all information submitted and render a determination. The decision, which shall be in writing, shall be made no more than thirty (30) working days from the date of the Board hearing.
7. The decision of the Board of Trustees is final.

**BOARD MONITORING**

The College President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #**     *IV-006.01 (Page 1 of 5)*  
**TITLE**             *Salary Administration Plan*

**TYPE**               Instructional Personnel  
**RATIONALE**        Specification of Full-time Faculty Salary Administration Plan

**APPROVED**        **March 13, 2014; March 12, 2020; December 2, 2021;**  
                          **December 7, 2023**

**REVIEWED**        December 7, 2023

## **REVIEW CYCLE**

## **PROCEDURE**

### **Basic Principles and Provisions**

1. Jefferson College has adopted a Faculty Salary Administration Plan to ensure the following:
  - a. Fair and competitive wages. One goal of the Faculty Salary Administration Plan is to attract, retain and motivate quality faculty by paying at a rate which reflects fair compensation, in consideration of the College's ability to pay as determined by the Board of Trustees.
  - b. Compliance with mandated requirements. The plan is designed to ensure that the College's pay policies and practices comply with all applicable federal and state laws and regulations.
2. The Jefferson College Faculty Association and the Board Administration Team agree that an appropriate benchmark for the determination of faculty compensation is data collected from five of the six other two-year public comprehensive community Colleges in the St. Louis Standard Metropolitan Statistical Area which are Belleville Area College, East Central College, Lewis and Clark College, St. Charles County Community College, and St. Louis Community College.
3. Faculty are designated as College faculty or Area Technical School faculty at the time of hire. The designation can only change upon written mutual agreement between the faculty member and the College.
4. The Board of Trustees reserves the authority to approve the following:
  - a. Initial appointment
  - b. Reappointment
  - c. Dismissal
  - d. Granting of COLA's
  - e. Granting of increments

**PROCEDURE #**     *IV-006.01 (Page 2 of 5)*  
**TITLE**             *Salary Administration Plan*

- f.     Promotions
- g.     Awarding of tenure

**Structure of the Full-time Faculty Salary Schedule (FTFSS)**

1.     The FTFSS is based upon faculty rank:

Level I	Instructor
Level II	Assistant Professor (*)
Level III	Associate Professor (*)
Level IV	Professor (*)

(\*) See following section on Area Technical School

2.     The FTFSS is based upon a nine-month contract for services rendered during the academic year for two full semesters as determined by the academic calendar approved by the Board of Trustees. Faculty on contracts in excess of nine months will have their salaries prorated accordingly.
3.     All faculty currently on a work year commitment of 166 days will receive one day of extra pay for each extra full day of required presence in excess of 166 days. This amount will be “additional compensation” over and above their base salary.
4.     For purposes of payroll calculation, the formula for computing the daily rate is base salary divided by 190 for employees on a nine-month contract.
5.     The amounts on the FTFSS can change as a result of the granting of a Cost of Living Allowance (COLA). A COLA is defined as an increase to the entire salary schedule. The granting of a COLA is contingent upon the College’s budget situation and the approval of the Board of Trustees.
6.     Increments are in-rank salary increases within the specified range for the assigned rank. Unless designated otherwise by the Board of Trustees, full increments are 2%. Increments may be awarded to full-time faculty who were employed as a full-time faculty member for the full previous contract year, contingent upon the College’s budget situation and approval of the Board of Trustees.
7.     The top of the salary range for the level of a faculty member represents the maximum base earnings unless the faculty member is promoted to the next level. The only exception to this could be the situation in which a faculty member is granted an additional



**PROCEDURE #**     *IV-006.01 (Page 3 of 5)*  
**TITLE**             *Salary Administration Plan*

two-step (4%) increase for earning a doctorate. The salary of the faculty member will be permitted to exceed the top of the range of the level of the faculty member by the amount earned.

**Full-Time Faculty Salary Schedule**

1. The salary schedule effective in Academic Year 2019-2020 was developed through the Faculty Compensation Study based upon data collected from other two-year public community colleges in the St. Louis Standard Metropolitan Statistical Area.
2. The current salary schedule for full-time faculty is as approved by the Board of Trustees.
3. Any faculty member receiving an earned doctorate shall receive a two-step (4%) increase to his/her salary for the next contract period. The doctorate must be confirmed prior to the first day of classes of the ensuing academic year in order to receive the additional salary for that contract year.
4. The academic requirement for appointment and/or promotion to any level of the salary schedule shall be the master's degree or equivalent preparation in a specialized field.

**Area Technical School (ATS)**

1. Definitions - In this section ATS faculty refers to faculty hired to teach exclusively ATS students. College faculty refers to faculty who were not hired to teach ATS students exclusively but who may teach ATS students as part of their workload.
2. Rank - ATS faculty are eligible for the same ranks as College faculty.
3. Promotions - All ATS faculty shall follow the same promotional criteria as other College faculty regarding promotion from level to level.
4. Compensation
  - a. ATS faculty will be compensated based upon the Full-time Faculty Salary Schedule.
  - b. Since compensation for all faculty is based on a work year commitment of 166 days, ATS faculty who are on a work year commitment of 181 days will receive 15 extra days of additional compensation (181-166=15) at their rate over and above their base salary.
  - c. ATS faculty who work in excess of 181 days will receive one day of extra pay for each extra full day of work in excess of 181 days.

**Extra Employment (Overload)**

1. Full-time faculty members have the right to decline an overload assignment. Extra employment compensation for full-time faculty members are assigned by the faculty supervisor.
2. Assignments of overload are not to exceed 24-load hours per each fall and spring semester. In case of an emergency, the President may approve exceptions.

**Special Sessions: Summer Session, Intersession, and Wintersession**

1. Appointments - Special session teaching assignments shall be made available on the basis of need relative to the overall instructional program of the College. Assignments to the special sessions shall be made on the basis of the following criteria:
  - a. The faculty member’s qualifications to teach specific courses.
  - b. The faculty member’s desire to accept a teaching assignment.
2. Special Session Pay Schedule - The current compensation rates for full-time faculty members for special sessions are as approved by the Board.

**Structure of the Full-Time Faculty Librarian Salary Schedule**

1. The Faculty Librarian Salary Schedule is based on the librarian rank:

Level I	Librarian I
Level II	Librarian II
Level III	Librarian III
Level IV	Librarian IV
2. The Faculty Librarian schedule is based upon a ten-month contract for services rendered during the academic year for two full semesters as determined by the academic calendar approved by the Board of Trustees. Faculty Librarians on contracts in excess of ten months will have their salaries prorated accordingly.
3. All ten-month Library faculty currently on a work year commitment of 176 days will receive one day of extra pay for each extra full day of required presence in excess of 176 days. All 12-month Library faculty currently on a work year commitment of 207 days will receive one day of extra pay for each extra full day of required presence in excess of 207 days. This amount will be “additional compensation” over and above their base salary.

**PROCEDURE #**     *IV-006.01 (Page 5 of 5)*  
**TITLE**             *Salary Administration Plan*

4. For purposes of payroll calculation, the formula for computing the daily rate is base salary divided by 201 for employees on a ten-month contract.
5. The amounts on the Faculty Librarian Salary Schedule can change as a result of the granting of a Cost of Living Allowance (COLA). A COLA is defined as an increase to the entire salary schedule. The granting of a COLA is contingent upon the College's budget situation and the approval of the Board of Trustees.
6. Increments are in-rank salary increases within the specified range for the assigned rank. Unless designated otherwise by the Board of Trustees, full increments are assumed to be 2%. Increments may be awarded to full-time faculty who were employed as a full-time faculty member for the full previous contract year, contingent upon the College's budget situation and approval of the Board of Trustees.
7. The top of the salary range for the level of a faculty member represents the maximum base earnings unless the faculty member is promoted to the next level. The only exception to this could be the situation in which a faculty member is granted an additional two-step (4%) increase for earning a doctorate. The salary of the faculty member will be permitted to exceed the top of the range of the level of the faculty member by the amount earned.

**Full-Time Faculty Librarian Salary Schedule**

1. The Faculty Librarian Salary Schedule initially became effective July 1, 2019.
2. Any Library faculty member receiving an earned doctorate shall receive a two-step (4%) increase to his/her salary for the next contract period. The doctorate must be confirmed prior to the first day of classes of the ensuing academic year in order to receive the additional salary for that contract year.
3. The academic requirement for appointment and/or promotion to any level of the salary schedule shall be the master's degree or equivalent preparation in a specialized field.
4. The Library Faculty Salary Schedule will start at Level 1/Step 1, and will be placed on the salary schedule according to credentials. The Library faculty schedule is currently set at 95% of (regular) faculty compensation schedule.
5. Library faculty are eligible for promotion in five-year increments.

**CONTENT OWNERSHIP:** The President, through the Vice President of Academic Affairs, shall implement and monitor this procedure.

**PROCEDURE #**     *IV-006.02 (Page 1 of 15)*  
**TITLE**            *Promotions in Academic Rank*

**TYPE**             Instructional Personnel  
**RATIONALE**       Specify criteria for promotions for full-time faculty

**APPROVED**        **February 20, 2014; December 7, 2023**  
**REVIEWED**        December 7, 2023

## **REVIEW CYCLE**

## **PROCEDURE**

### **Promotion in Academic Rank System**

The Promotion in Academic Rank System applies only to full-time faculty.

#### **I. Purpose and Scope**

The purpose and scope of the Promotion in Academic Rank System are consistent with the Mission, Values, and Vision of the College; therefore, promotions will not be awarded automatically through this system, but shall be made in recognition of professional growth and outstanding service. The Promotion in Academic Rank System shall:

- Encourage professional growth
- Encourage outstanding service to students, to the College, and to the community
- Emphasize effective teaching and learning, institutional service, scholarly endeavors, and community service (See Criteria for Professional Growth and Service A through D)
- Combine professional growth and service, graduate credit, related work experience, and time in grade as the criteria for movement on the salary schedule and rank designation
- Allow for individual choice and departmental need
- Recognize the accomplishments and contributions of faculty members

#### **II. Faculty Employment Expectations and Promotions**

##### **A. Performance Reviews Expectations**

The promotion system will enable the faculty member to achieve professional progress through continuing coordination with their supervisor. When combined with the faculty member's annual performance review and the requirements for professional growth and development, levels of promotion and monetary advancement apply as indicated in the following Section III.

**PROCEDURE #**     *IV-006.02 (Page 2 of 15)*  
**TITLE**             *Promotions in Academic Rank*

Instructional Faculty

For the annual faculty performance review, an instructional faculty is expected to:

1.     Submit an annual self-assessment of performance during the current contractual period including information regarding the following areas:
  - a.     Development, changes, innovations, made in the classroom along with assessment of results
  - b.     Teaching and Learning Activities
  - c.     Institutional Service
  - d.     Scholarly Endeavors
  - e.     Community/Civic Service
  - f.     Summary of Student Feedback
    - i.     For faculty on term appointment, this will be based on student evaluations which the faculty administer in all classes taught.
    - ii.    For faculty on continuous appointment, this will be based on student evaluations faculty administer in at least one class a semester.
    - iii.   Additional evaluations may be administered as need is determined. Student evaluations from the previous Spring and Fall semesters will be used for each annual review.
  - g.     Goals for the coming year
2.     Schedule a classroom observation with their supervisor (non-tenured faculty and those undergoing Institutional Assessment).
3.     Schedule an annual performance review meeting with their supervisor to be held prior to May 1.
4.     Maintain a file of annual performance reviews and self-assessments that will provide documentation for consideration upon faculty member's request for continuing appointment.

Faculty Librarian

For the annual faculty performance review, the Faculty Librarian is expected to:

1.     Submit an annual self-assessment of performance during the current contractual period including information regarding several of the following areas:

**PROCEDURE #**     *IV-006.02 (Page 3 of 15)*  
**TITLE**             *Promotions in Academic Rank*

- a. Major areas of responsibility: electronic resource management; circulation systems management; stacks maintenance; collection development; cataloging; supervision of paraprofessionals and student workers; coordination of the Jefferson County History Center and Archives; and coordination of the Federal Depository Library Program.
  - b. Development, changes, innovations, made in library teaching, services, and resources, along with assessment of these areas.
  - c. Teaching and learning
  - d. Regular evaluation and development of policies and procedures
  - e. Institutional service
  - f. Scholarly endeavors
  - g. Community/Professional/Civic Service
  - h. Goals for the coming year
2. Schedule an annual performance review meeting with the Director of Library Services to be held prior to May 1.

**B. Eligibility for Promotion**

When the instructional faculty member has been credited with four years or the Faculty Librarian has been credited with five years of progress toward promotion and met the educational requirements for the next level, they are eligible for promotion. The faculty member will file a letter of application for promotion with their supervisor by March 1 and attach to it a report of their professional development and service covering the period since their last promotion, including an estimate for the rest of the year. Emphasis should be on quality and results, not on time spent or number of activities. The report should address the minimum qualifications for promotion and academic rank.

The faculty supervisor is responsible for recommending the promotion to the Dean who is responsible for recommending the promotion to the Vice President of Academic Affairs, who will recommend to the President. Upon their concurrence, the President will present the application for promotion to the Board of Trustees for action. In the event that the application for promotion is denied, the faculty member may use the Grievance Procedure.

**III. Academic Rank and Compensation**

Faculty promoted to the next highest level will receive an increase over the previous year's base salary as follows:

**PROCEDURE #**      *IV-006.02 (Page 4 of 15)*  
**TITLE**                *Promotions in Academic Rank*

Level II	Assistant Professor / Librarian II	\$1,500 or 3% (whichever is higher)
Level III	Associate Professor / Librarian III	\$2,500 or 4% (whichever is higher)
Level IV	Professor / Librarian IV	\$3,500 or 5% (whichever is higher)

If the College awards a COLA and/or increment for the year the promotion is effective, the faculty member will receive the COLA and/or increment in addition to the increase for the promotion. The sequence of this is as follows: the promotion amount is applied to existing salary, then the COLA is applied, then the increment is applied.

**PROCEDURE #**     *IV-006.02 (Page 5 of 15)*  
**TITLE**             *Promotions in Academic Rank*

**FACULTY EMPLOYMENT EXPECTATIONS AND PROMOTION**

<p><b><i>BASE CONTRACTUAL OBLIGATION</i></b></p> <p>Defined in Board Procedure IV-001.02 Duties and Responsibilities of Full-Time Faculty</p>	<p style="text-align: center;"><b><i>MINIMUM QUALIFICATIONS FOR PROMOTION AND ACADEMIC RANK</i></b></p> <p>Promotion in level and rank is a product of outstanding service to the College and the community it serves, additional study, additional work-related experience, and continued PARS including but not limited to participation in well-defined professional organizations, such as MCCA, MVA, NISOD, MENC, SME, NEA*, completion of clearly defined programs of self-directed study, development of new courses or new instructional materials, and community service. While time in grade serves as a component of the promotion process, promotion is not attained solely through acquisition of additional degrees, graduate level credit, or time in grade. Promotion is granted following application and upon recommendation by the appropriate faculty supervisor who is responsible for recommending the promotion to the Dean, the administration, and the College President, and the approval of the Board of Trustees. Documentation of professional growth and outstanding service will exist in the annual performance review, and each faculty member will be required to summarize their activities for the promotional review period and make the summary available upon application for promotion.</p> <p style="text-align: center;"><b>INSTRUCTOR / LIBRARIAN I (Level 1)</b></p> <p><b>For General Education Instructional Faculty:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in primary discipline, or</li> <li>2. Master's degree with at least thirty graduate hours in primary discipline and related fields, and</li> <li>3. Satisfactory annual performance review.</li> </ol> <p><b>For Industry Certified Technical Career Fields:</b></p> <ol style="list-style-type: none"> <li>1. Five years of related industry experience.</li> <li>2. 12 credits as specified by the Department of Elementary and Secondary Education (DESE) within the first three years of employment.</li> <li>3. Completion of the New Teacher Institute (DESE) within the first year of employment.</li> <li>4. Participation in 24 clock hours of professional development annually.</li> <li>5. State vocational education teaching certificate if required by DESE.</li> <li>6. Satisfactory performance review.</li> </ol> <p><b>For Non-Industry Certified Technical Career Fields:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree with major in career field and two years' full-time College teaching experience and one year of related full-time work experience, or</li> <li>2. Bachelor's degree with major in career field and four years' full-time related work experience*, and</li> <li>3. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).</li> <li>4. Participation in 24 clock hours of professional development annually (if required by DESE).</li> <li>5. State vocational education teaching certificate (if required by DESE).</li> <li>6. Satisfactory performance reviews.</li> </ol> <p><b>For Faculty Librarians:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree in library or information science, or</li> <li>2. Master's degree with at least thirty graduate hours in library or information science.</li> </ol>
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**PROCEDURE #**  
**TITLE**

***IV-006.02 (Page 6 of 15)***  
***Promotions in Academic Rank***

***BASE CONTRACTUAL  
OBLIGATION***

Defined in Board Procedure IV-001.02 Duties and Responsibilities of Full-Time Faculty

**ASSISTANT PROFESSOR / LIBRARIAN II (Level 2)**

**For General Education Instructional Faculty:**

1. Thirty graduate semester hours in the primary discipline and related fields, including a Master's degree and four years' full-time College teaching experience with successful professional growth and service, and satisfactory performance reviews, or
2. An earned doctorate or other recognized terminal degree such as the MFA in the subject field and two years' full-time College teaching experience with satisfactory performance reviews.

**For Industry Certified Technical Career Fields:**

1. Four years of teaching experience.
2. Associates Degree in the field or related field with the permission of the Dean and Vice President of Instruction.
3. Attainment of individual industry credentials (Existing faculty are exempt for two years from the date of passage of these amendments).
4. Twenty-four hours of documented industry training to remain current in the specific instructional area.
5. Research: Implement new technologies in the classroom in consultation with the faculty person, Vice President, and the Dean.
6. State vocational education teaching certificate (if required by DESE).
7. Satisfactory performance reviews.

**For Non-Industry Certified Technical Career Fields:**

1. Bachelor's degree with major in career field and two years' related full-time work experience\* and four years' full-time College teaching experience with satisfactory performance reviews, or
2. Bachelor's degree with major in subject field and four years' full-time related work experience\* and four years' full-time College teaching experience with satisfactory performance reviews, or
3. Bachelor's degree with major in subject field and ten years' related full-time work experience\* and satisfactory performance review, and
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).
5. Participation in 24 clock hours of professional development annually, (if required by DESE) and Satisfactory performance reviews.

**For Faculty Librarians:**

1. Master's degree in library or information science, or
2. Master's degree with at least thirty graduate hours in library or information science.
3. Five years of full-time professional librarian experience.
4. Satisfactory performance review.

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**TITLE**

***IV-006.02 (Page 7 of 15)***  
***Promotions in Academic Rank***

***BASE CONTRACTUAL  
OBLIGATION***

Defined in Board Procedure IV-001.02 Duties and Responsibilities of Full-Time Faculty

**ASSOCIATE PROFESSOR / LIBRARIAN III (Level 3)**

**For General Education Instructional Faculty:**

1. A minimum of thirty graduate semester hours in the primary discipline and related fields, including a Master's degree and six years' full-time College teaching experience with satisfactory performance reviews, or
2. An earned doctorate or other recognized terminal degree such as the MFA in the subject field and six years' full-time College teaching experience with satisfactory performance reviews.

**For Industry Certified Technical Career Fields:**

1. Minimum of eight years of teaching experience.
2. Attainment or maintenance of program certification. (Existing faculty is exempt for two years from the date of passage of these amendments).
3. Twenty-four hours of documented industry training to remain current in the specific instructional area.
4. Research: Implement new technologies in the classroom in consultation with the faculty person, the Dean, and Vice President of Academic Affairs.
5. State vocational education teaching certificate (if required by DESE).
6. Satisfactory performance reviews.

**For Non-Industry Certified Technical Career Fields:**

1. Eighteen graduate hours in the subject field and two years' related full-time work experience\*, and eight years' full-time College teaching experience with satisfactory performance review, or
2. Ten graduate hours in the subject or related field, four years' related full-time work experience, and eight years' full-time College teaching experience with satisfactory performance review, or
3. Bachelor's degree with major in career field and ten years' full-time related work experience\*, and six years' full-time College teaching experience with satisfactory performance review.
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).
5. Participation in 24 clock hours of professional development annually, (if required by DESE).
6. Satisfactory performance reviews.

**For Faculty Librarians:**

1. Master's degree in library or information science, or
2. Master's degree with at least thirty graduate hours in library or information science.
3. Ten years professional librarian experience, including five years full-time at Jefferson College.
4. Demonstrated evidence of ongoing commitment to current best practices in areas of expertise.
5. Ongoing contributions to teaching, learning, and library support activities.
6. Satisfactory performance reviews.

**PROCEDURE #**  
**TITLE**

***IV-006.02 (Page 8 of 15)***  
***Promotions in Academic Rank***

***BASE CONTRACTUAL  
OBLIGATION***

Defined in Board Procedure IV-001.02 Duties and Responsibilities of Full-Time Faculty

**PROFESSOR / LIBRARIAN IV (Level 4)**

**For General Education Instructional Faculty:**

1. Sixty graduate semester hours in the subject and related fields, including a Master's degree and twelve years' full-time College teaching experience with satisfactory performance review, or
2. An earned doctorate, or other recognized terminal degree such as the MFA, in the subject or related fields and ten years' full-time College teaching experience with satisfactory performance review.

**For Industry Certified Technical Career Fields:**

1. Minimum of twelve years of teaching experience.
2. Maintenance of personal industry credentials (existing faculty are exempt for two years from the date of passage of these amendments).
3. Attainment of or maintenance of program certifications.
4. Research: Implement new technologies in the classroom in consultation with the faculty person, the Dean and Vice President of Academic Affairs.
5. Twenty-four hours of documented industry training to remain current in the instructional area.
6. State vocational education teaching certificate (if required by DESE) and other activities listed as professional growth and development.
7. Satisfactory performance reviews.

**For Non-Industry Certified Technical Career Fields:**

1. Thirty graduate hours in career or related field and three years' full-time related work experience\* and twelve years' full-time College teaching experience with satisfactory performance review, or
2. Thirty graduate hours in career or related field and five years' full-time related work experience\* and ten years' full-time College teaching experience with satisfactory performance review, or
3. Bachelor's degree with major in career field and eighteen graduate semester hours in the career and related fields and ten years' related work experience\* and ten years' full-time College teaching experience with satisfactory performance review, or
4. Completion of the New Teacher Institute (DESE) within the first year of employment (if required by DESE).
5. Participation in 24 clock hours of professional development annually, (if required by DESE) and satisfactory performance reviews.

**For Faculty Librarians:**

1. Master's degree in library or information science, or
2. Master's degree with at least thirty graduate hours in library or information science.
3. Fifteen years of full-time professional librarian experience, including ten years at Jefferson College.
4. Demonstrated evidence of ongoing commitment to current best practices in areas of expertise.
5. Ongoing contributions to institutional service, scholarly endeavors, and community service.
6. Satisfactory performance reviews.

Level 4 professorial faculty are expected to provide active participation and leadership in shared governance, mentoring new faculty, professional organizations, departmental work, community and civic work, etc. Evidence of such work should appear on their formative and summative evaluations.

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**TITLE**

***IV-006.02 (Page 9 of 15)***  
***Promotions in Academic Rank***

	<p><b>Prior experience for rank assignment placement shall be defined as follows:</b></p> <p>*One year of this experience may be earned in service through an approved part-time or summer activity equivalent.</p> <p>College teaching experience includes experience from Jefferson College and other Colleges on a one-for-one basis; other teaching experience on a one-for-one basis; and part-time equivalency on a one-for-thirty credit hour basis exclusive of experience as a teaching assistant. Not more than one year of College teaching experience may be credited for any 12-month period.</p> <p><i>(Current Board of Trustees Policy)</i></p> <p><i>Faculty without prior teaching or equivalent job-related experience shall not be placed beyond Level 1. Faculty with prior teaching or equivalent job-related experience may receive salary credit for up to ten years of such full-time teaching or job-related experience but shall not be placed above Level II without special action by the Board of Trustees. Work experience counted as a part of the certification requirement may not be counted for both certification credit and salary credit.</i></p> <p>*The BAT/FAT Agreement of 2001 permits service on the Association FAT negotiating team and service on the Association Executive Board as Institutional Service for criteria for Professional Growth and Service of the Faculty PARS System. The Association Executive Board members are limited to those positions indicated under Article V, Section 1 of the Association's Bylaws as of March 1, 2001, plus one at-large member from the ATS faculty. This totals 12 individuals.</p>
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**IV. Criteria for Promotion in Rank System**

Instructional Faculty

The broadly-based activities considered part of professional development and service fall into four general areas: teaching and learning activities, institutional service, scholarly endeavors, and community service. The faculty member is expected to play several roles; successful activity in each of these areas will constitute professional growth or service and enhance the College community:

- A. Teaching and Learning Activities are activities that promote student learning and persistence, assess expected learning outcomes, enhance teaching effectiveness and/or support professional development and lifelong learning.
  - 1. Informal Education: Intense learning experiences beyond the teacher's current degree that do not result in formal credit. Among these are seminars, symposia, and workshops sponsored by national, state, or local government; Colleges and universities (including those provided by Jefferson College's CTL, ISAC, etc.); national, state, regional, or local professional organizations, and nationally recognized endowment or funding agencies.

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***Promotions in Academic Rank***

2. Certificate Classes: Learning experiences required of the faculty member for teaching certification in their discipline, and/or for certification of expertise in their field.
  3. Curriculum/Instruction Development: Developing curriculum or instruction that is beyond the faculty member's normal duties.
  4. Mentoring: Providing support and guidance in their area of expertise to both colleagues and students.
  5. Work Experience: Experiences that enhance the faculty member's academic activities. Among these are corporate, industry, or business consulting positions, teaching senior College classes, participation in faculty exchange programs, or conducting specialized training for industry.
  6. Voluntary Certification: Work undertaken to achieve non-required certification that will enhance student ability, student employability, or College reputation.
  7. Professional Memberships: Memberships in professional organizations in the faculty member's area, a related area, or in education.
  8. Professional Organizations: An active role in professional organizations including leadership roles, committee service, session presentations, etc.
  9. Conferences: Attendance and active pursuit of knowledge at conferences held by professional organizations, governmental agencies, corporations, Colleges, etc.
  10. Formal Education: Graduate hours by faculty member earned during the promotion period not previously considered.
- B. Institutional Service encompasses activities that support shared governance of the College and promote effective teaching and learning.
1. Committee Work: Serving on committees that exist within the institution, attending meetings, preparing agendas and minutes, etc., which are necessary for shared governance.
  2. Institutional Leadership: Accepting and fulfilling a leadership role in College activities. This would include committee officers, organization

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**TITLE**                *Promotions in Academic Rank*

sponsors, and project directors. This also includes organizing and/or conducting professional development activities for colleagues.

3. Student Advising: Academic advisement of students both formally and informally.
4. Advisory Committees: Serving on or facilitating advisory committees that are institutionally established.
5. Recruiting: Participating in efforts designed to acquaint prospective students with College opportunities and promote Jefferson.
6. Discipline Duties: Assisting with scheduling, budget, and personnel.

C. Scholarly Endeavors are any creative endeavors that contribute to the faculty member's ability to teach or serve the College or bring scholarly prestige to the College.

1. Publications: Faculty publications for educational or non-educational consumption that deserve scholarly recognition.
2. Creative Projects: Creations not published, such as art shows, poetry readings, patented inventions, films, etc.
3. Self-Instruction: Any organized plan of individualized learning with specific criteria and goals that is agreed to by the faculty member and their supervisor as beneficial to the faculty member and College.
4. Travel: Any travel or tour related to the faculty member's field and will be demonstrably beneficial to students or the College.
5. Specialized training conducted for industry: Includes designing and teaching College credit classes, seminars, or training sessions for employees of an outside organization.
6. Evaluation and Review: Evaluation or review related to the faculty member's discipline or related to higher education.

D. Community Service is service to the community served by the College that is not done primarily for compensation.

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**TITLE**             *Promotions in Academic Rank*

1. Contributions to the community in the area of the faculty member's expertise.
2. Leadership in community groups including, officer, board member, and/or committee work.
3. Honors, awards, or special recognition received from a community group.
4. Activities that bring good will to the College.

Faculty Librarians

The broadly-based activities considered part of professional development and service fall into four general areas: teaching, learning, and library support activities; institutional service; scholarly endeavors; and community service. The Faculty Librarian is expected to play several roles; successful activity in each of these areas will constitute professional growth or service and enhance the College community:

- A. Teaching, Learning and Library Support Activities are activities that promote student learning and persistence, assess expected learning outcomes, enhance teaching effectiveness and/or support professional development and lifelong learning.
  1. Library Support Activities: Integrated Library Systems (ILS) management and maintenance; circulation services; electronic resource management; stacks maintenance; cataloging; library use instruction; supervision of paraprofessionals; supervision of student workers; collection development; coordination of the Jefferson County History Center and Archives; and coordination of the Federal Depository Library Program.
  2. Informal Education: Intense learning experiences that do not result in formal credit. Among these are seminars, symposia, and workshops sponsored by national, state, or local government; colleges and universities; national, state, regional, or local professional organizations; non-profit organizations; and nationally recognized endowment or funding agencies.
  3. Mentoring: Providing support and guidance in their area of expertise to both colleagues and students.
  4. Work Experience: Experiences that enhance the Faculty Librarian's academic activities. Among these are corporate, industry, or business

**PROCEDURE #**  
**TITLE**

***IV-006.02 (Page 13 of 15)***  
***Promotions in Academic Rank***

consulting positions, teaching advanced or graduate-level college classes, participation in faculty exchange programs, or conducting specialized training for the library field.

5. Voluntary Certification: Work undertaken to achieve non-required certification that will enhance student ability, student employability, or College reputation.
  6. Professional Memberships: Memberships in professional organizations in the Faculty Librarian's area, a related area, or in education.
  7. Professional Organizations: An active role in professional organizations including leadership roles, committee service, and presentations.
  8. Conferences: Attendance and active pursuit of knowledge at conferences held by professional organizations, governmental agencies, corporations, and higher education institutions.
  9. Formal Education: Graduate hours by Faculty Librarian earned during the promotion period not previously considered.
- B. Institutional Service encompasses activities that support shared governance of the College and promote effective teaching and learning.
1. Committee Work: Serving on committees that exist within the institution, attending meetings, preparing agendas and minutes, etc., which are necessary for shared governance.
  2. Institutional Leadership: Accepting and fulfilling a leadership role in College activities. This would include committee officers, organization sponsors, and project directors. This also includes organizing and/or conducting professional development activities for colleagues.
  3. Advisory Committees: Serving on or facilitating advisory committees that are institutionally established.
  4. Recruiting: Participating in efforts designed to acquaint prospective students with college opportunities and promote Jefferson.
  5. Departmental Duties: Assisting with scheduling, budget, personnel, and planning,



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**TITLE**             *Promotions in Academic Rank*

- C.     Scholarly Endeavors are any creative endeavors that contribute to the faculty librarian's ability to teach, serve, or bring scholarly prestige to the College.
1.     Publications: Faculty publications for educational or non-educational consumption that deserve scholarly recognition.
  2.     Creative Projects: Creations not published, such as art shows, poetry readings, exhibits, workshops, presentations, outreach, and community engagement opportunities.
  3.     Continuing Education: Any organized plan of individualized learning with specific criteria and goals that is agreed to by the Faculty Librarian and the Director of Library Services as beneficial.
  4.     Travel: Any travel or tour related to the faculty member's field and will be demonstrably beneficial to students or the College.
  5.     Specialized training conducted in the library field: Includes designing and teaching classes, seminars, or training sessions for employees of an outside organization.
  6.     Evaluation and Review: Evaluation or review related to librarianship or related to higher education.
- D.     Community Service is service to the community that is not done primarily for compensation.
1.     Contributions to the community in the area of the faculty member's expertise.
  2.     Leadership in community groups including, officer, board member, and/or committee work.
  3.     Honors, awards, or special recognition received from a community group.
  4.     Activities that bring good will to the College.

The Mission and Values of the College should serve to guide the faculty members and the administrators as they work together to support the Promotion in Rank System. Therefore, the

**PROCEDURE #**     *IV-006.02 (Page 15 of 15)*  
**TITLE**             *Promotions in Academic Rank*

professional growth of faculty should reflect work annually in all four Criteria for Promotion and Rank during the promotion period. Faculty supervisors will provide guidance for faculty as they strive to grow professionally in all four areas and work toward promotions.

**CONTENT OWNERSHIP:** The President, through the Vice President of Academic Affairs and academic Dean, shall implement and monitor this procedure.

**PROCEDURE #** *IV-006.03 (Page 1 of 2)*  
**TITLE** *Initial Placement on Faculty Schedule*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of criteria to determine placement on full-time faculty salary schedule

**APPROVED** **February 20, 2014; December 7, 2023**  
**REVIEWED** December 7, 2023

## **REVIEW CYCLE**

## **PROCEDURE**

Initial placement of new full-time instructors shall be in accordance with the following:

1. Academic Preparation - Base salary (master's degree or equivalent preparation in a specialized field).  
  
In addition, initial placement on the salary schedule may take into consideration recognized levels of training beyond the master's degree by allowing an additional step for the specialist degree, plus two additional steps for an earned doctorate.
2. Teaching Experience - One step per two years' experience up to a maximum of five steps (community, community and senior College, university, secondary school and departmentalized elementary school, business, industry, military and private)
3. Related Experience - One step per two years' experience up to a maximum of five steps (business, industrial, military and/or governmental experience related to a faculty member's particular assignment at Jefferson College)
4. Supply and Demand - Determined on an individual basis up to a maximum of five steps

Special circumstances (e.g., critical shortages of qualified personnel) may necessitate an adjustment in the entrance salary of individual instructors; however, new employees shall not be recommended for placement beyond Level II.

NOTE: Faculty without prior teaching or equivalent job-related experience shall not be placed beyond Level I. Faculty with prior teaching or equivalent job-related experience may receive salary credit for up to ten years of such full time teaching or job-related experience, but shall not be placed above Level II without special action by the Board of Trustees. Work experience counted as a part of the certification requirement may not be counted for both certification credit and salary credit.

**PROCEDURE #**     *IV-006.03 (Page 2 of 2)*  
**TITLE**             *Initial Placement on Faculty Schedule*

**CONTENT OWNESHIP:** The Vice President of Academic Affairs, in consultation with the Senior Director of Human Resources, shall implement and monitor this procedure.

**PROCEDURE #** *IV-006.04*  
**TITLE** *Adjunct Pay Schedules*

**TYPE** Instructional Personnel  
**RATIONALE** Specify pay schedules for adjunct assignments  
**APPROVED** February 20, 2014

## **PROCEDURE**

### **Adjunct Assignments**

Adjunct teaching assignments will not exceed 18 semester hours in an academic year (August through May) and will not exceed 9 semester hours in any semester. The President will make exceptions as necessary. The rate of pay for first term and returning adjunct faculty assignments is as approved by the Board.

The rate of pay for retired full-time faculty teaching in an adjunct capacity during the fall or spring semester is the extra employment compensation (overload) rate as approved by the Board according to the level (I-IV) at which the faculty member retired. For adjunct teaching assignments during the summer semester, the rate of pay will be at the applicable summer session rate according to the level at which the faculty member retired as approved by the Board.

## **BOARD MONITORING**

The Vice President of Academic Affairs and the academic Dean, in cooperation with the Vice President of Finance and Administration, shall implement and monitor this procedure.

**PROCEDURE #** *IV-006.05*  
**TITLE** *Compensation Options for Faculty*

**TYPE** Instructional Personnel  
**RATIONALE** Specifies faculty options for extra employment opportunities  
compensation  
**APPROVED** **February 15, 2007**

## **PROCEDURE**

### **Compensation Options for Faculty**

Supplement salary payments for summer shall be in two installments (June and July). Faculty members serving on 9.5 month contracts 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 Director of Payroll Services of their wishes prior to March 30.

## **BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.

**PROCEDURE #** *IV-007*  
**TITLE** *Resignations - Faculty and Certified Professional Staff*  
**TYPE** Instructional Personnel  
**RATIONALE** Specification of Resignation Process  
**APPROVED** February 20, 2014

## **PROCEDURE**

1. Resignations should be submitted in writing to the academic Dean or administrative officer for referral to the President and the Board of Trustees.
2. The Board shall then take official action and notify the faculty or staff member of that action.
3. When a supervisor has been notified that an employee is terminating employment with the College or that the employee's employment is being terminated, it is important that the Human Resources Office be notified immediately. The supervisor shall forward any letters of resignation and provide the last date of work. The employee should be referred to the Director of Payroll Services for processing of payroll and benefit forms and to the Senior Director of Human Resources for an exit interview.

Exit interviews are conducted with departing employees to learn their views on the organization. This is one means of determining causes of employee satisfaction or dissatisfaction as well as a way to improve positions.

Exit interviews are required of all departing full-time and part-time employees. Temporary employees who choose to participate in an exit interview may do so but are not required to do so.

The interview will be conducted by the Senior Director of Human Resources and can take place at any time after the employee has given or has been given notice of termination. The Exit Interview Form will be forwarded to the supervisor, the Dean of the employee's area, and the appropriate Vice President for review and signature. Following review and signature the Vice President will return the form to the Human Resources Office where it will become a permanent part of the employee's personnel file.

## **BOARD MONITORING**

The Vice Presidents, the Dean, and the Senior Director of Human Resources shall implement and monitor this procedure.

**PROCEDURE #** *IV-008*  
**TITLE** *Attendance at Commencement*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of requirement to attend commencement  
**APPROVED** February 20, 2014

**PROCEDURE**

If extenuating circumstances hinder any member of the faculty or certified professional staff from attending Commencement exercises, that employee must notify the President of the College to be excused.

**BOARD MONITORING**

President of the College, through the Vice President of Academic Affairs, shall implement and monitor this procedure.



**PROCEDURE #** *IV-009 (Page 1 of 5)*  
**TITLE:** *Recognition of Faculty*

**TYPE** Instructional Personnel  
**RATIONALE** Specification of process for development of Statement of Understandings between the Community College District of Jefferson County and the Faculty Association and additional recognition of the Association's inclusion in College activities.

**APPROVED** **February 20, 2014 (Updated November 12, 2015)**

## **PROCEDURE**

### **Composition of Teams**

The Board of Trustees/Administration team (hereinafter referred to as the Board team) shall be chosen by the Board of Trustees and shall be comprised of four (4) voting members, two (2) of which may be trustees, and one (1) non-voting advisor of their choice. The Board shall appoint the chair of its negotiations team.

The Association team shall be chosen by the recognized representative (president or designee) and shall be comprised of four (4) full-time faculty voting members, and one (1) non-voting Association advisor. The president of the faculty association shall appoint the members of the negotiations team and its chair.

The Board negotiations team and the Association negotiations team shall mutually agree on calling meetings, times of those meetings, and places for such meetings.

### **Recognition of Representative**

Since it is the desire of the Board of Trustees to maintain channels of communication with members of the full-time faculty, the Board of Trustees recognizes the Association for the purpose of being the bargaining representative for the full-time faculty in negotiations. The Association shall certify its continued majority status by October 1 of each year either by membership or election to the Board of Trustees.

The practice of conducting these discussions with the bargaining representative does not preclude the right of faculty members to be heard during regular sessions of the Board of Trustees.

In order to change the bargaining representative for the full-time faculty, any group of full-time teaching faculty may present to the Board of Trustees or their designees during the month of September, petitions representing at least 30% of the defined unit requesting that an election be held by the College to determine the bargaining representative.

The College shall then advertise and conduct an unbiased election which shall be held prior to October 15. The ballot shall reflect the following as choices: the current bargaining

**PROCEDURE #**        *IV-009 (Page 2 of 5)*  
**TITLE:**                *Recognition of Faculty*

representative, the group to be named by the petitioners, and none or neither. The ballot choice which receives the majority will be recognized as the bargaining representative of the full-time faculty.

### **Scope of Negotiations**

The recognized representative for the full-time faculty will meet with the appointed Board team to negotiate and arrive at agreement on matters concerning the salaries, fringe benefits, terms and conditions of employment.

### **Pre-Negotiations Meeting**

Prior to the Tuesday before Thanksgiving of each year, a meeting shall be held to exchange issues/proposals (limited to 10) for negotiations for the current year. Clarification and questions will be part of this meeting. The schedule for beginning actual negotiations will be set so that the first meeting will take place as soon as possible after the 2nd semester begins and not later than February 1. Meeting site, date and time for this and all other meetings must be mutually agreed to by both teams. Other guidelines and ground rules will be discussed and mutually agreed to at this preliminary meeting. It shall be agreed that both parties have the right to have closed meetings with their constituencies in preparation for negotiations. Documents and materials exchanged at pre-negotiations meetings shall be rendered as non-confidential, subject to any limitations of federal or state laws, and shall be made available in the office of the Secretary of the Board.

### **Negotiations Sessions**

At the first actual negotiations session which will be scheduled at the pre-negotiations meeting, other sessions shall be scheduled as needed for resolution of issues with no less than one (1) meeting each month. These meetings shall be open to the constituencies of both teams and their consultants.

### **Tentative Agreement**

It is intended that a Statement of Understandings (and in subsequent years, the revisions) tentatively agreed to by both teams shall be finalized as soon as possible with an approximate target date of May 1 of each year. Both parties recognize that a comprehensive Statement of Understandings agreeable to both parties cannot be completed by April 15, 1997; however, good faith efforts shall be undertaken to have ratified such a comprehensive Statement of Understandings by April 15, 1998, to become effective upon adoption by the Board of Trustees for the 1998-1999 contract year.

**PROCEDURE #**        *IV-009 (Page 3 of 5)*  
**TITLE:**                *Recognition of Faculty*

### **Ratification**

The tentatively-agreed Statement of Understandings (and in subsequent years, the revisions) shall be presented first to the faculty for ratification. Opportunities shall be afforded all constituent groups to review the final draft of the Statement of Understandings and to submit written comments to the Board through the President of the College. The President of the College shall forward these written comments to the members of the Board and the Association negotiations team chairs. The chair of the Board team is responsible for conveying the final draft of the Statement of Understandings to the President of the College with the signature of both team chairs bearing the date of such signatures. The draft of the Statement of Understandings and the written comments will then be forwarded to the Board of Trustees for consideration. The goal will be to secure Board approval by not later than the June Board of Trustees meeting.

The President of the College shall, as chief executive officer, review the draft of the Statement of Understandings during the same time frame as the constituent groups and make advisory recommendations on its provisions to the Board of Trustees no later than the first reading of the draft Statement of Understandings during a meeting of the Board of Trustees.

Upon adoption of the Statement of Understandings, as ratified by the full-time faculty and the Board of Trustees, each policy and procedure shall be deemed as continuing or replacing existing Board policies and procedures pertaining to full-time faculty. Copies of the ratified policies and procedures pertaining to full-time faculty shall be made available to all interested parties in the Office of the Secretary of the Board and shall be titled "Statement of Understandings between the Board of Trustees of the Community College District of Jefferson County, Missouri, and the Association (NEA)."

### **Impasse Procedure**

If the Statement of Understandings revisions cannot be tentatively agreed to by both teams by May 15, an impasse may be declared by either team by presenting the declaration to the other team in writing, or the teams may jointly agree to seek mediation assistance from the Federal Mediation and Conciliation Service. A declaration of impasse must set forth the issues on which the teams cannot agree. If impasse is declared, then each team shall pick one outside representative. These two representatives shall mutually agree on a third representative who will chair the impasse team. This impasse team shall conduct meetings and hearings to investigate and render proposed resolutions concerning the matters at impasse. The proposed resolutions shall be presented by the impasse team in an open meeting with the Board of Trustees to be used for decision-making. The impasse procedure should be completed within 45 days of the declaration of impasse.

Any and all costs of this procedure will be shared equally between the Association and the Board. An impasse may be declared at an earlier date by mutual written agreement between the Association and the Board team.

**PROCEDURE #**        *IV-009 (Page 4 of 5)*  
**TITLE:**                *Recognition of Faculty*

The Association shall maintain the right to forego the impasse procedure in exchange for the opportunity to present the unresolved contract issues directly to the Board of Trustees at a regularly scheduled Board meeting.

### **On-Going Negotiations**

If there is a question about an item that has been negotiated and agreed to by both parties, the resolution of the question of interpretation will occur in meetings held by mutual agreement between the Board and Association teams. To facilitate this process, items for interpretation clarification shall be identified within sixty (60) days of Statement of Understandings ratification. Once identified, mutually agreed upon meetings shall be called within thirty (30) days to seek resolution. In the event that both parties cannot agree on the interpretation of a negotiated item, the interpretation of the Board of Trustees shall prevail.

### **Association Constitution and By Laws**

The president of the Faculty Association (NEA) shall make available to the President of the College and the Board of Trustees copies of its constitution and by-laws.

### **Miscellaneous**

As a result of the BAT/FAT agreement of 2001, the following additional items are added to this Board Procedure.

The Board of Trustees agenda and pertinent public documents will be provided to the Association, through its President or designee, prior to Board meetings.

Two (2) days leave will be available annually to no more than four (4) members of the JCNEA to participate in NEA conferences or related activities. Request for said leave will be submitted by the Executive Board of the Association to the appropriate Dean and Vice President of Academic Affairs no later than 30 days prior to the conference or related activity. As with all leave, it will be granted subject to approval of the appropriate Dean and Vice President of Academic Affairs. No College expense will be incurred and all necessary arrangements within the division must be completed prior to approval of the leave request.

During annual orientation, the Association activities may be listed in the schedule of activities provided the times do not conflict with scheduled College activities.

The BAT/FAT Agreement of 2001 permits service on the Association FAT negotiating team and service on the Association Executive Board for criteria for Professional Growth and Service under the Faculty Professional Development and Service System. The Association Executive

**PROCEDURE #**        *IV-009 (Page 5 of 5)*  
**TITLE:**                *Recognition of Faculty*

Board members are limited to those positions indicated under Article V, Section 1 of the Association's Bylaws as of March 1, 2001, plus one at-large member from the ATS faculty. This totals 12 individuals.

Professional Development Days (formally referred to as in-service days) were negotiated as part of the Statement of Understandings in 1998, which states that the agenda "content should be mutually developed by faculty and administration." This is still the case. The Board does not wish to discriminate against any ideas brought forth which would enhance Faculty development. It was the intent of the BAT team in 1998 to utilize Professional Development Days for training in College-wide issues (e.g. Banner training, Gateway Consortium training, diversity, sexual harassment training, computer literacy, etc.)

The JCNEA (Association) and its members will not be discriminated against in the use of College campus facilities and equipment provided such use is within existing Board policy and procedures. The Association may schedule use of campus buildings and facilities at reasonable time when such facilities are not otherwise in use. Authorized representatives of the Association are permitted to transact Association activities on College property, at reasonable times, provided the business of the College is not disrupted.

The Association may post official notices and other matters relating to the Association on College bulletin boards that are currently in use throughout the campus for such purposes. As with all notices, the Association must adhere to current policies regarding any application procedures. The Association may use the College campus mail, faculty mailboxes and email for appropriate communications, provided such use does not conflict with current Board policy and procedures. Association minutes may also be placed on the email bulletin board in the same manner as other internal organization minutes. The Board recognizes the uniqueness of the Association and cautions such use as it relates to Board Policy II-008.

Each Board agenda provides time for public comment. The Association, as any group or citizen, may address the Board at that time. Current Board Policy (Section I-008) also has provisions for recognition of non-Board members to address the Board at any meeting.

## **BOARD MONITORING**

The President of the College, through the Vice President of Academic Affairs and the academic Dean, shall implement and monitor this policy.

**PROCEDURE #** *IV-010 (Page 1 of 2)*  
**TITLE** *Online and Hybrid Instructional Assignments*

**TYPE** Instructional Personnel  
**RATIONALE** Establish criteria for development, delivery and compensation for online and hybrid courses  
**APPROVED** **February 20, 2014**  
**(Updated February 9, 2017) (Updated February 14, 2019)**

## **PROCEDURE**

### **Online Course Development**

A faculty member who develops a credit course to be offered online shall be compensated for the course credit hours at the overload rate or receive the course credit hours as release time, to be paid the first semester the course is offered and taught.

### **Hybrid Course Definition**

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.

### **Class Size Enrollment Limits for Online Courses**

Class size for online courses shall be set at 25 students or 20% less than the on-campus counterpart sections, whichever number is lower.

### **Class Size Enrollment Limits for Hybrid Courses**

Class size for hybrid courses shall be set equal to the on-campus counterpart sections.

### **Online Teaching Load**

The online teaching load of a faculty member shall be no more than 50% of his/her regular load per semester. Any exceptions must be approved by the President.

### **Approval Process for New Courses Offered Online or for Hybrid Delivery**

New courses developed and offered online or for hybrid delivery shall follow all existing College policies and procedures for approval.

### **Distance Education vs. Correspondence Education**

Jefferson College will offer online/distance education courses and not correspondence courses. The Glossary of HLC (Higher Learning Commission) Terminology defines the difference between these two delivery modes as follows:

**PROCEDURE #**     *IV-010 (Page 2 of 2)*  
**TITLE**             *Online and Hybrid Instructional Assignments*

- Distance Education: Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:
  1. the Internet;
  2. one-way and two-way transmissions through open broadcast, close circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communication devises;
  3. audio conferencing; or,
  4. video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed above.
  
- Correspondence Education: Education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

**BOARD MONITORING**

The Vice President of Academic Affairs and the academic Dean shall implement and monitor this procedure.

**PROCEDURE #** *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

## **PROCEDURE**

### **Use in the Classroom**

Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class.

### **Emergency Procedures**

Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a College emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away.

### **Instructor Discretion for Use and Sanction**

Other exceptions to this policy may be granted at the discretion of the instructor. Sanctions for violation of this policy are determined by the instructor and may include dismissal from the class.

## **BOARD MONITORING**

The Vice President of Academic Affairs and the academic Dean shall implement and monitor this procedure.



**PROCEDURE #** *IV-012 (Page 1 of 4)*  
**TITLE** *Grievances*

**TYPE** Instructional Personnel - Specific Policies  
**RATIONALE** Specifications of procedures to implement Board of Trustees policy regarding resolution of employee work-related issues and concerns

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

**REVIEW CYCLE** Every five years

## **PROCEDURE**

### **Informal Procedure**

Every reasonable effort should be made by supervisors and faculty to resolve any questions, problems, and misunderstandings that have arisen. Accordingly, faculty should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction or question arises. Supervisors, in turn, should take positive and prompt action to answer faculty's questions and resolve complaints presented to them. Faculty may also meet **confidentially** with the Senior Director of Human Resources to receive guidance and assistance. No further action will be taken without the faculty initiating a formal grievance.

### **Formal Procedure**

#### **Step 1 - Faculty Initiates the Formal Grievance Procedure:**

If a faculty member's problem has not been resolved after presenting it informally to their supervisor, a written grievance using the College Grievance Form may be presented to the Senior Director of Human Resources within 90 calendar days of the occurrence of a grievable event. The Senior Director of Human Resources shall arrange a meeting with the faculty within five days after receiving the grievance to discuss the complaint and to develop all the available facts and information relative to the grievance. The Senior Director of Human Resources shall then arrange a meeting with all involved parties to discuss the grievance and attempt resolution. This meeting shall occur within ten days of receipt of the grievance. A written summary of the meeting shall be issued to all involved parties by the Senior Director of Human Resources within five days of the meeting. (If the Senior Director of Human Resources is an involved party, a neutral Dean will replace the Senior Director of Human Resources in this and all subsequent steps.)

**PROCEDURE #**     *IV-012 (Page 2 of 4)*  
**TITLE**             *Grievances*

**Step 2 - Appeal to the Dean:**

If a satisfactory resolution of the grievance is not reached within five days after the completion of the Step 1 process, either party may address to the Senior Director of Human Resources a written request that the grievance be appealed to the supervising Dean. The Dean shall meet with all involved parties within five days after receiving the grievance, and they will issue a written decision to all parties within five days following the meeting. (If the supervising Dean is an involved party, then a neutral Dean will replace them.)

**Step 3 - Request for Mediation:**

If the grievant or respondent is not satisfied with the investigator's decision, within five days of the completion of the Step 2 process, either party may address to the investigator a written request for nonbinding mediation by the Federal Mediation and Conciliation Service (FMCS) to attempt resolution.

The investigator will notify both parties in writing within five (5) days of the date mediation will occur. The investigator will provide the mediator with all evidence regarding the processes and decisions attempted at Steps 1 and 2.

The function of the mediator will be to assist the grievant, the respondent, and the investigator in achieving a mutually satisfactory resolution of the grievance by means of the mediation process, and based on evidence gathered and presented during Steps 1 and 2, and information gathered during mediation discussions, the mediator will offer practicable steps for resolution.

At any time, either party may terminate mediation. Should this occur, the grievant may elect to proceed with Step 4 or may elect to accept the resolution offered at Step 2. Notification of nonbinding mediation termination will be in written form and will be provided to all parties involved in the mediation process. If the notification of nonbinding mediation termination is coming from the grievant, it will include the choice of next step.

If a satisfactory resolution of the grievance is achieved by means of the mediation process, the grievant and the respondent will sign a written statement of the resolution to that effect, and thus waive the right of either party to further appeal the grievance. The written statement of resolution will be kept in the grievance file in the Office of Human Resources and the grievant and respondent will both receive copies.

**Step 4 - Appeal to the President:**

If a satisfactory resolution of the grievance is not reached within five days of the completion of the Step 3 process, either party may address to the Senior Director of Human Resources a written request that the grievance be appealed to the President. (If the President is an involved party,

**PROCEDURE #**     *IV-012 (Page 3 of 4)*  
**TITLE**             *Grievances*

then they shall recuse themselves and appoint a Dean not previously involved in either the grievance or the grievance procedure process.) The President shall review the complete record of the grievance and issue a written decision to all involved parties within ten days of receipt of the grievance appeal.

**Step 5 - Appeal to the Board of Trustees:**

If a satisfactory resolution of the grievance is not reached within five days of the completion of the Step 4 process, either party may address to the Senior Director of Human Resources a written request that the grievance be appealed to the Board of Trustees. The Senior Director of Human Resources shall forward this request and all documents pertaining to the case to the President. The President shall forward the documents to the Board of Trustees for consideration at its next regularly scheduled meeting. This request must be received at least one week prior to the Board meeting in order that it may be included with the other agenda items and information distributed to the Trustees.

The Board review of the grievance will take into account the following:

1. In a grievance regarding dismissal, the Board of Trustees shall grant a hearing if the faculty requests it, provided all appropriate steps of the grievance procedure have been completed. All involved parties shall be available to appear before the Board in Executive Session.
2. In a grievance which does not involve dismissal, the Board of Trustees will determine whether the written record and findings are sufficient in and of themselves or whether to grant the faculty a hearing in Executive Session.

In either case, the Board shall issue its decision no later than the following regularly scheduled meeting.

The decision issued by the Board of Trustees is final and binding on all involved parties.

**Guidelines**

1. Time limits specified herein are working days, unless stated otherwise. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.
2. Grievance hearings will be scheduled at mutually satisfactory times. Grievance hearings are considered compensable hours worked, except in cases where the employee has been placed on suspension or terminated.

**PROCEDURE #**     *IV-012 (Page 4 of 4)*  
**TITLE**             *Grievances*

3. Faculty may have the assistance of the Senior Director of Human Resources in preparing a grievance. A grievance is a claim in writing utilizing the College Grievance Form, which may be obtained from the Senior Director of Human Resources. The faculty needs to document as many details relating to the grievance as possible.
4. New grievance issues that were not raised at Step 1 may not be raised by either party in subsequent steps. However, additional relevant information pertaining to the original grievance may be added to the grievance up through Step 3 of the process.
5. Grievance information or testimony must be treated in a most discreet and confidential manner by all persons involved.
6. Faculty using the grievance process shall have the right to be accompanied by a representative of his/her choosing.

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

## **SECTION V**

# **NON-INSTRUCTIONAL PERSONNEL SPECIFIC PROCEDURES**

**PROCEDURE#**      *V-001 (Page 1 of 4)*  
**TITLE**              *Non-Instructional Personnel - Hiring, Line of Authority,  
Responsibilities, Evaluations*

**TYPE**                Non-Instructional Personnel  
**RATIONALE**        Standardize procedures for hiring and evaluating non-instructional  
personnel  
**APPROVED**        **February 16, 2007**

## **PROCEDURE**

### **1.      Employment**

Applicants for classified positions shall be recommended to the appropriate administrative officer by the supervisor in whose department employment is sought. Before actual employment, the applicant shall be interviewed by the appropriate administrator who shall submit the application along with the recommendations to the President for final action.

- a.      Hiring Process (all classifications): The Senior Director of Human Resources will receive, log in and review all applications received in response to openings. Inquiries regarding positions will be handled through the Human Resources Office. A file will be established for each candidate, and these will be made available to hiring managers and search committees in the Human Resources Office. Files will not leave the office at any time. The hiring manager may request that a selected number of applicants be referred for a position. The Senior Director of Human Resources will interview appropriate candidates and refer the requested number of applicants.

Reference checks will usually be done by the Senior Director of Human Resources at the request of the hiring manager. The results of the reference checks will be provided to the hiring manager or search committee.

Salary determinations will be made by the Senior Director of Human Resources to maintain equity and consistency among positions. These determinations will be based upon the Salary Schedule. All Certified Professional and Classified Professional Staff new hires will be at Step 1 of the Grade of the position.

In the case of faculty appointments, determination of salary will be made by the Vice President of Academic Affairs, in consultation with the Senior Director of Human Resources based on the procedure "Initial Placement on Schedule" outlined in the *Faculty and Staff Handbook*. The Vice President of Academic Affairs will provide a worksheet to the Human Resources Office. The actual offer of employment will come from the Senior Director of Human Resources who will initiate the Personnel Action Form. This form will be forwarded to the appropriate persons for approval.

**PROCEDURE #**     *V-001 (Page 2 of 4)*  
**TITLE**             *Non-Instructional Personnel - Hiring, Line of Authority,  
Responsibilities, Evaluations*

The successful candidate will be notified by the Human Resources Office and a confirmation letter sent. If the position involves a contract, that document will be sent with the confirmation letter. The Human Resources Office will notify unsuccessful candidates with appropriate letters.

In the event that an appropriate candidate cannot be found, a second advertisement may be placed and the selection process repeated. The decision to place subsequent advertisements will be made by the Senior Director of Human Resources and the hiring manager.

- b. Search and Selection Committee: When filling certified positions, a search committee will be activated by the hiring manager with input from the Senior Director of Human Resources. The committee will be charged and trained by the Senior Director of Human Resources and the hiring manager. Search and Selection committees will be trained regarding affirmative action guidelines and efforts specifically needed in a particular area of the College or job group. The committee will develop a list of questions to be asked of each candidate. The candidates will be evaluated by the committee based on their qualifications and the field narrowed to the number the committee determines is appropriate to interview, dependent on the position. The College may identify certain problem areas and target those areas for concerted efforts to hire based on affirmative action compliance needs. Hiring decisions which do not further these compliance efforts may be brought to the Administrative Team for review.

The committee will contact selected candidates to ascertain continued interest or request that the Human Resources Office do so. Interviews will be set up and conducted by the committee. Candidates must complete applications prior to the interview. If the actual interview does not take place in the Human Resources Office, arrangements should be made for the candidate to arrive at the Human Resources Office to complete the application before reporting for the interview. The committee can elect to call references or request that references be checked by Human Resources at this point. They will evaluate applicants based on the references and interviews and develop a recommendation for the hiring manager.

The normal hiring process will be followed with the Senior Director of Human Resources making the actual offer of employment.

- c. Search Report: A Search Report will be completed for each position to be filled. Human Resources will complete all portions of the report with the exception of situations when a search committee is appointed. The search committee must provide necessary information from their evaluation process to facilitate completion of the form.

**PROCEDURE #**     *V-001 (Page 3 of 4)*  
**TITLE**             *Non-Instructional Personnel - Hiring, Line of Authority,  
Responsibilities, Evaluations*

- d.     Hiring Process for Temporary Staff: Temporary Staffing Request Form will be completed by the hiring manager and provided to the Senior Director of Human Resources.

**2.     Supervision**

- a.     Secretarial and Clerical Personnel: Immediate supervision of the secretarial and clerical personnel shall be the responsibility of the Vice President of Academic Affairs of the area concerned.
- b.     Buildings and Grounds Personnel: Immediate supervision of the buildings and grounds personnel shall be the responsibility of the Director of Buildings and Grounds.
- c.     Managerial, Supervisory, Technical and Paraprofessional Personnel: Immediate supervision of managerial, supervisory, technical and paraprofessional personnel shall be the responsibility of the Vice President of Academic Affairs and the Vice President of Student Services.
- d.     Duties and Responsibilities: Assignment of the duties and responsibilities of the Classified Professional Staff shall be the direct responsibility of the immediate supervisor consistent with the guidelines of the Salary Administration Plan.

**3.     Description of Employees**

- a.     Part-Time Temporary Employees: A person who works for the College on a part-time basis, as needed. This person is "on call" to fill in during illnesses, leaves or peak times during the year. Work hours are irregular. No benefits are applicable.
- b.     Part-Time Regular Employees: A person who works less than 40 hours, but at least 25 hours per week, for a minimum of 32 weeks per fiscal year depending on job requirements.

**4.     Performance Evaluation of Certified Professional and Classified Professional Staff**

Board policy requires that each employee of the College holding a professional or administrative position have his/her performance evaluated annually by his/her immediate supervisor. This administrative policy outlines the procedures designed to carry out that policy.



**PROCEDURE #**     *V-001 (Page 4 of 4)*  
**TITLE**             *Non-Instructional Personnel - Hiring, Line of Authority,  
Responsibilities, Evaluations*

Each Certified Professional and Classified Professional employee will have her or his performance evaluated annually by his or her supervisor. Supervisors will use the Performance Evaluation Form (Attached) designed for this purpose and adhere to the following timetable\* for non-probationary employees:

March 15	Job descriptions sent to supervisors
April 1- 30	Performance evaluations written and reviewed with employees

\* This timetable will be reviewed and revised, if necessary, based on first year experience.

After supervisors have reviewed performance evaluations with an employee, the employee has 10 calendar days in which to respond in writing with comments and/or documentation. Completed performance evaluations should be forwarded to the Human Resources Office for inclusion in personnel files no later than May 30.

In some cases unsatisfactory performance will be addressed by developing an Improvement Plan. Copies of that plan should accompany the evaluation form, and any follow-up action or documentation should be forwarded to the Human Resources Office. In the event a supervisor develops an Improvement Plan and the employee chooses not to sign the form, the supervisor should send the form to Human Resources indicating such. Further action will be dependent on whether or not the employee complies with the improvement in performance/behavior required.

New hires will be evaluated after three months and six months. If their performance is satisfactory and they are removed from probationary status, they will assume the normal College schedule of evaluation. If performance is not satisfactory, the employee may be terminated. If the supervisor determines that the employee's performance can be raised to an acceptable level, he/she has the option of extending the probationary period for an additional three month period. The probationary period can last for no longer than one year, however.

Training has been provided to all employees and supervisors regarding the performance evaluation process. A Supervisor Training Manual was distributed to each individual who supervises others and will be placed in the orientation packet of new supervisors. Periodic training sessions should be scheduled for new employees.

**BOARD MONITORING**

The Senior Director of Human Resources shall implement and monitor this procedure.

**PROCEDURE #** *V-002 (Page 1 of 11)*  
**TITLE** *Salaries and Remuneration*

**TYPE** Non-Instructional Personnel  
**RATIONALE** Establish standardized salary administration plans, job classification review process, job status changes, pay period, and payroll deductions for non-instructional personnel.  
**APPROVED** **October 17, 2013**

## **PROCEDURE**

### **1. Basic Principles and Provisions**

- a. Jefferson College has adopted a Salary Administration Plans to ensure the following:
  - 1) Fair and competitive wages – One goal of the Salary Administration Plan is to attract, retain and motivate quality employees by paying at a rate which reflects the relative difficulty of job duties and responsibilities.
  - 2) Compliance with mandated requirements – The plan is designed to ensure that the College's pay policies and practices comply with all applicable federal and state laws and regulations.
- b. Rates of pay are based on the duties and responsibilities of positions as listed in job descriptions. Market surveys were utilized in determining wage rates paid by other area employers and in developing a salary schedule in which pay rates are equitable, consistent and competitive.
- c. The Office of Human Resources is responsible for administration of the Salary Administration Plans.

### **2. Regular Employee Salary Administration Plan**

- a. Definitions
  - (1) Regular Employee – Full-time and Part-time  

A regular employee is an employee who occupies a position with the College that has a Position Identification Number (PIN). Regular employees may be part-time or full-time. Individuals holding regular positions are entitled to the appropriate benefits for part-time or full-time employees.

**PROCEDURE #**  
**TITLE**

***V-002 (Page 2 of 11)***  
***Salaries and Remuneration***

Part-time regular employees may work less than 40 hours, but work at least 20 hours per week, for a minimum of 32 weeks per fiscal year depending on job requirements.

(2) Salary Schedule – Grades and Steps

The salary schedule has been established with grades and steps. A grade is a level on the salary schedule to which positions have been assigned as a result of a Job Classification Review of the position. A Job Classification Review establishes a position's grade assignment based upon factors related to the duties and responsibilities of the position. These factors include knowledge, experience, initiative, responsibility, job conditions and supervisory responsibilities. Each grade has an established salary range. The salary range of a grade is based upon the general market range of comparable positions, a determination of the College's position relative to the marketplace, and the College's ability to pay.

A step is a lateral position within a grade on the salary schedule. The dollar difference between full-steps is 3 percent. The dollar difference between half-steps is 1 ½ percent.

(3) COLA (Cost of Living Allowance)

A COLA is defined as a fixed percentage increase to the entire salary schedule. The granting of a COLA is contingent upon the College's budget situation and the approval of the Board of Trustees.

(4) Increments

An increment is an adjustment to employees' salaries by moving from one step to another. Increments may be granted as full increments or half-increments to employees who have been with the College as a regular employee for a full year.

A full increment is the difference between a full-step to the next highest full-step (3 percent) or the difference between a half-step to the next highest half-step (3 percent). A half-increment is the difference between one step and the next highest step on the salary schedule. The granting of an increment is contingent upon the College's budget situation and approval of the Board of Trustees.

**PROCEDURE #**     *V-002 (Page 3 of 11)*  
**TITLE**             *Salaries and Remuneration*

b.     Grandfathering

Employees hired prior to July 1, 1993, are grandfathered into the minimum educational and experience requirements of the position they occupy as determined by their initial placement in level and grade.

c.     Salary Schedule

The salary schedule for non-instructional personnel is as approved by the Board.

d.     Top Outs

When an employee has progressed laterally across the salary schedule to the end of the range (that is, the highest step) for that grade, the employee's salary will be topped out unless a COLA is granted.

**3.     Classification Process for Regular Employees**

a.     Definition

A reclassification is defined as an adjustment to the grade assignment of a position resulting from a Job Classification Review and is based upon **significant** changes in the duties and responsibilities of the position. A position description will be prepared and kept on file for all positions at the College. This description will be the written record summarizing the position's principal duties and responsibilities.

b.     Job Classification Review Process

A reclassification can result from a successful Job Classification Review process. The Job Classification Review process is as follows:

- (1)     The Dean responsible for the position will initiate the process by obtaining Administrative Team approval to subject the position to a Job Classification Review.
- (2)     After agreement by the Administrative Team, the Dean will submit the Classification Review Form and appropriate documentation to the Senior Director of Human Resources.
- (3)     The Senior Director of Human Resources will conduct the Job Classification Review. In most cases this will include a "desk audit" of the employee's duties and responsibilities.

**PROCEDURE #**     *V-002 (Page 4 of 11)*  
**TITLE**             *Salaries and Remuneration*

- (4) After completion of the classification review, the Senior Director of Human Resources will present the findings and a recommendation to the Administrative Team.
- (5) The Administrative Team will make the final determination as to whether a reclassification is warranted.

**4. New Hires – Regular Employees**

a. Probationary Period

All regular employees who are not contractual will serve a six month probationary period which begins on the date of hire or upon voluntary placement into a new position. The probationary period is an intrinsic part and extension of the employee selection process.

The purpose of the probationary period is to provide supervisory personnel time to observe and evaluate the employee's performance, conduct, work habits, etc.

Employees will be evaluated by their immediate supervisor three months after the date of hire. At that time deficiencies or weaknesses, as well as strengths, in the employee's performance, conduct, work habits, etc. will be discussed and documented. The employee will be counseled and, if necessary, corrective measures employed. At the end of the six month probationary period, if the employee has not corrected the deficiencies or weaknesses, the employee will be terminated. If the supervisor determines that the employee's performance can be raised to an acceptable level, (s)he has the option of extending the probationary period for an additional term. The probationary period can last for no longer than one year, however.

If the employee's performance is deemed to be satisfactory at the end of the six month probationary period, or any extended probationary period, the employee will be removed from probationary status and placed on regular status.

Notwithstanding any of the above, a non-contractual employee may be terminated at any time for cause if it is in the best interests of the College to do so.

b. Placement on Salary Schedule

New employees will be placed on the Salary Schedule at Step 1 of the grade assigned to the position they will occupy.

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**TITLE**             *Salaries and Remuneration*

c.     Market Sensitive Positions

There may be situations in which certain positions become market sensitive. That is, market conditions have created a situation in which it is not possible to attract and retain qualified employees in the assigned grade and within the above-stated procedures for placement on the Salary Schedule. In these exceptional circumstances, an employee may be hired at a salary or hourly rate which reflects market conditions. Market-sensitive hiring will be evaluated on a specific case basis and will be subject to the following procedures:

- (1)     Wherever possible, positions which are market sensitive will be identified prior to a hiring situation.
- (2)     A current market analysis to determine the appropriate salary range for the position will be conducted by the Office of Human Resources.
- (3)     Administrative Team approval will be required prior to any employment action on all positions deemed to be market sensitive.

**5.     Job Changes for Regular Employees**

a.     Upgrades

If a Job Classification Review results in an increase in the grade of the position the employee occupies, the position will be assigned the new grade and the employee will move into that position at the new grade. The step placement for the employee will be the step which will result in an annualized salary increase of no less than 6 percent of the employee's old annualized salary. If the upgrade is effective concurrent with institution-wide increases awarded on July 1, the employee will receive those increases (COLA and/or step increases) in addition to the 6 percent increase resulting from the upgrade. That is, the employee's salary will be increased by 6 percent to the step closest to (but higher than) the 6 percent salary differential.

b.     Downgrades

If a Job Classification Review results in a decrease in the grade of the position the employee occupies, the position will be assigned the new grade and the employee will move into that position at the new grade. It is not the practice of Jefferson College to reduce an employee's salary due to the reclassification of the employee's position into a lower grade. This action is not considered a demotion, and the employee's existing salary will be adjusted to the new grade but at a step in which the salary is not less than the employee's current salary.

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**TITLE**             *Salaries and Remuneration*

c.     Promotions

A promotion is defined as the movement of an employee from one grade to a higher grade. Promotions can occur when an employee applies for and is selected as the successful applicant for a vacancy in a position at a higher grade. A promotion will result in the following actions:

- (1)     The employee will be assigned to the grade of the new position to which the employee is promoted.
- (2)     The step placement in the new grade will be the step which will result in an annualized salary increase of no less than 6 percent of the employee's old annualized salary. That is, the employee's salary will be increased by 6 percent to the step closest to (but higher than) the 6 percent salary differential. If the promotion is effective with institution-wide increases awarded on July 1, the employee will receive the 6 percent increase resulting from the promotion and any institution-wide increases (COLA and/or step increases) on top of the adjustment.

d.     Demotions

A demotion is defined as the movement of an employee from a position in one grade level to a position in a lower grade. A demotion could occur as a result of continued poor performance, disciplinary action or employee initiated (voluntary) action.

When an employee is demoted, the current salary may remain unchanged provided it does not exceed the salary range maximum of the lower position. If the individual's salary exceeds the maximum, it may be reduced to a level no higher than the maximum. Exceptions to this policy must be approved by the Administrative Team. Only in exceptional cases will an employee not receive a salary reduction when a demotion takes place.

e.     Transfers (Lateral Moves)

A transfer is a change from one position to another within the same salary grade or a change from a position in one organizational unit to a position of equal grade in another organizational unit.

Transfers will not normally result in a salary adjustment. An employee shall not be transferred to a new or revised position until the position has been described, evaluated and classified.

**6.     Temporary Employee Salary Administration Plan**

a.     Definitions

Temporary employees are employees who are hired on the basis that their employment lasts for a limited time. The duration of their employment could be hours, days, or months depending on the needs of the College. Hours worked per week may vary. Temporary employees receive no College benefits.

b.     Procedures

A Temporary Staffing Request must be completed and forwarded to the Human Resources Office prior to the hiring of any temporary employee.

Most employees hired by the College on a temporary basis fit readily into a level based on qualifications and examples provided to describe each level. However, when the level is not evident, it will be determined by the Senior Director of Human Resources with input from the supervisor of the hiring area. In any case, no commitment shall be made to any prospective employee until after the Senior Director of Human Resources has been consulted.

Individuals hired to work on a temporary basis will be paid according to the Temporary Salary Administration Plan. The minimum hourly wage figure for the range will be paid to beginner-level individuals. If necessary, temporary employees can be hired at the intermediate hourly salary figures up to the maximum for the level, based on experience, additional training or the inability to hire at the entry-level hourly wage.

The hourly wage will be set or must be approved by the Senior Director of Human Resources.

c.     Salary Schedule

The salary schedule for temporary employees is as approved by the Board.

Level 1:             Entry-level

Qualifications:     Ability to read, write, and perform basic mathematics (addition and subtraction). Able to follow directions. Perform routine clerical or maintenance helper-type duties.



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**TITLE**             *Salaries and Remuneration*

Examples:     File Clerk  
                  Mail Clerk  
                  Custodian Helper  
                  Maintenance Helper

Level 2:             Semi-skilled

Qualifications:     Proficiency in word processing, basic computer operations or maintenance trades, such as minor facility repair, grounds keeping, etc.

Examples:     Receptionist  
                  Library Clerk  
                  Telephone Operator  
                  Data Entry Clerk  
                  Traffic Controller  
                  Lifeguard  
                  Sign Painter  
                  Weekend Building Maintenance  
                  Groundskeeper Helper

Level 3:             Skilled - general

Qualifications:     Proficiency in computer operation, secretarial and administrative support, general accounting, apprentice maintenance trades.

Examples:     Cashier  
                  Computer Operator  
                  Secretary  
                  Security Guard  
                  Driver  
                  Testing Supervisor

Level 4:             Skilled Technical/Para-Professional

Qualifications:     Specialized training in computer operations, programming, laboratory procedures, journeyman maintenance trades, etc.

**PROCEDURE #**     *V-002 (Page 9 of 11)*  
**TITLE**             *Salaries and Remuneration*

Examples:     Executive Secretary  
                  Computer Programmer  
                  Craftsman  
                  Lab Assistant

Level 5:             Professional

Qualifications:     Professional level training in an educational discipline  
                          specialized work experience, or supervisory capability.

Examples:     Pool Supervisor  
                  GED Proctor  
                  GED Administrator  
                  ATS Substitute Teacher  
                  Continuing Education Instructor

Level 6:             Professional II

Qualifications:     Specialized professional training in an educational  
                          discipline or specialized work experience; may require  
                          instructional certification.

Examples:     ABE/GED Instructor  
                  Learning Center Instructor  
                  Continuing Education Instructor  
                  Literacy Coordinator  
                  Police Training Institute Instructor  
                  Athletic Event Coordinator

Level 7:             Professional III

Qualifications:     Advanced professional training in an educational  
                          discipline or specialized work experience; may require  
                          instructional certification.

Examples:     Academic Advisor  
                  Athletic Event Supervisor

**PROCEDURE #**     *V-002 (Page 10 of 11)*  
**TITLE**             *Salaries and Remuneration*

Event/Special Project Fees:

Certain events or projects require the hiring of personnel at one-time rates outside of the Temporary Salary Administration Plan. This would include projects which require exceptional skills or training or when it is cost effective to pay an individual an hourly rate as opposed to engaging a consultant or contractor. In these situations, rates will be based upon current market rates and previous rates paid for the same jobs. Approval from the Senior Director of Human Resources is required in advance.

**7. Pay Period and Deductions**

a. Pay Period

As defined by Board policy II-013, pay periods shall be by the calendar month. All paychecks and direct deposits shall be distributed on the last banking day of the month.

b. Standard Payroll Deductions

(1) Federal and State Withholding Taxes

Federal and State withholding tax shall be deducted on the basis of information furnished by the employee on Forms W-4 or W-4a.

(2) Social Security and Medicare

Social Security and Medicare deductions are made in accordance with Federal law and the requisite matching is made by the College.

(3) Retirement Systems

Faculty and certified employees of the College working a minimum of 17 hours per week on a regular basis are members of the Public School Retirement System (PSRS) of Missouri. All other classified employees of the College who are regularly employed for 20 or more hours per week are members of the Public Education Employee System (PEERS). A monthly pretax deduction in the percentage designated by PSRS or PEERS is withheld from each individual's salary and remitted to the System. The retirement contribution is matched by the College. Each employee will receive materials that explain the particulars of their retirement system in detail.

**PROCEDURE #**     *V-002 (Page 11 of 11)*  
**TITLE**             *Salaries and Remuneration*

**8.     Exceptional Circumstances**

The President of the College, in consultation with the Senior Director of Human Resources, may execute through the Office of Human Resources, decisions on individual issues that may arise that are not specifically addressed or outlined in this procedure or that are necessary to be executed in the best interests of the College.

**BOARD MONITORING**

The President, through the Senior Director of Human Resources, shall implement and monitor this procedure.

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

**TYPE** Non-Instructional Personnel

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**Retired  
December 2011**

**PROCEDURE #** *V-003.02 (Page 1 of 1)*  
**TITLE** *Summer Flex Schedule*

**TYPE** Non-Instructional Personnel

**RATIONALE**

**APPROVED** February 11, 2010

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

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

**TYPE** Non-Instructional Personnel

**RATIONALE**

**APPROVED** April 6, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *V-004 (Page 1 of 3)*  
**TITLE** *Compensatory Time & Overtime*  
**TYPE** Non-Instructional Personnel  
**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** **May 16, 2013 (Updated July 25, 2019)**

## **PROCEDURE**

The provisions of this procedure apply to all non-exempt employees of Jefferson College including full-time regular employees, part-time regular employees, temporary employees and student workers, regardless of the source of funds from which paid.

### **Definitions**

1. **Non-Exempt Employee**: An employee in a position deemed non-exempt by the Fair Labor Standards Act and, therefore, subject to the overtime and compensatory time provisions of the FLSA. Non-exempt positions include those that have been so designated in the job classification process.
2. **Law Enforcement Personnel**: Employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, to protect life and property, and to prevent and detect crimes; who have power to arrest; and who have undergone training in law enforcement.
3. **Workweek**: The standard workweek for all non-exempt employees except law enforcement personnel is defined by Jefferson College as the period beginning at 12:00 a.m. on Sunday and extending through the seven-day period ending at 11:59 p.m. the following Saturday.
4. **Work Period for Law Enforcement**: Section 7(k) of the FLSA provides that employees engaged in law enforcement may be paid overtime on a “work period” basis. The work period for law enforcement personnel is defined by Jefferson College as 28 days; Payroll Services determines the beginning and ending dates of the work period and posts them annually.
5. **Overtime**: For all non-exempt employees except law enforcement, overtime is defined as hours actually worked over 40 in the standard 7-day work week. For law enforcement personnel, overtime is defined as hours actually worked over 171 in the 28-day work period. Overtime is paid at the rate of one and one-half times the employee’s regular rate of pay.
6. **Extra Hours**: For all non-exempt employees except law enforcement, extra hours are the hours reported in excess of 40 when hours actually worked during a 7-day work week are



**PROCEDURE #**     *V-004 (Page 2 of 3)*  
**TITLE**             *Compensatory Time & Overtime*

fewer than 40 but total hours including paid leave exceeds 40. For law enforcement personnel, extra hours are the hours reported in excess of 171 when hours actually worked during a work period are fewer than 171 but total hours including paid leave exceeds 171. Extra hours are paid on an hour-for-hour basis at the employee's regular rate of pay, in addition to the regular pay for the pay period during which it was earned.

7.     Compensatory Time: Compensatory time is leave time earned in lieu of pay for overtime. It is earned at the rate of one and one-half hours for every hour of overtime that is worked.

Activities should be planned, organized, and scheduled so that work may be accomplished within the standard workweek or work period. No single work schedule applies to every department or all employees. Supervisors have the authority to determine the operational schedules for the various functions under their control and to make individual work assignments as necessary.

When the work schedule must be changed, the supervisor will give as much advance notice as possible so that personal arrangements can be made to meet the scheduling requirements. Supervisors may adjust an employee's schedule to minimize overtime. Further, supervisors may adjust requests for paid vacation or personal leave to minimize overtime or extra hours. All overtime and extra hours must be authorized in advance by the supervisor of the department. Overtime work is limited to that which is absolutely necessary. In circumstances such as emergencies or peak load periods, supervisors are responsible for planning staffing requirements to minimize overtime work.

Non-exempt employees may not make unauthorized decisions to work overtime or extra hours. Working unauthorized time may subject the employee to disciplinary action. Similarly, the non-exempt employee may not agree, even voluntarily, or otherwise waive his/her rights to the FLSA's protection.

Individuals covered by this policy are required to complete a daily time record in Web Time Entry. Failure to maintain or falsification of such records is grounds for disciplinary action up to and including termination of employment. Supervisors are responsible for monitoring work hours of employees under their supervision and for ensuring that information reported in Web Time Entry is complete and accurate. This responsibility includes scheduling use of compensatory time by the employee.

When an employee works at two or more different jobs at the College for which different straight-time rates have been established, the rate to be used for paying the employee for any overtime worked is the weighted average of both rates. If there are two or more departments involved, the department where the overtime work occurred will be charged for the overtime

**PROCEDURE #**     *V-004 (Page 3 of 3)*  
**TITLE**             *Compensatory Time & Overtime*

hours. The appropriate supervisors are responsible for ensuring that total hours worked in a workweek are monitored and the employee is compensated in accordance with this procedure. Further, supervisors must notify Payroll Services of where the overtime should be charged.

Overtime is compensated at the rate of one and one-half times the employee's regular rate of pay. Supervisors may require that full-time employees be compensated through compensatory time in lieu of overtime. Further, supervisors must notify Payroll Services when an employee is to be compensated through compensatory time in lieu of overtime.

The following guidelines apply to compensatory time:

1. An employee may not accrue more than 80 total hours of compensatory time for overtime hours worked.
2. An employee's request to utilize earned compensatory time must be approved by his/her supervisor. If an employee's absence would unduly disrupt the College's operations, the College retains the right to deny and/or postpone compensatory time usage. Further, a supervisor may schedule use of compensatory time by an employee. Effort will be made to schedule the compensatory time at a time mutually agreeable to the employee and supervisor.
3. Compensatory time should be exhausted before use of vacation and personal leave unless this action will result in a loss of vacation leave due to the accrual maximum.
4. Compensatory time must be taken before the end of the fiscal year during which it was accrued. Any compensatory time not taken within the fiscal year will be paid at the end of the fiscal year.
5. Any compensatory time in excess of the 80-hour accrual maximum will be paid at the time it exceeds 80 hours.
6. Jefferson College has the option of paying off accrued FLSA compensatory time at any time.
7. When an employee transfers to another position within the College, his/her compensatory time must be used or paid out.
8. Accrued FLSA compensatory time must be paid to the employee upon termination or to the employee's estate upon death.

**BOARD MONITORING**

**PROCEDURE #** *V-005 (Page 1 of 1)*  
**TITLE** *Resignations*

**TYPE** Non-Instructional Personnel  
**RATIONALE** Establish procedures for terminating employment, completing payroll and benefits requirements, and for completing mandatory exit interview  
**APPROVED** **February 15, 2007**

## **PROCEDURE**

When a supervisor has been notified that an employee is terminating employment with the College or that the employee's employment is being terminated, it is important that the Human Resources Office be notified immediately. Forward any letters of resignation and provide the last date of work. The employee should be referred to the Director of Payroll Services for processing of payroll and benefit forms and to the Senior Director of Human Resources for an exit interview.

Exit interviews are conducted with departing employees to learn their views on the organization. This is one means of determining causes of employee dissatisfaction as well as a way to improve positions.

Exit interviews are required of all departing full-time and part-time employees. Temporary employees who choose to participate in an exit interview may do so but are not required to do so.

The interview will be conducted by the Senior Director of Human Resources and can take place at any time after the employee has given or has been given notice of termination. The Exit Interview Form will be forwarded to the supervisor and the Vice President of the employee's area for review and signature. Following review and signature return the form to the Human Resources Office where it will become a permanent part of the employee's personnel file.

## **BOARD MONITORING**

The Senior Director of Human Resources shall implement and monitor this procedure.



**PROCEDURE #**     *V-007 (Page 1 of 3)*  
**TITLE**             *Remote Work*

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

## **PROCEDURE**

### **Position Evaluation Process**

Supervisors are required to evaluate a position for remote work readiness before the employee application and approval process for remote work can commence. Supervisors should use the Remote Work Evaluation Form to determine a position’s eligibility for remote work. This process will include:

1.     Assess the position, not the person(s), occupying the position.
2.     Assess each essential function of the position to determine if it can be performed remotely or must be performed exclusively on campus.
3.     Consider work location impact on service to internal and external stakeholders.
4.     Identify required business hours and peak periods for the department and position.
5.     Identify technical and security considerations specific to the position. Classify the position as one (or more) of the following with regard to remote work:
  - a.     100% On Campus (All duties and tasks are on campus/not remote work eligible)
  - b.     Hybrid (Combination of on campus and off campus work arrangements)
  - c.     Ad-Hoc (Remote work can commence with little notice or on an as-needed basis)
  - d.     100% Remote (All duties and tasks can be performed remotely)

### **Employee Application Process**

1.     Employees in positions that have been classified as eligible for Hybrid or 100% Remote Work may apply for consideration by completing the Remote Work Request Form and submitting it to their supervisor.
  - a.     An employee is not required to complete the remote work application process for ad hoc requests to work remotely on a short-term basis (typically one day or less). Supervisors have the authority to approve or deny requests in these situations. Supervisors should use their best discretion, consistent with applicable College policies, to address short-term or unexpected needs. Examples of ad hoc requests may include:
    - (1)     Employee attends off-campus meeting or appointment close to their home and requests to start or finish their day working from home.

**PROCEDURE #**     *V-007 (Page 2 of 3)*  
**TITLE**             *Remote Work*

- (2) Employee is expecting furniture to be delivered during a 4-hour timeframe and requests to work from home during that time.

Supervisors should contact their supervisor or the Director of HR for additional guidance.

2. The supervisor will discuss the remote work request with the employee to assure a shared understanding of the details of the requested remote work arrangement. Discussion points should include:
  - a. Expectations regarding productivity and availability,
  - b. Work arrangements and guidelines specific to the remote work arrangement,
  - c. Any notes specific to the employee's relationship with the position/team/department/division as it relates to remote work, and
  - d. Additional duties as necessary to perform assigned functions while working remotely.
3. Following the supervisor's discussion with an employee, the supervisor may either deny the request or provide a recommendation to the appropriate administrator for approval.
  - a. If a remote work request is not approved, the supervisor will inform the employee of the reasons for such decision. The employee may appeal the decision and resubmit a request to the appropriate administrator.
  - b. If the remote work request is approved by the supervisor, it will be forwarded to the appropriate administrator then to the Senior Director of Human Resources for final approval.

**Assessment of Remote Work Arrangement**

An employee approved for a remote work arrangement will enter into a probationary period and will be evaluated after three months. The supervisor will consider the factors set forth in this policy as well as the performance and productivity of the employee during the probationary period and the impact that the arrangement had on the department and other employees. As a result of the evaluation, the supervisor may modify the arrangement and/or extend the probationary period for an additional three months, terminate the arrangement and direct the employee to return to work on campus, or approve continuation of the arrangement. If the arrangement is successful and the employee is removed from probationary status, the remote work arrangement will be evaluated on an annual basis coinciding with the performance evaluation process.

**Modification or Termination of the Agreement**

1. Jefferson College retains the right to modify or terminate this program at any time at its sole discretion to conform to changes in the policy or procedure or as otherwise necessary

**PROCEDURE #**     *V-007 (Page 3 of 3)*  
**TITLE**             *Remote Work*

to address business needs or to comply with laws, rules, or regulations. If it is terminated, employees working remotely will be asked to return to their jobs within the College office setting. Failure of the employee to return to their campus work location on the expected date will be considered a voluntary resignation and will be treated as such under established College policies and procedures.

2. Regular feedback is vital to all employees and especially important to the success of a remote work arrangement. If problems arise, supervisors should address and resolve them quickly before they escalate to the detriment of the remote work arrangement. If an employee's work performance or behavior is not acceptable, the supervisor shall pursue the progressive disciplinary process.
3. A supervisor may modify an approved Remote Work Arrangement if the supervisor determines that such modification will better meet the current needs of the department and the College. Any modification will be specified in writing. A supervisor may terminate a Remote Work Arrangement if the supervisor determines that the arrangement is no longer consistent with the department's obligations or if the employee is not meeting performance expectations. If a Remote Work Arrangement is terminated, the supervisor shall make every effort to provide the employee with at least 10 business days prior written notice. However, if the Remote Work Arrangement is terminated for poor performance, the arrangement may be terminated immediately.
4. In situations where a remotely assigned employee has a change in their reporting relationship to a new supervisor, the employee must reapply for a remote assignment.
5. Once approved, the employee may not modify the Remote Work Arrangement without the written consent of their supervisor. Employees may seek to end the remote work agreement by notifying the supervisor that they would like to discontinue remote working. Staff are required to provide ten (10) business days' notice. Supervisors may agree to end the agreement sooner if both supervisor and staff agree. Examples of the need for advanced notice include, but are not limited to: the remote work staff member has shared workspace that is used on non-remote work days, and/or the department needs time to locate another workspace for the staff member/s.

**BOARD MONITORING**

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

**PROCEDURE #**     *V-008 (Page 1 of 3)*  
**TITLE**             *Grievances*

**TYPE**             Non-Instructional Personnel - Procedures for Specific Policies and Compliance Issues

**RATIONALE**       Specifications of procedures to implement Board of Trustees policy regarding resolution of staff grievances

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

## **REVIEW CYCLE**

## **PROCEDURE**

### **Definitions and Guidelines**

- Advisor: An employee chosen by a Grievant or Respondent to accompany the Grievant or Respondent during the grievance process.
- Audio and Video Recording: The College does not authorize any audio or video recording throughout the process.
- Confidentiality: Grievance information must be treated in a most discreet manner by all persons involved.
- False Reports: The College will not tolerate intentional false reporting of incidents. False reporting will result in disciplinary action up to and including termination of employment.
- Grievance: A violation, misinterpretation, misapplication, or unreasonable application of a written College policy, procedure, rule, or regulation that adversely affects an employee's working conditions.
- Grievant: A member of staff who is subject to alleged inequity as it applies to written College policies, procedures, rules, or regulations.
- Records: All written records will be forwarded to the Office of Human Resources and maintained in a file separate from the employee's personnel file.
- Respondent: An employee whose alleged conduct is the subject of a complaint.
- Retaliation: Retaliatory acts against any person who files a grievance, or any person who assists or participates in the grievance process, will not be tolerated. Retaliation will result in disciplinary action up to and including termination of employment.
- Standard of Proof: The College will use the preponderance of the evidence standard in the grievance proceedings, meaning the College will determine whether it is more likely than not that the incident and/or conduct occurred.
- Time Limits: Time limits specified herein are working days, unless stated otherwise. In the event of extenuating circumstances, a time limit may be extended by mutual agreement of the parties at that step.



**PROCEDURE #**     *V-008 (Page 2 of 3)*  
**TITLE**             *Grievances*

## **Procedure**

### **Step 1 - Address with Supervisor:**

Every reasonable effort should be made to resolve any questions, problems, and misunderstandings that have arisen. Supervisors are responsible for the management of employee concerns. Accordingly, a grievant should first discuss any complaints or questions they may have with their immediate supervisor at the time the dissatisfaction or question arises. If the supervisor is the source of the concern, the grievant should discuss the concern with the next-level supervisor. If the concern is not resolved as a result of a discussion, the grievant must present the concern in writing to the supervisor within ten days after the occurrence of the concern. The written notice should include details such as the nature of the concern, the specific incidents or issues that led to it, and any desired outcomes or resolutions sought by the grievant. Supervisors, in turn, must take prompt action to answer the grievant's questions and resolve complaints presented to them. Within five days following receipt of the written notice, the supervisor will hold an in-person conference with the grievant. Within ten days following the conference, the supervisor will conduct a thorough review as necessary and provide a written response to the grievant. The grievant may also meet confidentially with the Senior Director of Human Resources to receive guidance and assistance through the Step 1 process.

### **Step 2 - Appeal to Human Resources:**

If the grievant's concern is not resolved after presenting it to their supervisor, the grievant may initiate Step 2 by submitting the College Grievance Form, a copy of the original notice of concern, and the supervisor's written response to the Senior Director of Human Resources (investigator) within 30 calendar days of the occurrence of a grievable event. (If the Senior Director of Human Resources is an involved party and/or unavailable to coordinate Step 2, the President will appoint a neutral designee to replace the Senior Director of Human Resources as an investigator in this step.) The investigator shall arrange a meeting with the grievant within five days after receiving the grievance to discuss the complaint and to develop all the available facts and information relative to the grievance. The investigator shall initially determine whether the complaint is grievable or non-grievable. If the investigator determines the complaint is not grievable, they shall inform the grievant of this decision in writing. This decision is final and no further appeal is permissible.

If grievable, the investigator shall notify the respondent then arrange a meeting with the grievant and respondent(s) to discuss the grievance and attempt resolution. This meeting shall occur within ten days of receipt of the grievance. If an administrator of the grievant's division was not involved in Step 1, they will attend the meeting to assist in attempting resolution. Both the grievant and the respondent will have the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials related to the complaint. At the investigator's discretion, he or she may discontinue meetings with anyone that is causing

**PROCEDURE #**     *V-008 (Page 3 of 3)*  
**TITLE**             *Grievances*

disruption and will proceed to make a determination based on the information known at that time. The grievant and respondent have the opportunity to be advised by a personal advisor of their choice and to be accompanied by that advisor at any meeting. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting. This grievance process is entirely administrative in nature and is not considered a legal proceeding; attorneys may not attend. The investigator may caution or dismiss an advisor who does not follow these guidelines. Should this occur, a mutually agreed upon advisor may be appointed.

The investigator will contact or request a meeting with relevant college employees, students, or others as necessary to conduct the investigation. Within 20 days following receipt of the grievance form, the investigator shall issue a decision in writing, based on the preponderance of the evidence, to all involved parties.

**Step 3 - Appeal to the President:**

If the grievant or respondent is not satisfied with the investigator's decision, within five days of the completion of the Step 2 process, either party may address to the investigator a written request that the grievance be appealed to the President. (If the President is an involved party, then they shall recuse themselves and forward the appeal to the Board of Trustees for consideration.)

The original decision will stand if the appeal is not timely or substantively eligible. The party requesting the appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. New grievance issues that were not raised at Step 2 may not be raised by either party in an appeal. The only grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the decision (e.g. substantiated bias, material deviation from established procedures); or
- To consider new evidence, unavailable during Steps 1 and 2, that could substantially impact the investigator's decision. A summary of this new evidence and its potential impact must be included in the written appeal.

The President shall review the complete record of the grievance and request for appeal, determine if the appeal is permissible, conduct any investigation necessary, and issue a written decision to all involved parties within ten days of receipt of the grievance appeal. The President's decision is final.

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

## **SECTION VI**

# **EDUCATIONAL PROGRAMS**

**PROCEDURE #**      *VI-001 (Page 1 of 1)*  
**TITLE**              *The Philosophy and Purpose of Jefferson College*

**TYPE**                The Educational Program

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VI-002 (Page 1 of 1)*  
**TITLE**              *Academic Freedom*

**TYPE**                The Educational Program  
**RATIONALE**        Establish criteria for faculty for selection and presentation of issues for study  
**APPROVED**        **February 15, 2007**

## **PROCEDURE**

The faculty shall use the following criteria in selecting and presenting issues for study:

1.      The issue should contribute to the prescribed course of study and the general education program of Jefferson College.
2.      The issue should provide opportunity for critical thinking, tolerance, and understanding of conflicting points of view.
3.      The issue should be one about which sufficient information is available to allow for discussion and evaluation on a factual and reasonable basis.
4.      The issue should be presented and discussed in an impartial and unprejudiced manner.

## **BOARD MONITORING**

The Vice President of Academic Affairs, through the academic Dean, shall implement and monitor this procedure.

<b>PROCEDURE #</b>	<b><i>VI-003 (Page 1 of 12)</i></b>
<b>TITLE</b>	<b><i>Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements</i></b>
<b>TYPE</b>	The Educational Program
<b>RATIONALE</b>	Establish guidelines for curriculum development, program review, student grading and records systems and degree/certificate requirements
<b>APPROVED</b>	<b>November 13, 2014 (Updated May 21, 2020)</b>

## **PROCEDURE**

### **Transfer Education**

Transfer Education, leading to the Associate of Arts, Associate of Arts in Teaching, Associate of Fine Arts, or Associate of Science degree, shall be designed to offer courses that will allow the student who wishes to transfer to a four-year college or university to:

1. Complete general education requirements applicable toward a degree at the school where he/she plans to transfer.
2. Complete most freshman and sophomore requirements in his/her major and/or minor areas of study required by the school to which he/she plans to transfer.
3. Explore various subject matter fields if the student has not made a commitment to a future major area of study.

No courses or sequences of courses are required of any student, with the exception of the specific requirements for the Associate of Arts, Associate of Arts in Teaching, Associate of Fine Arts, or Associate of Science degree. Each student may construct his/her own individualized educational program with the assistance of his/her academic advisor.

### **Career Education**

Career Education is designed to prepare a student for immediate employment after graduation. Advisory committees composed of industrial and professional representatives shall review the curricula annually to ensure that course content is kept relevant to job demands.

Career Education programs may lead to either the Associate of Applied Science degree or a Career Education certificate.

In addition to the general requirements, a student working toward an Associate of Applied Science degree must major in an area of concentration and must complete the specific courses listed in the appropriate curriculum. Students pursuing a Career Education certificate shall complete all courses specified in the appropriate curriculum and maintain a 2.0 cumulative grade point average in the required courses.

**PROCEDURE #**     *VI-003 (Page 2 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

### **Curriculum Development**

The Board of Trustees believes that sound curriculum development is vital to the success of Jefferson College. Therefore, the educational program must be geared to the needs of the people served as stated in the philosophy and objectives. The following guides are to be used in curriculum development:

1. Formal assessments shall be made periodically to determine the educational and occupational needs of the area.
2. Citizen advisory committees shall be utilized appropriately in the planning and development of curriculum.
3. The Curriculum Committee shall be continuously maintained.
4. The overall program of Jefferson College shall be continuously appraised to ensure that courses offered meet the needs of the community and the ambitions and desires of the students.

### **Textbook Adoption**

Jefferson College has the responsibility for selecting textbooks and other educational materials necessary for effective teaching and learning. As the subject-matter experts, the faculty shall select said textbooks and course materials in accordance with the following procedures:

1. Textbook adoption requests shall originate from the office of the appropriate Associate Dean or academic supervisor and shall be based on the recommendation of full-time faculty in the appropriate academic department.
2. Generally, textbooks shall be used for a minimum of two years after adoption. Exceptions may be made by Associate Deans if justification can be shown.
3. Faculty must submit textbook recommendations to the appropriate Associate Dean/academic supervisor on or before established deadlines.
4. Full-time faculty shall select textbooks for courses that they teach and for sections taught by adjunct faculty. However, textbooks for courses taught by two or more instructors shall be adopted in concert for all sections. Associate Deans/academic supervisors shall coordinate the process of textbook selection for all courses taught in their respective schools.

**PROCEDURE #**      *VI-003 (Page 3 of 12)*  
**TITLE**                *Degree Programs - Curriculum Development, Program Review, Student  
Grading and Records Systems, and Degree/Certificate Requirements*

5. Each Associate Dean/academic supervisor shall be responsible for filing a complete list of texts and supplementary texts for each course taught in his/her school.

**Grading System**

1. It shall be the general policy of the Board of Trustees to require the administration and faculty of Jefferson College to develop and maintain systematic procedures for evaluating student progress toward educational objectives consistent with the philosophy and purposes of the College.
2. Faculty shall develop and implement appropriate assessments to evaluate student achievement of expected learning outcomes. Faculty shall further use the results of these assessments to consider course content and revise it as needed.
3. Faculty shall implement formative and summative classroom assessments of student learning on a consistent basis throughout the semester.
4. Scheduling and implementation of College-wide, end-of-semester finals shall be the responsibility of the Vice President of Academic Affairs. The schedule of finals shall be announced before the end of each term. Final examination periods shall equal the combined time of two regular class periods. Instructors who teach multi-section courses and who wish to administer a single group final examination to multiple sections, should notify their Associate Dean/academic supervisor as early as possible. Every effort shall be made to schedule a separate time and suitable room facilities for such tests.
5. There shall be no fixed quotas or 'curves' for grades at the College. Should instructors encounter problems in assigning grades, or when analyses show that grades awarded in particular courses or by particular instructors are consistently and significantly at variance from those found in most other courses, the instructor should consult with other faculty members or their Associate Dean for clarification and support.



**PROCEDURE #** VI-003 (Page 4 of 12)  
**TITLE** Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements

6. Grading and Enrollment Status:

<u>Grade</u>	<u>Evaluation</u>	<u>Honor Points</u>
A	Superior	4 points
B	Above Average	3 points
C	Average	2 points
D	Below Average	1 point
F	Failure	0 points

<u>Enrollment Status</u>		
W	Student-Initiated Withdrawal	0 points
WX	Administrative Withdrawal	0 points
WC	Withdrawal due to Crisis	0 points
I	Incomplete (Delayed Grade)	0 points
H	Audit	0 points

<u>Other Grades Not Computed in Grade Point Average:</u>	
P	Pass (credits accumulate)
S	Satisfactory (credits accumulate: A-C grades)
U	Unsatisfactory (D, F, W grade equivalents)

A student may receive an incomplete grade in a course only if extenuating circumstances make it impossible to complete the coursework. Instructors should publish their individual criteria for granting a grade of Incomplete in their course materials provided on the first day of class. Departments and programs may mandate consistent policies within their academic areas to govern these criteria. An incomplete grade can remain on a student's academic record for one semester; at the end of that time, the coursework must have been completed and the grade updated by the instructor or the incomplete grade will become an F. Incomplete spring semester grades must be completed and updated by the instructor by the end of the fall semester. A grade of F shall be computed into the student's grade point average. Enrollment status of W, WX, WC, I, or H shall not be computed in the grade point average.

A withdrawal due to crisis is only to be used in extreme circumstances due to a natural disaster, global health crisis, or as determined by the Vice President of Academic Affairs and Vice President of Student Services when the general population of students is affected.

Grade Reports: Final grades are available online at the end of each semester. Online grade reports list the letter grade awarded in each course, the honor points earned in each

**PROCEDURE #**     *VI-003 (Page 5 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

course, the student's grade point average, and his/her cumulative grade point average. The official grade point average is available on the Jefferson College transcript.

Transcripts of student academic records will not be released if the student has an unmet financial or institutional obligation to the College.

Grade Point Average: The semester grade point average will be calculated by:

1.     Multiplying the credit hours of a course by the honor points earned for the course grade,
2.     Adding the honor points earned for each course, and
3.     Dividing the total points by the number of credit hours attempted.

A student must earn a cumulative grade point average of at least 2.0 to be eligible for a degree. The cumulative grade point average for a Career Education certificate will include only the courses required for that certificate.

**Student and Class Records**

Official academic student files are maintained for each student enrolled in the College. Credit student files are managed by the Office of Enrollment Services; continuing education student files are managed by the Department of Workforce, Innovation, and Employment Services.

Students' academic files are directly accessible only to the faculty and professional staff of the College. Procedures for development and use of cumulative files are written to comply with the Family Educational Rights and Privacy Act of 1974. Student information is limited to those items necessary to fulfill the purpose of student records as stated above, or as may be required by state law, by state regulation, or as authorized by the College Board of Trustees.

Under the Family Educational Rights and Privacy Act of 1974, all students have the right to review their official College records. Inquiries to credit students' files regarding the Act of 1974 should be directed to the Registrar.

Inquiries to continuing education students' files regarding the Act of 1974 should be directed to the Department of Workforce, Innovation, and Employment Services.

In addition, Jefferson College may make available to any person where applicable certain directory information: name, address, telephone number, date of birth, Jefferson College email address, awards received, photograph, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, and the most recent prior school attended. If the student objects to the release of directory information, the student should contact the Office of Enrollment Services prior to the beginning of classes.

**PROCEDURE #**      *VI-003 (Page 6 of 12)*  
**TITLE**                *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

Further, all applicants and students are advised that their social security number is voluntarily disclosed to Jefferson College. This information is considered confidential.

**Credit System**

A credit hour represents an amount of work necessary to achieve intended learning outcomes that approximates student engagement in academic activities for a minimum of 2,250 minutes. For example, a credit hour may consist of seven hundred fifty (750) minutes of face-to-face classroom experiences such as lecture, discussion, collaborative activities, or similar instructional approaches for 50 minutes per week for 15 weeks and a minimum of 1,500 minutes of out-of-class student work over the 15 weeks. Or, for laboratory, studio, physical education activity, or equivalent experiences, a credit hour represents a minimum of 1,500 minutes of face-to-face classroom experiences and a minimum of 750 minutes of out-of-class student work. Face-to-face periods of time indicated above are exclusive of break time.

For classes that meet in compressed terms, consistent with the above statement, a credit hour represents an amount of work necessary to achieve intended learning outcomes that approximates student engagement in academic activities for a minimum of 2,250 minutes.

For fully-online courses, hybrid (blended) courses independent-study courses, a credit hour represents learning activities that require students to meet the same expected learning outcomes and to spend equivalent time devoted to meeting those outcomes as students in counterpart courses delivered in the traditional face-to-face format.

Internships and Practicum courses require students to participate in a minimum of 40 hours of on-site training for one credit hour and to communicate with the Jefferson College faculty member at least once a week.

A direct assessment program utilizes direct assessment of student learning in lieu of credit hours or clock hours as a measure of student learning. Direct assessment measures provide evidence that a student has command of a body of knowledge as specified in the expected learning outcomes of the program. Direct assessments include projects, papers, examinations, presentations, performances, and portfolios. As required, direct assessment competency-based programs are submitted for approval in advance of the offering to the regional accrediting body (HLC) and MDHE.

**Classification of Students**

Students shall be classified on the following basis:

**PROCEDURE #**     *VI-003 (Page 7 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

1. All Students
  - a. Full-Time - A student carrying twelve or more credit hours per semester (six hours summer term).
  - b. Part-Time - A student carrying less than twelve credit hours per semester (less than six hours summer term).
  
2. Degree and Certificate Students
  - a. Freshman - A student who has not yet accumulated thirty credit hours.
  - b. Sophomore - A student who has accumulated thirty or more credit hours.
  
3. Non-Degree Students
  - a. Special Credit - A student who is not a degree candidate but who is enrolled in courses for credit.
  - b. Special Audit - A student who is not a degree candidate but who is enrolled in courses for audit.
  
4. Continuing Education Students: Continuing Education students are students enrolled in Continuing Education courses, workshops, seminars, or activities not leading to an associate degree or certificate. Such students may achieve continuing education units (CEU's) and may be awarded continuing education certificates.

**Credit Programs**

1. Degrees - The College offers the following five degrees:
  - a. Associate of Arts
  - b. Associate of Arts in Teaching
  - c. Associate of Fine Arts
    - Art
    - Music (Pending U.S. Dept. of Education approval)
  - d. Associate of Science
    - Engineering Emphasis
    - Engineering Technology Emphasis
  - e. Associate of Applied Science  
The College offers the following Associate of Applied Science degrees:
    - Accounting
    - Applied Technology
    - Apprenticeship Training
    - Automotive Technology
    - Business Management with optional Accounting or Marketing emphasis
    - Child Care/Early Childhood Education

**PROCEDURE #**      *VI-003 (Page 8 of 12)*  
**TITLE**              *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

- Computer Information Systems
  - Computer Support Option
  - Criminal Justice Cyber Security Option
  - Graphics/Web Developer (currently on teach-out - discontinued Fall 2019)
- Computer Integrated Manufacturing
- Culinary Arts
- Emergency Medical Technology
- Health Information Technology
- Heating, Refrigeration, and Air Conditioning Technology
- Law Enforcement
- Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Veterinary Technology
- Welding Technology

2. Career Education Certificates - The College offers the following certificates:
  - a. Accounting
  - b. Applied Technology
  - c. Automotive Technology
  - d. Business Management with optional Accounting or Marketing emphasis
  - e. Child Care/Early Childhood Education
  - f. Computer Information Systems
    - Computer Support Option
    - Criminal Justice Cyber Security Option
    - Graphics/Web Developer (currently on teach-out - discontinued Fall 2019)
  - g. Computer Integrated Manufacturing
  - h. Culinary Arts (one or two year)
  - i. Emergency Medical Technology
  - j. Heating, Refrigeration & Air Conditioning Technology
  - k. Law Enforcement
  - l. Practical Nursing
  - m. Radiologic Technology
  - n. Welding Technology
3. General Degree Requirements
  - a. General degree requirements will remain consistent with the statewide articulation agreement in effect.

**PROCEDURE #**     *VI-003 (Page 9 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

- b. A minimum of 62 semester hours of college credit. Fifteen hours must be completed at Jefferson College.
  - c. The completion of minimum requirements specified for each degree.
  - d. A cumulative grade point average of 2.0 (C) or better is required for the Associate of Arts degree, the Associate of Fine Arts degree, the Associate of Science degree, and the Associate of Applied Science degree (except the Associate of Applied Science in Radiologic Technology and Occupational Therapy which require a minimum cumulative grade point average of 2.5); a cumulative grade point average of 2.75 is required for the Associate of Arts in Teaching degree.
  - e. Approval of a candidate for a diploma by the Registrar.
  - f. A candidate for a certificate or degree must:
    - File an Application for Graduation with the Office of Enrollment Services by the published deadlines.
    - Pay graduation fee at the last semester of registration before graduation no later than 30 days prior to the end of his/her last semester.
    - Complete the exit exam assessment.
    - Attend Commencement. A candidate for a certificate or degree graduating in the spring or summer semester is encouraged to attend spring commencement. Students graduating at the conclusion of the fall semester are not required to attend spring commencement, although they are encouraged to do so.
4. Associate Degree Requirements - The following should be noted:
- a. No degree credit will be given for developmental courses with numbers that begin with "0", for example, English 099 or Mathematics 002; although developmental courses may be required of students as prerequisites to other courses, they will not apply as credit toward a degree.
  - b. No more than four hours of performance credit in music and four hours of physical education activity courses may be counted toward the Associate of Arts or Associate of Arts in Teaching degrees.
  - c. Students must complete appropriate courses to satisfy the state requirements in Federal and State constitutions as identified by the Missouri Higher Education Core Transfer Curriculum Act (Sections 178.785-789 RSMo). Beginning Fall 2019, every student earning a degree must also fulfill the State requirement of completing the Missouri Higher Education Civics Achievement Examination as a result of MO Senate Bill 807. This Senate Bill requires students entering a public institution of higher education for the first time after July 2019 who are pursuing an associate's or bachelor's degree from such institution to successfully pass an examination on the provisions and principles of American civics with a score of seventy percent or greater as a condition of graduation from such institution.

**PROCEDURE #**     *VI-003 (Page 10 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

- d. Multiple degrees/certificates: In most instances, a student may receive multiple degrees (A.A., A.A.T., A.S., A.F.A., A.A.S). However, an A.A.T. degree recipient may not subsequently earn an A.A. An A.A. degree recipient may subsequently earn an A.A.T. degree if an additional 15 credit hours of applicable coursework is completed. A student may receive multiple certificates without limit.
  - e. Associate of Arts degree graduates satisfy the general education core of the Associate of Applied Science degree. The technical departmental requirements are met on a course by course process. A transfer student with an earned Associate of Applied Science degree will satisfy the general education core of Jefferson's Associate of Applied Science degree. The technical departmental requirements are met on a course by course process.
  - f. Institutional requirements: The computer literacy requirement applies to all students who are pursuing the Associate degree. The first year experience requirement generally applies to all students; transfer students may be exempt from the first year experience requirement if the student has completed 15 or more hours with a minimum cumulative G.P.A of 2.0 at one institution.
5. All degree and certificate programs shall have specific degree plans promulgated as follows:
- a. The particulars of each academic degree or certificate plan should be drafted by the faculty in each applicable department. It is incumbent upon each faculty group to stay abreast of external requirements by accrediting bodies and by the state of Missouri as they relate to their academic programs, as well as general academic policies at Jefferson College.
  - b. Each degree or certificate plan must be approved through the Curriculum Committee.
  - c. Each degree or certificate plan must subsequently be approved by the Administrative Team.
  - d. Each degree or certificate plan must subsequently be approved by the College President.
  - e. Each degree or certificate plan must subsequently be approved by the Board of Trustees.
  - f. Each degree or certificate plan must be approved by the appropriate governing body.
  - g. Each degree or certificate plan must be published on the Jefferson College website and through the official General Catalog.
6. Grandfather Clause  
Students who enroll at Jefferson College may use the degree or certificate plans in any Catalog active during their time at the College provided:

**PROCEDURE #**     *VI-003 (Page 11 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

- a. They stay continuously enrolled for each year with no breaks of one year or greater and
- b. They stay continuously enrolled for no more than seven academic years.

In the latter event, the Registrar shall determine an appropriate General Catalog to be used by the student for degree or certificate purposes.

7. Minimum Degree/Certificate Requirements:

- I. Associate of Arts Degree – minimum 62 credit hours:
  - a. General education requirements – 42 credit hours as mandated by the Missouri Higher Education Core Transfer Act
  - b. Institutional requirements – 20 credit hours to include computer literacy and first year experience, if applicable
- II. Associate of Arts in Teaching Degree – minimum 62 credit hours:
  - a. General education requirements – minimum 42 credit hours
  - b. Required core education courses, including computer literacy – 13 credit hours
  - c. Required approved electives, including first year experience, if applicable – 7 credit hours
- III. Associate of Fine Arts in Art Degree – minimum 67 credit hours:
  - a. General education requirements – minimum 27 credit hours
  - b. Required core art courses, including computer literacy – 18 credit hours
  - c. Required approved electives, including first year experience, if applicable – 22 credit hours
- IV. Associate of Fine Arts in Music Degree – minimum 66 credit hours:
  - a. General education requirements – minimum 27 credit hours
  - b. Required core music courses, including computer literacy – 32 credit hours
  - c. Required approved electives – 6 credit hours
  - d. First year experience, if applicable 1-3 credit hours
- V. Associate of Science – Engineering Emphasis – minimum 64 credit hours:
  - a. General education requirements to include computer literacy – 27 credit hours
  - b. Required courses – 27 hours
  - c. Required approved technical electives – 9 hours
  - d. First year experience, if applicable – 1-3 credit hours



**PROCEDURE #**     *VI-003 (Page 12 of 12)*  
**TITLE**             *Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements*

- VI.     Associate of Science – Engineering Technology Emphasis – minimum 65 credit hours
  - a.     General education requirements to include computer literacy – 42 credit hours
  - b.     Required technical courses – 22 hours
  - c.     First year experience, if applicable – 1-3 credit hours
  
- VII.    Associate of Applied Science – hours will vary depending on degree – minimum 62 credit hours
  - a.     General education requirements – minimum 18 credit hours
  - b.     Required electives – will vary by degree
  - c.     First year experience, if applicable – 1-3 credit hours
  - d.     Computer literacy – 3 credit hours
  
- VIII.   Certificate Requirements – hours and technical requirements will vary

**BOARD MONITORING**

The Vice President of Academic Affairs, through the Dean of Instruction and the Associate Deans, shall implement and monitor this procedure.

<b>PROCEDURE #</b>	<b><i>VI-004 (Page 1 of 2)</i></b>
<b>TITLE</b>	<b><i>Continuing Education</i></b>
<b>TYPE</b>	The Educational Program
<b>RATIONALE</b>	Establish scope of extended and non-traditional learning programs as well as requisite procedures for implementing and administering them
<b>APPROVED</b>	<b>February 15, 2007</b>

## **PROCEDURE**

Jefferson College shall use available resources to determine educational needs and to revise its offerings periodically to meet community requirements. The College recognizes its responsibility to provide educational offerings of collegiate grade during hours which will extend the normal day and thus serve the needs of a greater number of residents of the community.

Jefferson College shall also, within the limits of its available resources, offer continuing educational opportunities to the residents of the community it serves. Individuals or groups may petition the College to determine the feasibility of offering short course workshops, seminars, or specialized courses of a non-credit nature

Course descriptions shall be prepared for all new course offerings and shall be subject to continuous review and revision.

### **1. Educational Services**

The education services of the Office of Continuing Education are as follows:

a. Courses for College Degree

These are offered in conjunction with the Jefferson College Division of Arts and Sciences and/or Career and Technical Education at off-campus centers within the District.

b. Courses for Continuing Education Credit

- 1) Skill development and special interest
- 2) Recreation and personal enrichment
- 3) Professional certification

c. Education Programs for Specific Groups and Target Population - Special sessions, seminars, clinics, and programs of a community service nature.

**PROCEDURE #**     *VI-004 (Page 2 of 2)*  
**TITLE**             *Continuing Education*

**2. Continuing Education Credit and Certificates**

Certificates of completion are awarded to individuals successfully completing a Continuing Education course. Certificates are granted to those who have attended 80% of the class meetings, and whose performance in the opinion of the instructor merits certificate recognition.

**3. Continuing Education Unit**

A Continuing Education Unit (CEU) is defined as 10 class hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction (10 class hours = 1 CEU).

**4. Student and Class Records**

Continuing education course records are maintained on each student enrolled in the program. These records are managed by the Office of Continuing Education and comply with the Family Educational Rights and Privacy Act of 1974.

**5. Classification of Students**

- a. Adults - 17 and older
- b. Children - 0 - 16

In some courses, children 12-16 may sign up for an adult course if an adult signs up, pays the course fee, and attends with the child.

**BOARD MONITORING**

The Vice President of Academic Affairs and the Dean of Instruction shall implement and monitor this procedure.

**PROCEDURE #** *VI-005 (Page 1 of 1)*  
**TITLE** *Functions, Purposes and Membership of Committees and Boards in Support of Shared Governance*

**TYPE** The Educational Program  
**RATIONALE** Establish necessary committee structure to facilitate shared governance  
**APPROVED** **January 19, 2012**

## **PROCEDURE**

The Board of Trustees directs the President of the College or designee to develop the appropriate Administrative Policy and Administrative Procedures necessary to support the principles of shared governance that will enhance fulfillment of the College Mission. These administrative policies and procedures shall address, but not be limited to, a committee system with the following components:

- Institutional committees with their functions, membership, purpose, and general procedures
- Boards with their purpose, membership and general procedures
- Ad hoc committees with their purpose, membership and general procedures

## **BOARD MONITORING**

The President of the College or designee shall implement and monitor this procedure.

**PROCEDURE #**     *VI-006 (Page 1 of 1)*  
**TITLE**             *Purposes of JCTV*

**TYPE**             The Educational Program

**RATIONALE**

**APPROVED**        April 6, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VI-007 (Page 1 of 1)*  
**TITLE**              *Advisory Committees*

**TYPE**                The Educational Program

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VI-008 (Page 1 of 1)*  
**TITLE**                *College Sponsored Events*

**TYPE**                 The Educational Program

**RATIONALE**

**APPROVED**        April 6, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**     *VI-009 (Page 1 of 1)*  
**TITLE**             *College Calendars*

**TYPE**             The Educational Program

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**



**PROCEDURE #**     *VI-010 (Page 1 of 1)*  
**TITLE**             *Research and Development*

**TYPE**             The Educational Program

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**     *VI-011 (Page 1 of 1)*  
**TITLE**             *Articulation With Other Educational Institutions*

**TYPE**             The Educational Program

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VI-012 (Page 1 of 1)*  
**TITLE**              *Long Range Planning Process*

**TYPE**                The Educational Program  
**RATIONALE**        Establish implementation strategies for long range planning process to facilitate achievement of College mission and purposes  
**APPROVED**        **February 15, 2007**

## **PROCEDURE**

The Program and Facilities Planning Committee, a Board approved standing committee with the technical assistance of the Director of Research and Planning, shall hold regular meetings which shall include, but not be limited to the following:

1.      On-going external scanning to identify challenges and opportunities which may advantage/disadvantage the College.
2.      The development of written plans containing strategic aims, goals, objectives, strategies, and performance measures.
3.      Submission of draft plans through the approved administrative processes for review and written comment.
4.      Submission of draft plan to the Board of Trustees for its review and ultimate endorsement or approval.
5.      Implement and monitor progress of plan components.
6.      Analyze quarterly progress reports and prepare an annual written progress report to the President of the College for review. Copies of the report and the President of the College's recommendations and observations shall be submitted to the Board for its consideration. This report shall be completed in a timely manner so that any initiatives requiring Board approval can be forwarded during the budget building process for the ensuing fiscal year.

## **BOARD MONITORING**

The President of the College, through the Vice President of Academic Affairs and the Dean, shall implement and monitor this procedure.

**PROCEDURE #**      *VI-013 (Page 1 of 2)*  
**TITLE**              *Institutional Review Board*

**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**

## **PROCEDURE**

### **Committee Membership**

Pursuant to 21 CFR 56, the Jefferson College Institutional Review Board (IRB) will have a minimum of five members, to include one individual not affiliated with the institution. The IRB will be diverse in its composition as it relates to gender and profession. The membership of the IRB will be approved by the President of Jefferson College.

### **Training**

All members of the IRB will complete the National Institutes of Health's module, Protecting Human Research Participants.

### **Structure**

The IRB will elect a chairperson from among its members. The chairperson will serve a one-year term, and may be re-elected at the discretion of the members of the IRB.

### **Procedures**

The IRB will determine a process for accepting applications for potential research involving human subjects and may update such process to reflect changes in federal guidelines or to facilitate the operation of the IRB.

### **Publication**

The process for application to the IRB, as well as all supporting documents, will be made available to the public on the College website.

### **Authority**

The IRB is authorized to recommend for approval, reject, or request modification of all research at Jefferson College sites involving human subjects. The definition of such research will follow federal standards (45 CFR 46). The charge of the committee is to ensure that any research involving human subjects is conducted in an ethical manner, and that the likely value of the knowledge to be obtained justifies the use of human subjects.

**PROCEDURE #**     *VI-013 (Page 2 of 2)*  
**TITLE**             *Institutional Review Board*

Upon completion of their review of research proposals, the IRB will forward those proposals recommended for approval to the Administrative Team. The Administrative Team will review the recommendations submitted by the IRB, and approved research projects will be reported to the Board of Trustees by the President of the College.

**Cost**

No fees will be associated with the use of the IRB.

**Conflict of Interest**

No member of the IRB may vote on his or her own research projects.

**BOARD MONITORING**

The Vice President of Academic Affairs shall monitor this procedure.

## **SECTION VII**

### **STUDENT SERVICES**

**PROCEDURE #**     *VII-001 (Page 1 of 5)*  
**TITLE**             *Admissions*

**TYPE**               Student Services  
**RATIONALE**        Establish eligibility guidelines for admissions to College, residency requirements, and competitive admission programs

**APPROVED**        **February 15, 2007; June 13, 2024**  
**REVIEWED**        June 13, 2024

**REVIEW CYCLE**

**PROCEDURE**

**1.     Eligibility for Admissions**

- a.     United States Citizens and Resident Aliens

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, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

Any individual who has earned a high school diploma, including graduating high school in a homeschool setting approved under state law or who has earned the Certificate of High School Equivalency (GED or HiSET), is eligible for regular admission to Jefferson College through its open admissions policy. Students who have earned their high school equivalency outside of the United States must provide official documentation translated into English.

Students who do not meet the regular admission criteria but wish to enroll at Jefferson College may be admitted as a provisional student upon approval of the Director of Admissions and/or the Registrar. Students accepted for provisional admission may be admitted for one provisional semester of up to 15 credit hours while they complete the necessary admission requirement(s). As with students accepted for regular admission, students must meet the appropriate placement criteria prior to enrollment. In order to continue enrollment at Jefferson College, the student must obtain a high school diploma or the Certificate of High School Equivalency (GED or HiSET) during their provisional semester.

High school students who meet eligibility requirements as established by the Missouri Coordinating Board for Higher Education may be dually enrolled with the approval of the appropriate high school official. Dually enrolled students must meet the appropriate placement criteria prior to enrollment.

**PROCEDURE #**     *VII-001 (Page 2 of 5)*  
**TITLE**             *Admissions*

The Missouri Community College Association (MCCA) has followed the Department of Higher Education and Workforce Development statewide guidelines for public postsecondary institutions in establishing college readiness standards for students entering community colleges. Jefferson College utilizes multiple measures to assess students' college readiness prior to enrollment, and all students are assessed in mathematics, English, and reading. When applicable, students not meeting readiness standards for admission into certain courses or programs may be enrolled in developmental and/or corequisite courses to help them qualify. Admission to the College does not guarantee admission to all courses and programs.

b.     Undocumented Residents

Undocumented residents residing in the United States who have earned the equivalent of a U.S. high school diploma are eligible for regular admission to Jefferson College and will be charged out-of-state tuition, per State of Missouri guidelines. Undocumented students must meet all admissions criteria that are outlined in section 1a.

c.     International Students

Jefferson College is authorized under federal law to admit international students on F-1 and M-1 student visas. The College is a participating Student and Exchange Visitor Information System (SEVIS) school. The Primary Designated School Official (PDSO) or a Designated School Official (DSO) may issue a Certificate of Eligibility for Nonimmigrant Student Status to allow a citizen of another country to be admitted to Jefferson College.

Requirements for admissions to Jefferson College under international student status include:

- (1)     Completion of the international application for admission.
- (2)     Submission of a current copy of the student's passport.
- (3)     Completion of the equivalent of a U.S. high school diploma. Applicants must submit official transcripts from secondary (high school) and higher education institutions. Transcripts must be translated into English. Applicants are encouraged to utilize a recognized transcript evaluation service.



**PROCEDURE #** *VII-001 (Page 3 of 5)*  
**TITLE** *Admissions*

- (4) Evidence of English proficiency through one of the following (scores must be within the past two years):
  - (a) Duolingo score of 85 or higher
  - (b) Minimum score of 500 (paper-based) or 61 (internet-based) on the Test of English as a Foreign Language (TOEFL)
  - (c) Minimum band score of 6 on the International English Language Testing System (IELTS)
  - (d) Minimum ACT English score of 18
  - (e) A diploma from a secondary institution in an English-speaking country (United States, Canada, England, Republic of Ireland, Australia, or New Zealand) with a minimum of two years of successful full-time study with English as the medium of instruction
  - (f) ACCUPLACER ESL - Level 3 (Accuplacer ESL language score of 71-99 AND Accuplacer ESL listening score of 81-95 AND Accuplacer ESL reading score of 76-101)
- (5) Submission of the International Student Financial Support Form and all required financial documentation. The student must show proof of financial support sufficient to cover the student's cost of attendance, including travel expenses, without the need for local financial assistance or employment. This documentation must be translated into English, must be notarized (have official signature and/or seal), and not be more than six months old.
- (6) Submission of proof of health insurance. If a student does not provide verification of health insurance coverage upon arrival at Jefferson College, the PDSO will enroll them in a group insurance plan. Premium payments for at least ten months will be billed to the student's College account.
- (7) For an international student to be eligible for admission to Jefferson College, all of the previously described required materials must be on file by the established admission deadlines, which are at least 60 days prior to the date that classes begin.
- (8) All international students will take a reading proficiency/placement test for the purpose of placement into appropriate courses. International students will complete the placement test remotely from their home country. Students must complete the placement test and meet minimum reading proficiency requirements (meaning an Accuplacer reading score of at least 232) in order to enroll in college-level coursework. Students

**PROCEDURE # VII-001 (Page 4 of 5)**  
**TITLE Admissions**

who do not meet minimum reading proficiency scores are not guaranteed full-time enrollment, which could impact their ability to attend Jefferson College.

- (9) International students transferring to Jefferson College from an educational institution in the United States must meet all of the previously described requirements as well as complete the International Student Transfer Form. Transfer students must have a 2.0 or higher grade point average, have been enrolled as a full-time student at their previous institution, and must provide a copy of their I-94 (the Arrival and Departure Record filed at the Port of Entry) and their official college transcript(s). Applicants who have earned in excess of 45 semester hours from another college or university may be denied admission.

Applicants enrolling at Jefferson College as part-time visiting students, who are currently attending other U.S. higher education institutions on student visas, must provide the following:

- (a) Admissions application
- (b) Proof of English proficiency
- (c) An official transcript from their home/main institution
- (d) Communication from the international student advisor at the institution where the applicant is currently attending that indicates the student is in good standing and is authorized to enroll at Jefferson College.

The Primary Designated School Official (PDSO) may use professional discretion regarding admissions requirements when appropriate. Falsification of any information or documentation will result in rejection of the application for admission or may result in immediate dismissal if the student has already enrolled.

**2. Residency Requirements**

A resident is:

- a. A graduate of one of the high schools located within the Community College District of Jefferson County.
- b. A dependent whose legal guardians have established residence within the District.

**PROCEDURE #**     *VII-001 (Page 5 of 5)*  
**TITLE**             *Admissions*

- c.     An independent and self-supporting adult who has established legal residency within the District prior to enrollment in the College.
  
- d.     Campus housing is not considered permanent residency; therefore, it does not establish legal residence.

A student may be required to submit proof of their legal residence. Any questions regarding residency should be directed to the Registrar.

**3.     Competitive Admissions Programs**

Admission to the College does not guarantee admission to all courses or programs. Certain programs are selective admissions and require a separate application process.

The College reserves the right to refuse admission to any applicant in the best interest of the institution.

**CONTENT OWNERSHIP:** The Vice President of Student Services shall implement and monitor this procedure.

**PROCEDURE #**     *VII-002 (Page 1 of 2)*  
**TITLE**             *Tuition and Fees*

**TYPE**             Student Services

**RATIONALE**       Establish guidelines for determining fees and tuition, their collection and refund

**APPROVED**        **February 15, 2007**

## **PROCEDURE**

### **1. Tuition**

Tuition and fees are payable at registration or by the dates established under the Deferred Payment Plan.

### **2. Fees**

- a. Facilities Use Fee - A per credit hour facilities use fee has been established (April 13, 1993) to support all materials used and consumed in the instruction process, the use of all facilities such as the library and field house; open computer labs; classrooms and audio visual equipment; and JCTV.
- b. Graduation Fee - For a degree or certificate conferred by the College - A graduation fee shall be charged that reflects the individual costs associated with graduation and the commencement process.

### **3. Refunds**

During a 16-week semester, a student who officially withdraws prior to the beginning of the third week of classes will receive 100 percent of fees paid. A written withdrawal must be made on official College withdrawal forms prior to the beginning of the third week to obtain a refund. Official withdrawal forms are available upon request from the Registrar's Office, the Deans' offices, and JC Arnold and must be returned prior to the beginning of the third week of classes. After the beginning of the third week of classes, no refund will be made except for cases involving significant life altering events such as, being called to active military duty, the death of the student, or permanently disabling conditions. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses with a later beginning date will be made on a prorated basis. The official written withdrawal requirement applies.

Failure to attend classes does not constitute a withdrawal and does not entitle the student to a refund.

**PROCEDURE #**     *VII-002 (Page 2 of 2)*  
**TITLE**             *Tuition and Fees*

**4. Tuition/Fee Waivers**

After the two week refund period (one week period for summer session), a Tuition/Fee Waiver may be issued by the Vice President of Student Services if a student becomes seriously ill or is critically injured and is unable to attend all classes. The Tuition/Fee Waiver will allow the student to re-enroll in the same courses without paying additional Tuition/Fees provided:

- a. He/she officially withdraws from all classes at the time of illness or injury.
- b. He/she presents evidence from his/her physician stating the student was unable to continue attending classes (the physician's statement must document the nature of the illness or extent of injury).
- c. He/she paid tuition/fees with his or her personal funds or with financial aid that is no longer available. The student must also be financially in good standing with the College and owe no tuition/fees or other charges. To use the waiver, he/she must not be eligible for federal, state or institutional gift aid.
- d. The student enrolls in the College within one semester from the time he/she is able to return to class but no longer than 18 months from the date of the issuance of the waiver.

**5. Military Duty Activation**

In the event that a student in the Armed Forces, National Guard, or Reserves is called to active military duty while enrolled at Jefferson College and the student submits a copy of their military orders to the Registrar's Office, the student shall be granted a 100% refund of tuition and fees for all classes from which the student withdraws.

The student should work closely with their faculty to develop strategies to complete any or all courses successfully within the time-lines provided. If circumstances are such that it is not possible to complete any of the courses, then the student may withdraw from any or all courses with a full refund of tuition, facilities use fees and lab fees.

**BOARD MONITORING**

The Vice President of Student Services and the Vice President of Academic Affairs shall implement and monitor this procedure.

**PROCEDURE #** VII-003 (Page 1 of 7)  
**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 (Updated May 21, 2020)

## **PROCEDURE**

### **1. Student Advising and Registration**

All students are encouraged to meet with an academic advisor to assist with selection of a program of study, to review course sequence, and to register for courses each semester. The Jefferson College website and the General Catalog provide detailed enrollment information.

Academic advisors assist students with locating information necessary to make educated decisions concerning majors, transfer institutions, and career choices. Advisors have access to a library of educational and career literature on transfer institutions and career programs.

### **2. Attendance**

Jefferson College is an attendance-taking institution. Weekly attendance reporting is required. At the beginning of the semester, the instructor will notify his or her students of the attendance and punctuality requirements for the class. Regular and punctual attendance is expected of all students. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. Any student who fails to begin attendance or ceases participation for at least two consecutive weeks may be administratively withdrawn from the course(s). Additionally, any student who has sporadic participation in a course resulting in the student missing 15% or more of the coursework may be administratively withdrawn. Individual programs may have more rigorous attendance and participation requirements.

**PROCEDURE #** VII-003 (Page 2 of 7)  
**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*

**3. Adding, Dropping, and Withdrawing from Courses**

A student is officially a member of each course in which he/she has enrolled. To add, drop, or withdraw from a course, a student must complete and submit the appropriate paperwork at one of the Jefferson College locations by the designated date or complete the add, drop, or withdrawal process online. Deadlines for adding, dropping, or withdrawing from a course vary based on the length of the course and are available on the Jefferson College website. Students who have not paid, or made arrangements to pay tuition, may be subject to drop for non-payment. Students who have not begun attendance or have sporadic attendance in one or more courses may be administratively withdrawn.

**4. Auditing Courses**

A person may enroll in a course and receive no credit for it; this is called "auditing" a course. Jefferson College students who audit courses must pay the same fee as for a credit course. Whether the student is required to take examinations or not is the decision of the individual instructor. Regular attendance is expected of the audit student. Students may only elect to enroll for a course as an "audit" before one-half of the term has elapsed.

**5. Repeating Courses**

If a student has received a grade less than A in any course, he/she may repeat the course. The original grade will appear on the student's transcript; however, the completed grade received for the repeated course will cancel the first grade and will be used in computing the student's cumulative grade point average.

**6. Transcripts**

The Office of Enrollment Services releases transcripts only upon written authorization by the student. Financial obligations to the College must be met before an official transcript is released. Requests for a transcript should be completed at one of the Jefferson College locations or by written request to the Office of Enrollment Services.

**PROCEDURE #** VII-003 (Page 3 of 7)  
**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*

## **7. Transfer of Credits**

Students who have earned credits at accredited colleges and universities may transfer those credits to Jefferson College. The Office of Enrollment Services will evaluate transcripts to determine how such credit applies toward a Jefferson College associate degree or certificate. The Office of Enrollment Services shall make every effort to count prior work, even if Jefferson College does not have an exact course equivalent. Jefferson College participates in the Missouri CORE42 Transfer Curriculum and Missouri Reverse Transfer statewide agreements.

Credits in which a student has made a D grade or better will be considered for transfer. Up to 15 semester hours of D credit may be transferred to Jefferson College if the overall grade point average of the credit hours transferred is a "C" or better (MOTR CORE42 courses are not limited to 15 hours of D credit). A transfer student must earn a minimum of 15 semester hours of residency to be eligible for certificate or degree completion at Jefferson College. While credits may be transferred to Jefferson College, grades and grade point averages are not transferred. Thus a transfer student establishes a new grade point average upon completion of courses at Jefferson College. This new grade point average is used to qualify a student for academic honors or academic probation and suspension.

## **8. Credit for Prior Learning**

The purpose of Credit for Prior Learning at Jefferson College is to grant credit to a candidate who has achieved a college-level education in certain academic areas without regard as to how she/he might have obtained the knowledge on which he/she is tested. Students who meet the standards set by the College for Credit for Prior Learning may be granted credit up to a maximum of 30 semester hours. Students obtaining Credit for Prior Learning must fulfill the Jefferson College residency requirement. A student may be awarded Credit for Prior Learning for a number of courses. A list of these courses, associated fees, and procedures for awarding credit is available in the General Catalog and the Credit for Prior Learning Guide. No grades will be assigned to Credit for Prior Learning. Such credit will be counted toward graduation requirements on the same basis as credits earned in the classroom.



**PROCEDURE #** VII-003 (Page 4 of 7)  
**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*

## 9. Commencement

### a. Participation by Students

A candidate for a certificate or degree graduating in the spring is encouraged to attend commencement.

Students graduating at the conclusion of the fall semester are not required to attend spring commencement, although they are encouraged to do so.

### b. Provision for Summer School Graduates

Students with a 2.0 GPA who can complete an Associate Degree or Certificate at the end of the summer term by taking a normal summer class load will be allowed to participate in Commencement ceremonies immediately preceding the summer term provided they fulfill the following conditions:

- 1) They file an application for graduation with the Office of Enrollment Services by published deadline for the Commencement ceremony.
- 2) Their planned program of study for the spring and summer terms will complete their degree or certificate program. Also, this plan must be approved in advance by the Registrar.
- 3) They advance register and pay for the specified summer term courses by the designated time.

### c. Academic Apparel for Commencement

Jefferson College has been authorized to award the Associate of Applied Science degree, the Associate of Arts degree, the Associate of Arts in Teaching degree, the Associate of Fine Arts degree, the Associate of Science degree, and appropriate Career Education certificates.

Candidates to receive these diplomas are recognized at Jefferson College by their apparel, as well as by the diplomas appropriate to their achieved curriculum. Prior educational achievement has no bearing on the recognition at Commencement for diploma recipients by Jefferson College.

**PROCEDURE #** VII-003 (Page 5 of 7)  
**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*

#### **10. Employment Services Office**

An Employment Services Office will be located in a centralized area at Jefferson College.

The ability of Jefferson College graduates to enter and hold related employment is an important indication of the effectiveness of the College's training. The Employment Services Office will assist graduates to find employment in related occupations. It shall be the intent and specific objective of the Office to involve the school's administrative and instructional staff, the school's Career Education Advisory Committees, students, and alumni in finding employment opportunities for graduating students.

The graduate's placement is ultimately his or her responsibility, but the graduate may need help to see that his or her methods for finding employment are effective. The Office can give the students, graduates and alumni the help needed. Services provided include:

- a. Developing a resume or cover letter
- b. Completing on-line employment applications
- c. Learning job interviewing techniques
- d. Learning job search strategies
- e. Providing network development
- f. Providing job leads
- g. Assisting employers in promoting and finding candidates for their position openings

#### **11. Student Academic Load**

Students will be permitted to take up to a maximum load of 19 credit hours during the fall and spring semesters and 11 credit hours during the summer term. Enrollment above the maximum will not be permitted without specific approval of the Vice President of Student Services.

#### **12. Testing Services**

The Testing Center of Jefferson College will administer a battery of aptitude, vocational and placement tests, inventories and other tests appropriate to assist students in their academic endeavors.

**PROCEDURE #** VII-003 (Page 6 of 7)  
**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*

### **13. Recognition of Student Achievement**

The College seeks to encourage academic excellence and service by honoring outstanding students in the following ways:

a. Dean's List

At the end of each fall and spring semester, the College issues an honor list of students who have achieved a grade point average of 3.25 or better for 12 or more semester hours taken that semester.

Part-time students may qualify for the Dean's List by accumulating 12 or more semester hours with a 3.25 grade point average. Part-time students should inform the Office of the Vice President of Student Services within 10 days of grade reporting that the requirement has been satisfied.

b. Graduation Honors

A candidate for an associate degree or certificate who has earned a cumulative grade point average of 3.50 or higher is awarded his/her degree cum laude; a 3.80 cumulative grade point average is magna cum laude; and a 4.00 cumulative grade point average is summa cum laude. A student must have earned at least 30 of his/her credit hours at Jefferson College to be eligible for graduation honors. A candidate for a certificate who has earned a cumulative grade point average of 3.50 or higher is awarded a certificate with distinction.

c. Recognition of Outstanding Scholarship at Commencement

Recognition of Outstanding Scholarship shall be presented to the associate degree candidate(s) with the highest cumulative grade point average in his/her graduating class.

### **14. Academic Probation, Suspension and Dismissal**

Each student is expected to make minimum academic progress while enrolled at Jefferson College. A student is considered to be making minimum progress if he or she maintains a cumulative grade point average of at least 2.0.

**PROCEDURE #**      *VII-003 (Page 7 of 7)*  
**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*

A student whose progress falls below minimum requirements shall be placed on academic probation. The student will be notified of the probationary status and informed of resources available for academic improvement.

If the student's cumulative grade point average remains below 2.0 at the end of the probationary term, the student will be placed on academic suspension and will not be allowed to enroll or remain in classes for subsequent terms. The student must appeal the suspension if he or she wishes to enroll in subsequent terms. Information regarding the academic suspension appeal process and procedure is available in the Office of the Vice President of Student Services.

#### **BOARD MONITORING**

The Vice President of Student Services shall implement and monitor these procedures.

<b>PROCEDURE #</b>	<i>VII-04 (Page 1 of 2)</i>
<b>TITLE</b>	<i>Student Activities and Intercollegiate Athletics</i>
<b>TYPE</b>	Student Services
<b>RATIONALE</b>	Establish guidelines for program of student activities and intercollegiate athletic teams
<b>APPROVED</b>	<b>November 15, 2007</b>

## **PROCEDURE**

Jefferson College subscribes to a program of student activities as an integral part of the complete development of the College student. Such activities offer opportunities to assist in development of fellowship and social good will, to promote self-realization and all around growth, and to encourage the learning of qualities of good citizenship.

Consequently, the College offers cultural, educational, social, and recreational activities. Students are encouraged to acquaint themselves with available organizations and activities along with the procedures that are outlined for their assistance in such sources as the College catalog, the student handbook, student bulletins, and other official publications.

The following procedures shall apply to payment of travel expenses for College sanctioned intercollegiate athletic teams participating in athletic competition:

1. Each Head Coach will submit a tentative schedule of games, including destination, to the Athletic Director for his/her approval.
2. The Director of Athletics, in coordination with each Head Coach, will develop a budget for each team for athletic travel expenses for regular season team competition throughout the fiscal year.
3. The College will pay for reasonable travel expenses for regular season athletic team competition as budgeted that are scheduled in locations requiring one-way travel of not more than 500 miles.
4. Team travel for regular season athletic team contests beyond the 500 mile limit can be paid for out of fundraising (Viking) funds if the money is in the account before the trip is taken and prior approval is granted by the Vice President of Student Services.
5. The College will pay for reasonable travel expenses for district/sectional or national athletic team competition with prior approval by the Vice President of Student Services and the President when the teams qualify for such tournaments.
6. All athletic team travel shall be scheduled for students to miss a minimal amount of class time.

**PROCEDURE #**     *VII-04 (Page 2 of 2)*  
**TITLE**             *Student Activities and Intercollegiate Athletics*

The administrative responsibility for carrying out a program lies with the Vice President of Student Services as delegated by the College President.

**BOARD MONITORING**

The President, through the Vice President of Academic Affairs and the Vice President of Student Services, shall implement and monitor this procedure.

**PROCEDURE #**     *VII-005 (Page 1 of 3)*  
**TITLE**             *Financial Assistance*

**TYPE**             Student Services

**RATIONALE**       Establish guidelines for a variety of financial assistance opportunities for students

**APPROVED**       **February 15, 2007**

## **PROCEDURE**

### **Scholarships**

In general, scholarships shall be available to graduates of Jefferson County high schools who rank in the upper half of their graduating classes, have a need for financial assistance, and have satisfactory citizenship records. Guidelines for specific scholarships shall be approved from time to time as deemed appropriate by the Board of Trustees. The College will administer, according to terms established by the donor, other scholarships for Jefferson College students.

Before athletic scholarships are awarded to any student, the coach shall make a thorough background check of the prospective recipient to determine the nature of any behavioral problems in which the person may have been involved, and scholarships shall not be awarded to students who have a record of disciplinary difficulties or law violations.

### **College Short-term Loans**

A short-term loan fund shall be maintained to assist students in meeting unexpected emergencies that may interfere with their academic progress. The fund shall be administered through the Office of Admissions and Financial Aid. Loans from this fund shall be for periods usually less than three months and must be repaid.

### **Grants**

The College will participate in the following grant programs and others that may be approved from time to time by the Board of Trustees:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Missouri Student Grant Program

### **College Work Study Program**

A College Work Study Program shall be operated to make campus jobs available to qualified students. Students employed under the program must be enrolled for 6 or more semester hours. If a student drops below this status, her/his employment must be terminated for that semester.

**PROCEDURE #**     *VII-005 (Page 2 of 3)*  
**TITLE**             *Financial Assistance*

All positions under the College Work Study Program shall require that work be completed in a satisfactory manner. Federal guidelines shall be followed for the operation of the Work Study Program.

Request for student and technical assistance by College personnel shall be channeled through the appropriate supervisors and referred to the appropriate dean or vice president for approval and inclusion in the annual budget. The requests shall be forwarded to the Vice President of Finance and Administration. After budget approval the request is forwarded to the Director of Admissions and Financial Aid before the employment of such assistance. Prior to the beginning of work the employee must report to the Office of Human Resources for completion of the forms required by the State and Federal governments.

The supervisor shall be responsible for the accuracy of all entries made on the time sheets in regard to the hours worked by the student. The supervision shall submit the time sheet to the appropriate administrator responsible for approval and forward it to the Business Office for payment.

**Veterans, Social Security, and Vocational Rehabilitation Benefit Programs**

1. The College will participate in the Veterans, Social Security, and Vocational Rehabilitation Programs and through appropriate offices shall administer the necessary activities to assist students who are eligible for such benefits.
2. The College subscribes to Veterans Administration Regulation 14253 in approving and monitoring the progress of Veterans. Procedure used to implement Regulation 14253 are available from the Director of Registration Services.

**Satisfactory Academic Progress for Financial Aid Recipients**

The Higher Education Act of 1965 as amended by Congress in 1992 mandates institutions of higher education to establish and enforce minimum standards of "satisfactory academic progress." As a result, students receiving financial assistance through any federally sponsored or state sponsored program are expected to maintain satisfactory academic progress toward a degree or certificate at Jefferson College. A student is not making satisfactory progress toward a degree or certificate if the student does not meet the following:

1. The required cumulative grade point average for the completion of an Associate of Applied Science, Associate of Arts, Associate of Science, or a Vocational Technical Certificate is 2.0 (C). Each student should consider a grade point average of less than 2.0 as a warning. To that end, a student whose progress falls below the minimum grade point average of 2.0 will be placed on financial aid probation.



**PROCEDURE #** VII-005 (Page 3 of 3)  
**TITLE** Financial Assistance

2. All financial aid recipients must complete the appropriate number of hours depending on the categories in which they enroll and receive payment.

<b>Category Completed</b>	<b>Hours per Semester</b>	<b>Hours per Year</b>
Full-Time	12 or more	24
3/4 Time	9-11	18
Half-Time	6-8	12

Students who do not maintain satisfactory progress as defined above will be placed on financial assistance probation for their next term. If satisfactory progress is regained during the term of financial probation, the probation will be lifted.

If there is no improvement, financial assistance will be canceled until such time as the student attains satisfactory progress.

A student whose financial assistance is suspended may appeal the suspension to the Director of Admissions and Financial Aid.

A student wishing to appeal the decision of the Director of Admissions and Financial Aid may do so, in writing, to the Vice President of Student Services, who will review the appeal and determine whether financial aid probation/suspension is justified. The student will be advised in writing of the decision.

**BOARD MONITORING**

The Vice President of Student Services shall implement and monitor this procedure.

**PROCEDURE #** *VII-006 (Page 1 of 1)*  
**TITLE** *Student Rights and Responsibilities: Official Student Records*

**TYPE** Student Services

**RATIONALE** Establish procedures for maintaining official student records, student's rights to view their records, and compliance with federal laws and regulations

**APPROVED** **February 15, 2007**

## **PROCEDURE**

### **Official Student Records**

Official records shall be maintained on each student enrolled in the College. Procedures for development and use of cumulative record files shall be written to comply with "The Family Educational Rights and Privacy Act of 1974" and any subsequent amendments or other statutes that apply. Information placed in student records shall be limited to those items necessary to fulfill the purposes of student personnel records as stated above or as may be required by law, by state regulation or as authorized by the Board of Trustees.

The official records shall be directly accessible only to the professional staff of the College or as required by law. The contents of the official student records shall be available for inspection upon written request of the student. Students shall be given the opportunity, if they so desire, for a hearing to challenge the content of their official records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

Any other records shall be of a temporary nature and shall be destroyed when their usefulness is no longer apparent or when the student leaves the College. Guidelines for periods of retention and methods of destruction shall be developed.

A student who desires to examine his/her official records must make a request to the Vice President of Student Services. This request shall be granted "within a reasonable period of time, but in no case more than forty-five days after the request has been made" - as required by law.

## **BOARD MONITORING**

The Vice President of Student Services shall implement and monitor this procedure.

<b>PROCEDURE #</b>	<i>VII-007 (Page 1 of 10)</i>
<b>TITLE</b>	<i>Student Code of Conduct</i>
<b>TYPE</b>	Student Services
<b>RATIONALE</b>	Establish definitions and parameters of acceptable student conduct and procedures for handling alleged violations of the student code
<b>APPROVED</b>	<b>February 15, 2007 (Updated April 14, 2022) (Updated October 13, 2022)</b>

## **PROCEDURE**

### **Student Conduct Defined**

The College recognizes that students are both citizens and members of the academic community. As citizens, students enjoy the same freedoms and rights that all citizens enjoy -- freedom of speech and assembly, freedom of association, freedom of the press, right of petition, and right of due process. As members of the academic community, students are expected to conduct their affairs in accordance with the standards set forth in this Student Code of Conduct. Because the College must maintain its credibility as an institution of higher education, it has established and maintains standards of academic honesty against which students are regularly evaluated in the performance of their course work.

Upon enrolling in the College, each student assumes an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and to comply with the laws enacted by Federal, State, and local governments. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function, institute appropriate disciplinary action. This procedure is intended to address conduct that has happened within the educational environment as well as associated programs and activities, and does not address off-campus conduct not associated with the College's programs and activities.

### **Examples of Misconduct**

Examples of misconduct which may be subject to disciplinary action, including disciplinary probation, suspension, and expulsion are as follows:

#### **1. Academic Dishonesty**

Plagiarism – The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:

- a. Turning in a written essay produced by someone else.
- b. Collaborating on a written assignment without the specific approval of the instructor.
- c. Borrowing materials from any source--professional or amateur--and turning them in as original.
- d. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc. produced by someone other than the person claiming authorship.

**PROCEDURE #**     *VII-007 (Page 2 of 10)*  
**TITLE**             *Student Code of Conduct*

Cheating – Dishonest acts committed while being tested or evaluated. Cheating includes but is not limited to the following:

- a. Copying from another person’s tests or assignments.
- b. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
- c. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course’s required work--unless agreed upon ahead of time by the instructor of the second course.
- d. Aiding another student in dishonesty, such as producing written work or sharing information during a test period.
- e. Fabricating research or source materials.
- f. Stealing, buying, or somehow obtaining a test from an instructor’s work area or computer files.

**2. Interference with the Educational Mission of the College**

Sabotage – Interference with or destruction of the work or property of another person, including the misuse of computers. Sabotage includes but is not limited to the following:

- a. Forgery, alteration, or misuse of College documents, records, or identification.
- b. Use, possession, or distribution of alcohol, narcotics, or dangerous drugs except as permitted by law and College regulations.
- c. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities on College premises.
- d. Theft or damage to property of the College or of a member of the College faculty, of a College student, or of a campus visitor.
- e. Unauthorized entry to or use of College facilities.
- f. Knowingly furnishing false information to the College.
- g. Conduct which adversely affects the student’s ability to function as a member of the academic community.
- h. Misuse of computers including but not limited to:
  - 1) Unauthorized entry into a file to use, read, or alter it
  - 2) Unauthorized transfer of a file
  - 3) Downloading licensed software
  - 4) Abuse of computer time
  - 5) Infecting computers with a virus.

**3. Behavioral Misconduct**

Misconduct – Violation of College rules/policies or State/Federal laws. Behavioral misconduct includes but is not limited to:

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**TITLE**             *Student Code of Conduct*

- a. Failure to identify one's self when requested by College officials or failure to comply with directions of College officials acting in the performance of their duties.
- b. Physical abuse, harassment including sexual harassment, or conduct by any student at College sponsored or supervised functions, which threatens or endangers the health and safety of any person or creates a hostile or offensive educational environment for any person. Students who believe themselves victims of harassment or discrimination, including but not limited to sexual harassment or sexual assault, should refer to Board Procedure VII-012 Complaints Alleging Discrimination or Harassment Based on Age, Ancestry, Color, Creed, Disability, Genetic Information, Marital Status, National Origin, Race, Religion, Gender Identity or Expression, Sexual Orientation, or Veteran Status, as well as Discrimination on the Basis of Sex and/or Board Procedure VII-012.1 Jefferson College Title IX Sexual Harassment Procedure and Grievance Process.
- c. Disorderly or immoral conduct or expression, breach of the peace and aiding or inciting another to breach the peace, or infringement upon the rights of others either on College-owned property or at College-sponsored or supervised functions.
- d. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or controlled property or at College-sponsored functions, except as permitted by law and College regulations.
- e. Dressing or personally appearing in a manner which unduly disturbs a classroom, instructional activity, or other College activity.

**Rules of Procedure for Violations of the Student Code of Conduct**

**1. Preamble**

The following Rules of Procedure shall be followed in any disciplinary proceedings for violations of the Student Code of Conduct. These Rules of Procedure are intended to ensure that appropriate due process is provided in student disciplinary proceedings and to provide clear procedures for these proceedings. The application of these procedures does not imply or create immunity from civil or criminal proceedings.

**2. Definitions**

As used in these rules the following definitions shall apply:

Conduct Officer: For purposes of informal dispositions of disciplinary matters, the term Conduct Officer shall mean the Student Conduct and Care Team Coordinator or their designee.

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**TITLE**             *Student Code of Conduct*

Director of Student Compliance: For the purposes of formal disposition of disciplinary matters, the term Director of Student Compliance shall mean the Director of Student Compliance or their designee.

Appeal: The exercise of the right to appeal by the student or Conduct Officer where discipline of suspension or expulsion is imposed.

Reprimand and Warning: A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions if the student engages in the same misconduct again or commits any other violation of this code.

Disciplinary Probation: After a finding of violation of the Student Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period. As a condition of probation, the student may be required to participate in a specific program, such as a counseling program, an educational session or project, or write a position paper on a topic related to the violation.

Disciplinary Suspension: An involuntary separation of the student from the institution for misconduct apart from academic performance for a specified period of time. Suspension differs from expulsion in that after the stated time period the student is eligible to be readmitted.

Disciplinary Expulsion: Permanent dismissal for disciplinary reasons.

Other Disciplinary Sanction: Restitution, restriction, denial of privilege, assignment to perform services for the benefit of the College or community; or other sanction that does not result in the student being denied the right to attend classes.

Review: The exercise of the right of the student or Conduct Officer to request review by the Vice President of Student Services, whether or not discipline is imposed and when the discipline imposed is other than suspension or expulsion.

Student: A person currently enrolled in the College or one who was enrolled at the time of the alleged infraction. For the purpose of these rules, student status continues whether or not the College's academic programs are in session. A person not falling within the definition of a student may not be entitled to the benefits of these procedures but shall be subject to prosecution by civil authority for illegal actions.

**3. Rules of Procedure**

Section 1.     Initiation of Disciplinary Proceedings

Any employee or any student of the College may request initiation of disciplinary procedures against any student suspected of violation of Board policies or College regulations.

Section 2.     Designation of College Official for Administration of Discipline

The Student Conduct and Care Team Coordinator is the primary officer for administration of discipline for unacceptable conduct or for conduct which involves infraction of College rules and regulation, and they will initiate disciplinary action in accordance with these regulations.

Section 3.     Preliminary Procedures

Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein.

The appropriate Conduct Officer shall investigate any reported student misconduct before initiating disciplinary procedures and give the student the opportunity to present their personal version of the incident or occurrence. The Conduct Officer may discuss, consult, and advise with any student whose conduct is called into question. The student shall attend such consultations as requested and shall be given a copy of these Rules of Procedure. The Conduct Officer, in making the investigation and disposition, may utilize students, faculty, staff, or administrators to make recommendations which shall be considered in carrying out the authority granted under the Conduct Officer. Any written correspondence between the Conduct Officer and the student that is not hand delivered to the student by the Conduct Officer shall be sent to their jeffco.edu account or sent certified, return receipt requested.

Section 4.     Informal Disposition

The Conduct Officer, after investigation, shall have the authority to impose appropriate discipline. The Conduct Officer shall fix a reasonable time (such as five {5} business days) within which the student shall either accept or reject such proposed disposition. Failure of the student to respond in writing within the time fixed shall be deemed to be an acceptance, and in such event, the proposed disposition shall become final upon expiration of such time. Where the disposition proposed in the preliminary proceeding is not accepted by the student in writing, the matter shall be referred to formal disposition

**PROCEDURE#**      *VII-007 (Page 6 of 10)*  
**TITLE**              *Student Code of Conduct*

for resolution. The Conduct Officer, at their discretion, may refer cases to formal disposition without first offering informal disposition.

Section 5.      Temporary Removal from a Facility

The supervisor of an educational or service area may at any time suspend or remove a student from the supervisor's assigned area of responsibility pending informal or formal procedures when they find and believe from information coming to their attention that the presence of a student in that area is seriously disruptive or there is reason to believe that the student is in violation of the Code and the student's continued presence will constitute further violation. Such summary removal shall not exceed a period of five (5) business days, unless within such time the College has commenced disciplinary procedure and diligently pursues each procedure to its conclusion, in which event such summary removal may be continued until such conclusion.

Section 6.      Temporary Suspension

The President or any Conduct Officer may at any time suspend or deny re-admission to a student from the College pending formal procedures when they find and believe from information coming to their attention that the presence of a student on campus would seriously disrupt the operation of the College or constitute a danger to the records or other physical properties of the College or to the health, safety, or welfare of the student or other persons. Such summary suspension shall not exceed a period of five (5) business days, unless within such time the College has commenced formal disciplinary procedure and diligently pursues each procedure to its conclusion, in which event such summary suspension may be continued until such conclusion.

Section 7.      Formal Disposition

- a.      General Statement of Procedures: A student charged with a breach of College rules or regulations or conduct in violation of the Student Code of Conduct is entitled to a written notice of the alleged violation(s), its source in College policy, and a formal conference unless the matter is disposed of under the rules for informal disposition. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases.
  
- b.      Notice of Alleged Violation(s): The Conduct Officer shall initiate disciplinary actions by arranging with the Director of Student Compliance to call a formal conference and by giving written notice by jeffco.edu email, certified mail, or personal delivery to the student charged with misconduct, which shall set forth the date, time, and place of the alleged violation; the conduct to be inquired into; and the date, time, and place of formal conference before the Director of Student



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Compliance. Notice by certified mail may be addressed to the last address currently on record with the College.

Failure by the student to have their current correct local address on record with the College shall not be construed to invalidate such notice.

- c. Rules for Formal Disposition: The Director of Student Compliance shall have the right:
- 1) In cases involving more than one student which arise out of the same transaction or occurrence, to hear such cases together (in that event, separate findings and determinations for each student shall be made).
  - 2) To permit a stipulation of facts by the Conduct Officer and the student involved.
  - 3) To permit the incorporation in the record by a reference of any document, affidavit, or other thing produced and desired to be incorporated in the record by the College or the student charged.
  - 4) To question witnesses or other evidence introduced by either the College or the student at any time.
  - 5) To hear from the Conduct Officer about dispositions made in similar cases and any dispositions offered to the student.
  - 6) Add additional witnesses or require additional investigation.
  - 7) To dismiss any action at any time or permit informal disposition as otherwise provided.
  - 8) To at any time permit or require amendment of the Notice of Alleged Violation(s) to include new or additional matters which may come to the attention of the Director of Student Compliance before final determination of the case, provided, however, that in such event the Director of Student Compliance shall grant to the student or Conduct Officer such time as the Director of Student Compliance may determine reasonable under the circumstances to answer or explain such additional matters.
- d. Student Rights Upon Formal Conference
- 1) To make any statement to the Director of Student Compliance in mitigation or explanation of the conduct in question that the student desires.
  - 2) To have an advisor of their choice appear with them and to consult with such advisor during the conference.
  - 3) To hear or examine evidence presented to the Director of Student Compliance against them at the conference.

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**TITLE**             *Student Code of Conduct*

- 4) To present evidence by witness or affidavit of any defense the student desires.
  - 5) To be informed in writing of the findings of the Director of Student Compliance and any discipline they imposes.
  - 6) To appeal to the Vice President of Student Services or President as herein provided.
- e. Determination by Director of Student Compliance: The Director of Student Compliance will examine the documentation relating to the matter-meaning the allegation(s), investigative materials, and formal conference information and make a determination within five (5) business days after submission of the documentation and conclusion of any and all conferences. The Director of Student Compliance may, in their sole judgement and discretion, contact any individual to seek additional information if they deem such information necessary to reach a decision. The Director of Student Compliance shall then make their findings and determination. Separate findings are to be made:
- 1) As to the conduct of the student.
  - 2) On the discipline, if any, to be imposed.

No discipline shall be imposed on the student unless the Director of Student Compliance is reasonably convinced by the evidence that the student has committed the violation charged and should be therefore disciplined.

Section 8.     Record of the Case

The record of the case shall be maintained and kept as long as the discipline imposed shall be in force, or for seven (7) years. The notice, exhibits, record, and the findings and determination shall become the "Record of the Case" and shall be filed in the Student Conduct and Care Team Office and, for the purpose of appeal, be accessible at reasonable times and places to both the College and the student.

Section 9.     Right of Appeal

- a. When a student is suspended, expelled, or dismissed, the Conduct Officer or the student may appeal such decision to the Vice President of Student Services by filing written notice of appeal with the Vice President of Student Services within ten (10) consecutive calendar days after notification of the decision of the formal disposition. A copy of the Notice of Appeal will be simultaneously given by the student to the Conduct Officer or by the Conduct Officer to the student. The appealing party may file a written memorandum for consideration by the Vice President of Student Services with the Notice of Appeal, and the Vice President

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**TITLE**             *Student Code of Conduct*

of Student Services may request a reply to such memorandum by the student or the Conduct Officer.

- b. The Vice President of Student Services shall review the full record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Conduct Officer, Director of Student Compliance, and the student, in writing, of the decision on the appeal.
- c. The Conduct Officer or the student may thereafter appeal to the President of Jefferson College by filing a written Notice of Appeal with the President of the College and giving notice to either the student or the Conduct Officer, as appropriate. Such Notice of Appeal must be filed within ten (10) consecutive calendar days of the notification of action by the Vice President of Student Services.
- d. The appealing party may file a written memorandum for consideration by the President with the Notice of Appeal and the President may request a reply to such memorandum by the student or the Vice President of Student Services.
- e. The President shall take such action on the appeal as they deem appropriate. The President shall notify the student, the Conduct Officer, Director of Student Compliance, and the Vice President of Student Services in writing of their decision.

Section 10.    Right to Petition for Review

- a. In all cases where the discipline imposed through formal disposition is other than suspension or expulsion, the Conduct Officer or the student may petition the Vice President of Student Services in writing for a review of the decision within five (5) consecutive calendar days after the notification of the decision of the Director of Student Compliance and by serving a copy of the Petition for Review upon the non-appealing party within such time. The Petition for Review shall cite the ground or reasons for review, and the non-appealing party may answer the petition within five (5) consecutive calendar days if they so desire.
- b. The Vice President of Student Services may grant or refuse the right of review. If the Vice President of Student Services reviews the decision, the action of the Vice President of Student Services shall be final unless the decision is to refer the matter for further proceedings.

**PROCEDURE #**     *VII-007 (Page 10 of 10)*  
**TITLE**             *Student Code of Conduct*

Section 11.     Status During Appeal

In cases of suspension or expulsion where a Notice of Appeal is filed within the required time, a student may petition the appellate authority in writing for permission to attend classes pending final determination of the appeal. The appellate authority may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such continuance shall not seriously disrupt the College or constitute a danger to the health, safety, or welfare of the College community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the formal disposition.

Section 12.     Notification of a Victim

- a.     A person who is a victim of any misconduct for which disciplinary proceedings are conducted under this code is entitled to participate in all proceedings.
- b.     If the subject matter of the disciplinary proceeding involves a crime(s) of violence and/or sex offense(s) and the accused is found responsible, the Conduct Officer is required to notify the victim of the outcome of the disciplinary proceedings within five (5) business days after the proceedings have been concluded.
- c.     If the student(s) against whom a sanction(s) is rendered discusses the disciplinary process, or the outcome of the disciplinary process, in a public forum, any claim to confidentiality is waived.

**BOARD MONITORING**

The Vice President of Student Services shall implement and monitor this procedure.

**PROCEDURE #**     *VII-008 (Page 1 of 1)*  
**TITLE**             *Student Publications*

**TYPE**               Student Services

**RATIONALE**

**APPROVED**        February 15, 2007

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**     *VII-009 (Page 1 of 6)*  
**TITLE**             *Accommodations for Students with Disabilities*

**TYPE**                Student Services

**RATIONALE**

**APPROVED**         **July 14, 2011**

## **PROCEDURE**

### **In General**

Jefferson College provides reasonable accommodation to qualified students with disabilities pursuant to the Americans with Disabilities Act, as amended by the ADA Amendments Act of 2008 (“ADA”), the Rehabilitation Act of 1973, and other relevant laws. The College also permits qualified students with disabilities to use service animals or other authorized animals in College facilities and on the College campus and sites. The College does so in order to ensure that qualified students with disabilities can participate in and benefit from College services, programs and activities; and to ensure that the College does not discriminate on the basis of disability pursuant to the ADA, Section 504 of the Rehabilitation Act of 1973 and all other applicable laws.

Under federal and state law, the term “disability” refers to a physical or mental impairment that substantially limits one or more major life activities. The term also includes persons who have a record of such an impairment or are regarded as having such an impairment.

A student with a disability must contact the Accessibility Resource Office Coordinator in order to begin the formal request for the accommodation process. The student must present appropriate documentation of disability that supports requested accommodations. The student will meet with Accessibility Resource Office Coordinator to discuss needs, arrangements, responsibilities, etc.

In determining the College’s ability to offer reasonable accommodation to an otherwise qualified student with a disability, each request for accommodations will be evaluated on a case-by-case basis. Factors to be examined include, among others:

- the academic and technical standards required for admission or participation in an education program or service;
- the purpose and nature of the program, course and/or service;
- the precise education-related abilities and functional limitations of the student and if the accommodation(s) provides a reasonable opportunity for equal access;
- the nature and cost of the accommodation upon the operation and educational mission of the College, course, program, service and/or activity; and other federal, state and local regulatory requirements;
- the essential elements of the academic program involved.

**PROCEDURE #**     *VII-009 (Page 2 of 6)*  
**TITLE**             *Accommodations for Students with Disabilities*

**Request for Reasonable Accommodation**

An otherwise qualified student who identifies him/herself as having a disability and requests reasonable accommodation will be required to provide current and appropriate documentation, which indicates that the student has a substantial limitation in a major life activity such as learning, seeing, walking, hearing, etc. This documentation may include psycho-educational assessment, medical records, etc., sufficient to establish the existence of a physical or mental impairment and the need for accommodation. The student will meet with the Disability Support Services Coordinator to discuss his or her disability, present the documentation and request accommodations. The Accessibility Resource Office Coordinator and the student will then develop a proposed written accommodation plan to represent to the College Accommodations Committee for approval.

The Accommodations Committee will review the documentation prior to approving the request for accommodations. The student requesting accommodations will need to allow sufficient time for the College review and approval process. Accommodations are not provided retroactively.

**Providing Reasonable Accommodation**

Determinations of whether the College is required to provide accommodations will be made by the Accommodations Committee. Determinations are based upon whether:

- the student has a disability
- the disability substantially limits him/her in a major life activity
- the documentation presented is current, is based on adult assessment and supports the need for appropriate accommodations
- the accommodation(s) has a reasonable opportunity to provide equal access
- the determination of whether and/or what reasonable accommodation will be made for a student will be made by the Accommodations Committee which may consult with other appropriate personnel.

Once accommodations are approved, the Accessibility Resource Office Coordinator will create the faculty notification letters. In order to receive accommodations, the student is responsible for delivering the memos and discussing the appropriate accommodations with appropriate College personnel. It is the student's responsibility to promptly inform the Accessibility Resource Office Coordinator of problems with his/her accommodations. The Accessibility Resource Office Coordinator will maintain a confidential file which includes: documentation of the student's disability, the student's written accommodation plan, and historical information that documents the College's response to the student's request for accommodations.

**PROCEDURE #**     *VII-009 (Page 3 of 6)*  
**TITLE**             *Accommodations for Students with Disabilities*

**Services May Include**

- assistive technology (CCTV, JAWS, Dragon Naturally Speaking, and Natural Voice)
- assistance with registration
- accommodations for placement test
- basic skills coursework
- accessible parking
- liaison with faculty and staff
- liaison with vocational Rehabilitation
- Telecommunication Device for the Deaf
- Sign language interpreting services
- classroom adaptations
- extended test-taking time
- out-of-class testing
- classroom note takers
- test readers
- test scribes
- additional peer tutoring
- large print copies of tests and classroom materials
- print magnifiers
- note taking paper and scribes
- services to obtain textbooks on CD
- CD players, MP3 players, and Victor vibes

**Students Who Reject Reasonable Accommodation(s)**

If a qualified student with a disability rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the student to perform or meet the academic, technical or other standards requested for admission or participation on the educational program, activity or other service in question, the student may not be considered a qualified individual with a disability, and admission to or current enrollment in the program, course, activity or service in question may be denied, withdrawn or modified; or the individual could proceed unless the safety of self or others is at risk.

A student has a right to choose not to disclose a disability; however, if a student chooses not to disclose a disability to the Accessibility Resource Office, the student is not covered under the ADA or under Section 504, and he or she will not receive accommodations or support services. Should a student choose not to disclose a disability and then later decide to disclose the disability, any newly requested accommodations are not provided retroactively.



**PROCEDURE #**     *VII-009 (Page 4 of 6)*  
**TITLE**             *Accommodations for Students with Disabilities*

**Grievance Process for Students with Disabilities Regarding Academic and Other ADA Accommodations**

The College is committed to the elimination of arbitrary or unreasonable practices which result in discrimination. All groups operating under the policies of the College, including all employees, student governments and programs sponsored by the College are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act, the ADA, and Board Policies, the College does not discriminate on the basis of disability.

**Purpose and Scope**

This procedure provides students with disabilities an opportunity to resolve complaints regarding academic and other accommodations in accordance with Section 504 of the Rehabilitation Act and Title II of the ADA. All other complaints by students shall be made pursuant to other appropriate complaint procedures.

This procedure allows for complaints from employees who are asked to provide accommodation(s) for students. However, if the accommodation is approved by the College Accommodations Committee, the employee will provide the student accommodation(s) while he/she is appealing the requested accommodation(s). All other complaints of disability discrimination by employees shall be made pursuant to the Employee ADA Grievance Procedure.

**Definitions**

- *ADA Compliance Coordinator* – The individual designated to receive the formal ADA grievance form and to oversee the investigation, mediation and processing of complaints brought under this procedure. Contact information for ADA Compliance Coordinator appears at the end of this procedure.
- *Accessibility Resource Office Coordinator* – Develops a written proposed accommodations plan by detailing the student’s request for services and providing appropriate disability documentation for committee review and discussion.
- *College Accommodations Committee* – Serves as an active, voting committee engaged in the process of accommodation approval for eligible students. The Committee approves or denies accommodations based on information and interpretation provided in appropriate professional evaluations.
- *Student* – An individual with a disability or perceived disability who has been accepted to the College and is enrolled in classes or taking appropriate action to enroll in class.
- *Employee who has been asked to provide the accommodation(s)* – An employee who has been asked to provide an accommodation(s) for a student with a disability. An employee who has received notice from the Accessibility Resource Office Coordinator that a person with a disability is entitled to an accommodation(s) based on presented

**PROCEDURE #**     *VII-009 (Page 5 of 6)*  
**TITLE**             *Accommodations for Students with Disabilities*

documentation must provide the accommodation(s) during the processing of the complaint.

- *Complainant* – A complainant may be either a student or an employee who has been asked to provide the accommodation(s) for a student with a disability.
- *Working Days* – Will mean calendar days but will not include Fridays during the summer flexible schedule, Saturday, Sunday, College-designated holidays or semester breaks.

**Informal Complaint Process**

Whether it is an issue regarding approved accommodations or the implementation of such accommodations, the complainant should first attempt to resolve the matter informally by requesting a conference with the Accessibility Resource Office Coordinator, who will work to resolve the matter with the Accommodations Committee, faculty member or other appropriate employee(s). If the matter is not resolved, a request for reconsideration may be made through the normal administrative channels (division chair, dean, vice president for academic affairs or administrative dean, as appropriate). Complainants are encouraged to use the informal complaint process but the informal complaint process is not a prerequisite to the filing of a formal grievance.

**Formal Grievance**

A complaint must be filed in writing by filing an ADA/504 Formal Grievance Form with the Accessibility Resource Office Coordinator with 15 working days of the date of the occurrence giving rise to the complaint. The ADA/504 Formal Grievance Form is located in the Accessibility Resource Office. The complaint shall contain the name, address, telephone number and email address (if applicable) of the person filing it, and describe the alleged violation with as much detail as possible, including the date of the occurrence complained of, the person(s), and department involved.

**Step 1**           The complaint shall be forwarded to the ADA Compliance Coordinator. It shall also be forwarded to the Accommodations Committee, faculty member or Associate Dean, as appropriate, for conference and resolution efforts with the complainant, using normal administrative channels which resolution efforts shall not exceed ten (10) working days after the filing of the complaint.

Within five (5) working days after the conclusion of the ten (10) working day period, or the date of the final departmental resolution effort, whichever date is earlier, the Accessibility Resource Office Coordinator shall render a written decision and forward a copy to the complainant.

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**TITLE**             *Accommodations for Students with Disabilities*

**Step 2**            If the complainant is not satisfied with the decision and wishes to file an appeal, the complainant shall notify the ADA Compliance Coordinator within ten (10) working days of the date of the decision, who shall promptly notify the appropriate Dean.

The Dean will conduct an investigation, and attempt to resolve the grievance, which may include a conference. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. The Dean will make a decision within ten (10) working days after receipt of the appeal.

The student may request another person to represent him/her at the conference. A representative may represent the student at the conference, provided the student is also present, at the discretion of and to the extent permitted by the College.

**Step 3**            If the complainant is dissatisfied with the Dean's decision, he/she may appeal to the College President, whose decision will be final. The complainant must deliver a written appeal to the College President within five (5) working days of issuance of the Dean's decision.

The College President will conduct an investigation after receipt of the appeal request, which may include a conference. He/she will render a decision and the reasons for it in writing within ten (10) working days following the receipt of the appeal request. He/she may affirm, reverse or modify the Dean's decision in whole or in part. The decision of the College President shall be final.

Dates may be extended with the permission of all parties concerned.

The ADA Compliance Coordinator is:

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

**BOARD MONITORING**

**PROCEDURE #** *VII-010 (Page 1 of 17)*  
**TITLE** *Department of Athletics Drug Policy and Testing Program*

**TYPE** Student Services  
**RATIONALE** Ensure compliance with state and federal laws and NJCAA statements regarding athletes' use of illegal drugs  
**APPROVED** **June 12, 2008 (Updated June 14, 2018)**

## **PROCEDURE**

### **NJCAA Position Paper: Substance Use and Abuse**

The National Junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a two-year college may be as varied as their experiences before attending college.

Given this perspective, the NJCAA accepts its responsibility by seeking to provide a competitive environment that is free from drug and substance abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

It is the position of the NJCAA to serve as a resource and referral agency for any student-athlete, coach, or administrator who wishes to secure information relative to the effects, consequences, and potential avenues of treatment for substance abuse; to coordinate the efforts of coaches and athletic administrators, in their efforts to serve as educational liaisons for those student-athletes wishing to further their athletic careers at four-year institutions, that are subject to drug testing procedures; and to continue to endorse and encourage efforts on the part of member institutions to educate their athletes on the implications of drug usage, in their lives beyond athletics.

It is the fundamental belief of the NJCAA that athletic participation is a privilege and those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. In response to any violations of this nature that occur and are detected in NJCAA-sponsored events, continuation of rights and privileges of participation by the individual or the institution will be reviewed and revoked, as appropriate. (2017, July 1) Retrieved from NJCAA website [http://www.njcaa.org/member\\_colleges/handbook](http://www.njcaa.org/member_colleges/handbook)

The NJCAA requires of its member institutions the following:

1. Development and implementation of an alcohol, tobacco, drugs, and other controlled substances awareness education program for all members of intercollegiate athletic department staff and student-athletes.

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**TITLE**             *Jefferson College Department of Athletics Drug Policy and Testing Program*

2. Development and distribution of an institutional policy statement relative to the use and abuse of alcohol, tobacco, drugs, and other controlled substances. This policy statement should address participation and the expectations of the member institution for each intercollegiate athletic department staff member and student-athlete's standard of behavior.
3. Development and implementation of a plan for referral, treatment, and rehabilitation for all intercollegiate athletic department staff members and student-athletes with drug and/or alcohol-related problems.
4. By using various resources of individual institutions in response to institutional needs and demands, investigate the feasibility of a complete and comprehensive drug use and abuse screening program.

Substances banned for use by student-athletes competing in NJCAA-sponsored events are found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used regardless of whether it is specifically listed as an example by the NCAA. (2017, July 1)  
Retrieved from NJCAA website <http://www.ncaa.org/2017-18-ncaa-banned-drugs-list>

**I.       Jefferson College Department of Athletics Drug Policy and Testing Program**

Jefferson College recognizes that in the highly competitive world of college athletics, the pressure to succeed is tremendous. As a result, the temptation to use performance-enhancing drugs and other controlled substances is ever-present. The use of drugs creates a very real danger to the health of the student-athlete (any individual who participates in an athletic program or receives athletic aid). Furthermore, the intense pressure to succeed often results in the exploitation of student-athletes who may be pressured by others to take drugs in order to enhance their athletic performance. Jefferson College believes that a comprehensive drug education and testing program is an essential step in protecting the student-athlete from the harmful effects of drug use and from potential exploitation by others. All student-athletes must abide by the rules and regulations of the drug policy and testing program. Consent and notification forms signed by the student-athlete will be considered affirmation of the student-athlete's agreement to the terms and conditions contained in the policy and procedures and will be legal contractual obligations of the student-athlete. The Jefferson College Department of Athletics Drug Policy and Testing Program is the sole property of Jefferson College and is separate and distinct from NJCAA policies, rules, and sanctions.

**II.     Purpose of the Jefferson College Department of Athletics Drug Policy and Testing Program**

The primary intent of the Jefferson College Department of Athletics Drug Policy and Testing Program is the well-being of the student-athlete. The goal of this program is to

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promote a drug-free environment for the intercollegiate athletic program. Its purposes are to prevent an unfair competitive edge by those who abuse certain chemical substances, to protect the health and safety of all competitors, to contribute to the education of student-athletes and the public, and to maintain appropriate standards of behavior and integrity within intercollegiate sports.

**III. Educational Programs**

Education and counseling are the cornerstones of the program. These program components are designed to alert student-athletes and other students associated with the Jefferson College Athletic program to the potential harm from substance abuse.

**IV. Drug Testing Protocols**

**A. Goals of the Jefferson College Department of Athletics Drug Testing Program**

Jefferson College will employ reasonable drug testing procedures in order to accomplish the following goals:

1. Educate student-athletes concerning the health risks associated with the use of illicit drugs, alcohol, energy drinks, and tobacco products.
2. Identify student-athletes who have drug, alcohol, or tobacco products use/abuse problems.
3. Afford student-athletes a reasonable means to avoid drugs, alcohol, and tobacco products.
4. Ensure overall compliance with the policies on illegal or harmful drugs.
5. Deter student-athletes from using/abusing drugs, alcohol, and tobacco products.

**B. Administrators of the Drug Testing Program**

The Jefferson College Athletic Trainer is the chief administrator of the drug testing program. Specimen collection will be performed by trained or certified collectors. In order to safeguard reliability and accuracy of results, the drug testing analysis will be conducted by a SAMHSA-certified or WADA-accredited laboratory that is experienced in the drug testing of student-athletes. Each student-athlete will complete a mandatory drug test in the fall of each academic year. A total of 5% of each team will be tested randomly each month. Additional testing may be done when there is reasonable suspicion of drug use, or when an athlete starts college at a later date than the initial fall testing date.

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**TITLE**             *Jefferson College Department of Athletics Drug Policy and Testing Program*

C.     Notification and Consent

1.     Prospective student-athletes will be informed of the Jefferson College Department of Athletics Drug Policy and Testing Program as part of the recruitment process. Jefferson College student-athletes must abide by the Drug Policy and Testing Program.
2.     The Drug Policy and Testing Program will be provided to each student-athlete and all members of the coaching staff at the beginning of each academic year. The document will also be available on the Jefferson College Athletic website homepage.
3.     Prior to athletic participation (practice, game, conditioning, lifting, or physical team functions), each student-athlete shall be required to sign the Consent for Drug Testing form (Appendix A) stating that he/she has read the policy statement and understands its ramifications and has agreed to participate in the program.
4.     Student-athletes shall be informed that failure or refusal to sign the consent form will result in the prohibition of that student-athlete from participation in the athletic programs at Jefferson College and a loss of all athletic scholarships.
5.     The student-athlete may be notified by Jefferson College email or in-person no more than 24 hours before he/she is scheduled to appear for a drug test. After the student-athlete has been notified, he/she will complete the Drug Testing Student-Athlete Notification Form (Appendix B). The form must be completed in person within six (6) hours of being notified. If unable to complete in person, the student-athlete will be required to contact the Athletic Trainer by phone or email to make other arrangements to complete. The student-athlete must provide a valid urine specimen within 24 hours of the time of notification. If the student-athlete misses the assigned time of test on campus, he/she will be required to test at the drug testing facility in Festus, MO. Transportation will not be provided by Jefferson College. Failure to provide a valid urine specimen within 24 hours will be treated as a first positive result (Section V.A.3).

D.     Confidentiality

Jefferson College's goal is to ensure confidentiality of any student-athlete who is selected for random or reasonable suspicion drug testing, confesses to drug/alcohol/ tobacco product use, is found positive for drug/alcohol/tobacco products use through testing, or is otherwise discovered to be using drugs/alcohol/tobacco products. Test results shall be kept in confidential files separate from a student-athlete's permanent educational records. All information

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and records under the Department of Athletics policy, including test results, will remain confidential to the extent permitted by law and will be released only to the following people:

1. Athletic Trainer/Drug-Testing Administrator
2. Director of Athletics
3. Vice President of Student Services or designee
4. Head Coach of Sport
5. Other College officials, parents, or individuals that are authorized by the policy or the individual

E. Drugs for which Testing will be Conducted

All substances, as specified in the NCAA Banned Drug List (Appendix C), may be tested. Refer to NCAA website (<http://www.ncaa.org/health-safety>) and Dietary Supplement Resource Exchange Center (REC) website ([www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)) for educational resources on banned substances and supplements. All student-athletes are ultimately responsible for anything they put in their body.

F. Over-the-Counter Dietary Supplements

Note: Dietary Supplements are not currently regulated by the FDA and thus, the ingredients listed on the label may not be comprehensive. A potential exists that a supplement may contain a substance unbeknownst to the consumer, which could result in a positive drug test. Therefore, Jefferson College strongly urges student-athletes to be discretionary in their use of these products.

G. Disclosure of Other Medications

If the student-athlete is taking any over-the-counter or prescription medications, the testing may produce a positive result. Consequently, the individual submitting to the drug test must disclose any over-the-counter or prescription medications to the Jefferson College Athletic Trainer prior to being tested. All prescription medication must be documented in the student-athlete's medical file in SportsWare prior to notification of drug testing. Individuals who fail to provide the verification of medication and have a positive result will be subject to the consequences specified for positive results.



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H.      Methods for Selecting Student-Athletes for Testing

1.      Random – The student-athlete may be selected at any time throughout the academic year. Jefferson College reserves the right to perform drug testing on an individual and/or an entire team at any given time. For routine random testing, Jefferson College utilizes an offsite and independent company through the use of a computer random select software program to determine who will be tested. Testing is held often throughout each semester.
2.      Reasonable Suspicion – Any student-athlete may be required to be drug tested if an administrator, director, or athletic staff member, having an opportunity to observe the student-athlete’s behavior, physical conditioning, or performance, concludes there is reasonable cause to suspect drug/alcohol/ tobacco use. Any student-athlete may be required to be drug tested if he/she confesses to being in the presence of other individuals who are using or in possession of illegal substances after being confronted by an administrator, director, or athletic staff member. Before requiring testing procedures under such circumstances, the individual will consult with the Director of Athletics and the Athletic Trainer and complete the Drug Testing Reasonable Suspicion Reporting form (Appendix D). Reasonable suspicion may include, without limitation:
  - observed possession or use of substances appearing to be prohibited drugs;
  - arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; or
  - observed abnormal appearance, conduct, or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete’s abnormal conduct or performance are, but are not limited to: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and illegal involvement.

Once the Reasonable Suspicion Report Form has been received by the Vice President of Student Services, the determination will be made as to if there is enough evidence to warrant that the individual be tested at the next scheduled test date.

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I.     Specimen Collection Procedures

Collection procedures can be obtained by contacting the Drug Testing administrator.

J.     Notification of Results

The laboratory performing the drug test analysis will communicate the results of the testing to their contracted collector, who delivers the results to the Athletic Trainer.

If a positive result occurs, the Athletic Trainer notifies the Director of Athletics. The Director of Athletics then notifies the Vice President of Student Services or designee, the Head Coach, and the student-athlete.

In the event of a negative result for an initial test, no further communication is made. In the event of a negative test result for a follow-up test, communication is made to the Director of Athletics and the student-athlete.

V.     **First Positive Result**

A.     A first positive result can occur when:

1.     A student-athlete confesses to substance abuse after being confronted by an administrator, director, or athletic staff member.
2.     A student-athlete has a first positive confirmed drug test.
3.     The student-athlete is not able to produce a valid sample within 24 hours after being notified that he/she is being drug tested.

B.     Following a student-athlete's confession to substance abuse after being confronted by an administrator, director, or athletic staff member, the student-athlete will be notified in writing by the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation, and the student-athlete will be drug tested.

C.     Following a student-athlete's first positive confirmed drug test, the student-athlete will be notified in writing by the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation.

D.     If a student-athlete fails to provide a valid urine specimen within 24 hours after notification of being drug tested, the student-athlete will be notified in writing by

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the Director of Athletics and the Athletic Trainer, or their designee, of a 30-day suspension from all athletic participation.

- E.     A student-athlete may request a hearing to appeal the positive result.

**VI.     Consequences of a Positive Result**

- A.     Following the first positive test, the student-athlete shall be required to:

1.     Attend mandatory substance abuse counseling. The number of counseling sessions will be determined by the counselor.
2.     Be immediately suspended from all Jefferson College Athletic Program activities until released by the counselor and the Director of Athletics.
  - a.     At a minimum, this suspension includes not participating in a number of intercollegiate games equal to 10% of the regular season limits set by the NJCAA. The Director of Athletics will determine this number for each sport and will inform the Head Coach before the beginning of each academic year.
  - b.     If the requisite number of games is not left during the current academic year, the suspension will not be carried out during the next academic year.
  - c.     While under suspension, the student-athlete must be outside of auditory and visual contact for practices, strength and conditioning, meetings, and retreats. The student-athlete may be a spectator in the stands at games.
3.     Provide a negative (clean) test to return to athletic-related activities.
4.     Be regularly drug tested through one calendar year from the time of the positive test. Any further positive tests will be considered a second offense.
5.     Be referred for adjudication through the Student Code of Conduct, Rules of Procedure in Student Disciplinary Matters, Student Handbook.

Should the student-athlete choose to transfer to another institution while under suspension, the Director of Athletics may note that the student-athlete was under disciplinary action on any athletic transfer documentation.

- B.     Follow-up test and reinstatement:

1.     At the end of the 30-day suspension period, the student-athlete will be follow-up tested.

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2. If a negative result occurs (no banned substances), the student-athlete will submit a letter requesting reinstatement to the Director of Athletics to petition for return to full participation status. The Director of Athletics will determine whether the student-athlete will be reinstated to full participation.
3. A positive result occurs (indicating further banned substance abuse) will be treated as a second positive result with the consequences designated in Section VI.C.
4. A student-athlete who is reinstated to full participation may be required to complete a follow-up drug test at any time in order to ensure compliance with this program. Such follow-up testing may continue for the duration of the student-athlete's participation in Jefferson College Athletics. In these instances, a positive result indicating banned substance use will be treated as a second positive result, with the consequences designated in Section VI.C.

C. Following the second positive test, the student-athlete will be subject to:

1. Immediate dismissal from the Jefferson College Athletic Program.
2. Revocation of all undisbursed athletic financial aid, including room and board.
3. Referral for adjudication through the Student Code of Conduct, Rules of Procedure in Student Disciplinary Matters, Student Handbook.
4. Appeals are not accepted. All determinations are final.

D. Appeal:

Student-athletes who wish to appeal a positive result under the terms of the Jefferson College Department of Athletics Drug Policy and Testing Program must request a hearing with the Director of Athletics, and/or his/her designee, within 48 hours of notification of a positive result:

1. If the 48 hours would end on a weekend, the request must be made by Noon on the next business day. Requests must be in writing and received by the Director of Athletics or his/her designee.
2. The student-athlete must present his/her case to the Director of Athletics, and will not be permitted to have legal and/or parental representation present.
3. The meeting should take place no more than 72 hours after the written request is received.

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4.     These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential.
5.     The decision by the Director of Athletics, or his/her designee, regarding the sanction to be imposed shall be final.

**VII.     Failure to Comply with the Testing, Counseling, or Treatment Programs**

- A.     Failure to report to a scheduled drug test will result in a positive result with sanctions outlined in Section V.D.
- B.     Failure to comply with the drug counseling program or the treatment program as outlined in Section VI.A. will result in the sanctions for a second positive result.
  - Failure to meet with the drug treatment/rehabilitation counselor and/or attend the treatment program within 30 days of the first positive result.
  - Failure to comply with the recommendations of the drug counselor and/or treatment program.
- C.     If the student-athlete tampers with the specimen, attempts to falsify or invalidate the result, interferes with the drug screen's ability to detect banned substances, or makes use of any test altering substance, the result will be considered a second positive result followed by sanctions outlined in Section VI.C.

**VIII.    Counseling Programs**

- A.     As noted, the primary intent of this program is the well-being of the student-athlete, and education and counseling are the cornerstones of the program.
- B.     Accordingly, any student-athlete with a positive result will be required to schedule and complete a confidential meeting with a drug treatment/rehabilitation counselor selected by the Athletic Trainer within 30 days after his/her positive result. It is the student-athlete's obligation to make and keep this appointment following notification of a positive result. If further drug counseling and rehabilitation are necessary, it will be in accordance with the needs of the student-athlete as determined by the counselor.
- C.     If the drug treatment/rehabilitation counselor deems appropriate to require further treatment, the student-athlete is required to attend all scheduled follow-up meetings. The student-athlete, subject to drug counseling and/or rehabilitation, must give consent for communication of the counselor's assessment(s) to the Director of Athletics and Athletic Trainer.

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- D.     If the counselor determines that the student-athlete has sufficiently completed the program, the counselor will provide documentation that the student-athlete has completed the counseling portion of the sanctions outlined in section VI.A.1.a.

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**TITLE** Jefferson College Department of Athletics Drug Policy and Testing Program

Appendix A



**ATHLETIC DEPARTMENT**

**Consent for Drug Testing**

I have read and understand the Jefferson College Drug Policy and Testing Program policy.

In response to any violations of this policy, continuation of rights and privileges of participation by the individual in Jefferson College Athletic Programs will be suspended or revoked, as appropriate.

I agree to undergo standardized drug testing, which will be conducted in accordance with the Jefferson College Drug Policy and Testing Program. I understand that the testing results can be provided to the individuals listed in the drug testing policy (Section IV.D). I further understand that failure to participate in good faith in the drug testing program may result in disciplinary action or revocation of athletic participation privileges as set forth in the Jefferson College Athletic Department Drug Policy and Testing Program.

\_\_\_\_\_  
Print Full Legal Name of Student-Athlete

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature of Student-Athlete or Parent/Guardian  
for persons under the age of eighteen (18 years)

\_\_\_\_\_  
Date

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**Appendix B**

**Jefferson College Drug Testing Program  
Student-Athlete Notification Form**

Student-Athlete: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Sport: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Time of notification: \_\_\_\_\_ a.m./p.m.

---

I, \_\_\_\_\_, the undersigned:  
(NAME)

Acknowledge being notified to appear for institutional drug testing and have been notified to report to the drug testing station at:

\_\_\_\_\_, on \_\_\_\_\_ on or before \_\_\_\_\_ a.m./p.m.  
(location) (date) (time)

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing.

I understand that I may have a witness accompany me to the drug testing site.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug Testing Consent and will result in a first positive test.

I understand that upon entering the testing facility, I will be asked to present my driver's license or Jefferson College student ID card and complete a consent form.

I understand that immediately after collection, I will witness the sealing of the specimen and the packaging of the specimen for shipment.

I understand that I will receive the "donor" copy of the chain of custody form for my records.

I understand that if unable to provide a sample at the time of test, I must remain at the testing site until a productive test can be obtained.

By signing below, I acknowledge being notified of my participation in institutional drug testing, and I am aware of what is required of me in preparation for this drug testing event.

Student-Athlete's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I can be reached at the following phone number on test day: \_\_\_\_\_

**Institutional Representative retain top portion of completed forms.**



-----For Student-Athlete -----

**Jefferson College Drug Testing Program**

Student-Athlete: \_\_\_\_\_

Location of test: \_\_\_\_\_ Date of test: \_\_\_\_\_ Time to report: \_\_\_\_\_

Report to the test site with picture identification. **DO NOT DRINK TOO MANY FLUIDS.**



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**TITLE** Jefferson College Department of Athletics Drug Policy and Testing Program

Appendix C

**NCAA Banned Drugs**

(July 2017) Retrieved from <http://www.ncaa.org/2017-18-ncaa-banned-drugs-list>

*It is your responsibility to check with the appropriate or designated athletics staff before using any substance.*

**The NCAA bans the following classes of drugs:**

1. Stimulants.
2. Anabolic Agents.
3. Alcohol and Beta Blockers (banned for rifle only).
4. Diuretics and Other Masking Agents.
5. Street Drugs.
6. Peptide Hormones and Analogues.
7. Anti-estrogens; and
8. Beta-2 Agonists.

**Note: Any substance chemically-related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

**Drugs and Procedures Subject to Restrictions:**

1. Blood and Gene Doping.
2. Local Anesthetics (under some conditions).
3. Manipulation of urine samples.
4. Beta-2 Agonists permitted only by prescription and inhalation.
5. Caffeine if concentrations in urine exceed 15 micrograms/ml.

**NCAA Nutritional/Dietary Supplements Warning:**

Before consuming any nutritional/dietary supplement product, **review the product with the appropriate or designated athletics department staff!**

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is **taken at your own risk.**

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**Note to Student-Athletes:** There is *no complete list* of banned substances. **Do not rely on this list to rule out any supplement ingredient.**

Check with your athletics department staff prior to using a supplement.

**Some Examples of NCAA Banned Substances in Each Drug Class:**

1. Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine; “bath salts” (mephedrone); etc.  
*Exceptions:* phenylephrine and pseudoephedrine are not banned.
2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenedione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epitrenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine; stanozolol; stenbolone; testosterone; trenbolone; etc.
3. Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. Street Drugs: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)
6. Peptide Hormones and Analogues: Growth hormone (HGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
7. Anti-Estrogens: Anastrozole; tamoxifen; formestane; ATD; clomiphene; etc.
8. Beta-2 Agonists: Bambuterol; formoterol; salbutamol; salmeterol; etc.

*Additional examples of banned drugs can be found at* (July, 2017) Retrieved from [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

***Any substance that is chemically-related to the class, even if it is not listed as an example, is also banned!***

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the **Resource Exchange Center 877/202-0769** or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password **ncaa1, ncaa2, or ncaa3.**

**PROCEDURE #** VII-010 (Page 16 of 17)  
**TITLE** Jefferson College Department of Athletics Drug Policy and Testing Program

**Appendix D**

**JEFFERSON COLLEGE - DEPARTMENT OF ATHLETICS  
DRUG TESTING REASONABLE SUSPICION REPORTING FORM**

I, \_\_\_\_\_, under the reasonable suspicion clause that is  
*(Jefferson College staff member)*  
outlined in the Jefferson College Drug Policy and Testing Program, report the following  
objective sign(s), symptom(s), or behavior(s) that I reasonably believe warrant

\_\_\_\_\_ be referred to the Director of Athletics or his/her  
*(Name of Student-Athlete)*  
designee for possible drug testing. The following sign(s), symptom(s), or behavior(s) were  
observed by me over the past \_\_\_\_\_ hours and/or \_\_\_\_\_ days.

**Please check below all that apply:**

The Student-Athlete has shown:

- irritability
- short tempered
- poor motivation
- failure to follow directions
- verbal outburst (e.g. to faculty, staff, teammates)
- physical outburst (e.g. throwing equipment)
- emotional outburst (e.g. crying)
- weight gain
- weight loss
- sloppy hygiene and/or appearance

The Student-Athlete has been:

- late for practice
- late for class
- not attending class
- receiving poor grades
- staying up too late
- missing appointments
- missing/skipping meals

The Student-Athlete has demonstrated the following:

- |   |  |
|---|--|
| <input type="checkbox"/> dilated pupils   | <input type="checkbox"/> over stimulated or "hyper"  |
| <input type="checkbox"/> constricted pupils   | <input type="checkbox"/> excessive talking   |
| <input type="checkbox"/> red eyes   | <input type="checkbox"/> withdrawn and/or less communicative                                     |
| <input type="checkbox"/> smell of alcohol on the breath                             | <input type="checkbox"/> periods of memory loss  |
| <input type="checkbox"/> smell of marijuana   | <input type="checkbox"/> slurred speech  |
| <input type="checkbox"/> staggering or difficulty walking                           | <input type="checkbox"/> recurrent motor vehicle accidents and/or violations (give dates _____ ) |
| <input type="checkbox"/> constantly running and/or red nose                         | <input type="checkbox"/> recurrent violations of Jefferson College Student Code of Conduct       |
| <input type="checkbox"/> recurrent bouts with a cold or the flu (give dates _____ ) |  |



**PROCEDURE #**     *VII-011 (Page 1 of 1)*  
**TITLE**            *Early Childhood Center(s)*

**TYPE**             Student Services

**RATIONALE**

**APPROVED**       February 15, 2007

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** VII-012 (Page 1 of 9)  
**TITLE** *Complaints Alleging Discrimination or Harassment*

**TYPE** Student Services  
**RATIONALE**

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

## **REVIEW CYCLE**

## **PROCEDURE**

Jefferson College does not discriminate against students enrolled in the College on the basis of their 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 (the “Protected Categories”) in admission or access to, or treatment in, its educational or student programs and activities. Similarly, the College does not permit the occurrence of discrimination/harassment on the basis of any of the Protected Categories.

The College has established this complaint procedure for addressing complaints by a student alleging that conduct or an action, policy, procedure, or practice constitutes discrimination/harassment on the basis of one or more of the Protected Categories, except Sexual Harassment. Procedures related to complaints of Sexual Harassment follow in VII-012.1.

### **Definitions**

- **“Complaint”** means an allegation of conduct or of action, policy, procedure or practice which would constitute discrimination/harassment on the basis of one or more of the Protected Categories.
- **“Compliance Coordinator”** means the College's Compliance Coordinator for students. This individual is the Vice President of Student Services, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050 (636) 481-3200/797-3000, ext. 3200.
- **“College”** means Jefferson College.
- **“Day”** means a school day, which is a day in which school is in session.
- **“Discrimination/Harassment”** means discrimination and/or harassment on the basis of one or more of the Protected Categories. For purposes of discrimination, the College (or its authorized employee) must be the alleged actor. For purposes of harassment, the alleged actor may be the College, an employee of the College, a student, or a visitor to the College’s facilities.
- **“Employee”/“School Personnel”** means, for purposes of this regulation, Board members, College employees, agents, volunteers, contractors, or persons subject to the supervision and control of the College.
- **“Student”** means a student enrolled in the College. A parent/legal guardian is permitted to make filings and take action under this policy on behalf of students under the age of 18.

**PROCEDURE #**     *VII-012 (Page 2 of 9)*  
**TITLE**             *Complaints Alleging Discrimination or Harassment*

**Prohibited Discrimination**

For purposes of this regulation, discrimination on the basis of one or more of the Protected Categories means that the College has treated a student in a discriminatory manner on the basis of one or more of the Protected Categories when compared to similarly situated students. In general, federal and state laws prohibit such discrimination on the basis of enrollment, facility access, counseling/guidance materials/tests/practices, vocational education, physical education, athletics, rules and regulations, pregnancy, health services, and College-sponsored extracurricular activities.

**Prohibited Harassment**

For purposes of this regulation, harassment on the basis of one or more of the Protected Categories consists of verbal or physical conduct relating to a student's age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, gender identity or expression, sexual orientation, or covered veteran status, when:

1. The harassing conduct is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the power or effect of substantially or unreasonably interfering with an individual's educational performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's educational opportunities.

Examples of conduct which may lead to or constitute discrimination/harassment on the basis of one or more of the Protected Categories include the following:

- Graffiti containing offensive language which is derogatory to others because of their membership in a Protected Category;
- Jokes, name-calling, or rumors based upon an individual's membership in a Protected Category;
- Slurs, negative stereotypes, and hostile acts which are based upon another's membership in a Protected Category;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a Protected Category;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, such person's membership in a Protected Category; and,
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by a person's membership in a Protected Category.

**Intake, Investigation, and Resolution of Student Complaints**

**1. Intake of Complaints**

- a. Any student who believes he or she has been the victim of discrimination/harassment based on one or more of the Protected Categories by a student, employee, or other personnel of the College, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the College, is encouraged to immediately report the alleged acts to any College administrator, or the College's Compliance Coordinator (whose contact information appears above in this regulation).
- b. To assist the College in addressing the matter promptly and thoroughly, a student reporting discrimination/harassment on the basis of one or more of the Protected Categories is encouraged to provide a written explanation that specifically details the student's concern. This regulation contains an easily understood form that may be used for this purpose. However, a student's refusal to make a report in writing does not relieve the College of the obligation to investigate a report.
- c. Before making the report, a student who believes that he or she has been subjected to discrimination/harassment on the basis of one or more of the Protected Categories is not required to confront the individual who is the subject of the student's concern.
- d. Any College supervisor or administrator who receives a report, orally or in writing, regarding discrimination/harassment on the basis of one or more of the Protected Categories must notify the Compliance Coordinator within one school day or within a reasonable time thereafter for good cause.

**2. Preliminary Review of Complaints**

Upon receipt of a report of discrimination/harassment on the basis of one or more of the Protected Categories, the Compliance Coordinator will review the complaint to determine if the factual allegations, if taken as true, would constitute a violation of any Jefferson College Policy and Procedure and whether investigation or any other action is appropriate. Complaints that cannot proceed under this Procedure may be referred to another Jefferson College Policy or Procedure as appropriate. The Compliance Coordinator may engage in limited fact gathering as part of this preliminary review.

**3. Investigation of Complaints**

The College desires to promptly address complaints alleging a violation of this regulation. Accordingly, the College has established a protocol for handling such complaints. This protocol sets forth specific deadlines within which various phases of



**PROCEDURE #**     *VII-012 (Page 4 of 9)*  
**TITLE**             *Complaints Alleging Discrimination or Harassment*

the process are intended to occur. These deadlines are subject to extension by the College for good cause or if extenuating circumstances exist. Regardless, the College remains committed to a prompt investigation and resolution of submitted complaints.

- a. Following a preliminary review of a Complaint, the Compliance Coordinator may choose to investigate the complaint or may, alternatively, appoint an internal or external investigator to investigate the complaint.
- b. The investigation shall be conducted in the manner deemed appropriate by the Compliance Coordinator. The College desires to investigate complaints in a prompt and thorough manner. The following timeframes will apply:
  - 1) The investigation must be commenced within two school days of the Compliance Coordinator's completion of a preliminary review of a complaint of discrimination/harassment on the basis of one or more of the Protected Categories.
  - 2) Absent extenuating circumstances, investigations will be completed within ten school days after the investigation commences. Changes or additions to a complaint will typically require an extension of time to ensure that the complaint is properly investigated. Similarly, scheduling issues and the unavailability of witness or relevant documents may also necessitate an extension of time.
- c. Investigation files shall be maintained separately from student educational files and employee personnel files.
- d. Confidentiality of personally identifiable student information obtained during investigations will be maintained in accordance with federal and state law. The College desires to protect the identity of complainants for as long of a time period as it is able to do so in accordance with law.

**4. Resolution of Complaints**

- a. At the conclusion of the investigation, the completed investigation report shall be provided to the appropriate administrative official who is charged with making the determination with respect to the validity of the complaint. Where they deem it appropriate, the Compliance Coordinator is permitted to make this determination.
- b. This administrative official will review the investigation report and make a determination regarding the validity of the complaint within five school days after submission of the report. This administrative official may, alternatively, determine that further investigation is necessary and, as such, refer the matter for additional investigation. When such additional investigatory steps are completed, the matter shall once again be submitted to this administrative official for decision.
- c. One of the following determinations will typically be made with respect to the complaint:

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**TITLE**

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***Complaints Alleging Discrimination or Harassment***

- 1) Unsubstantiated;
  - 2) Unable to substantiate OR indeterminate OR incapable of determination;  
or
  - 3) Substantiated prohibited conduct (in whole or in part).
- d. Regardless of the determination made with respect to the complaint, the College may take appropriate action to minimize the opportunity for future issues or concerns to arise.
- e. Notification of Determination Regarding Complaint:
- 1) Within five school days after the determination has been made regarding the complaint, notice of the determination will be mailed or given to the complainant.
  - 2) If a complainant disagrees with the determination made regarding discrimination/harassment on the basis of one or more of the Protected Categories, the complainant may appeal the decision to the Compliance Coordinator (or to the Board of Trustees, if the Compliance Coordinator has made the determination that is being challenged). The complainant must submit a written appeal to the Compliance Coordinator no later than five school days after the notification to the complainant has occurred. The written appeal should specifically state what is being appealed, the reason for the appeal, and the action that is desired.
  - 3) When an appeal has been made, the appeal will be processed as follows:
    - (a) The appeal will be considered by one of the following:
      - (i) If a College official other than the Compliance Coordinator made the determination, the Compliance Coordinator will review the determination within five school days or within a reasonable time thereafter for good cause. If the Compliance Coordinator made the determination as to the validity of the complaint, the Compliance Coordinator will send the appeal to the Board of Trustees, which will review the determination at its next regularly scheduled meeting (or, at its option, at any meeting within 30 days after the appeal is received).
      - (ii) As an alternative, either the Compliance Coordinator or the Board of Trustees may appoint a “Determination Review Officer” to review the determination. This person will review the determination within a reasonable period after appointment but not later than 30 days unless additional time is, in their judgment, necessary for a fair review.
    - (b) The reviewer will examine the documentation relating to the matter – meaning the written appeal, complaint, investigation report, and determination. This provision does not grant the

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**TITLE**

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***Complaints Alleging Discrimination or Harassment***

complainant the right to an in-person hearing or other appearance before the reviewer. The reviewer may, in the reviewer's sole judgment and discretion, contact any individual to seek additional information if the reviewer deems such information necessary to reach a decision upon the appeal.

- (c) Regardless of who reviews the matter, the complainant will be advised in writing of the outcome of the review within seven school days after the completion of the review.
- f. If a complaint is *substantiated* (in whole or in part), and the offender is a student, disciplinary and/or other remedial action will be taken in accordance with Board-established student discipline regulations and/or in accordance with federal and state law. If a complaint is *substantiated* (in whole or in part), and the offender is an employee, disciplinary and/or remedial action may be taken, up to and including the termination of employment. If the offender is not an employee of the College, the College will take appropriate action within the scope of its legal authority to eliminate the discrimination/harassment.
- g. The ultimate decision as to what action to take to remedy the matter is within the discretion of the College, in accordance with law. The filing of an appeal to challenge the determination does not stay or postpone the College's ability to initiate disciplinary or remedial action.
- h. There will be no retaliation against or adverse treatment of an employee who uses this procedure to resolve a concern when such complaint has been brought in the reasonable, good faith belief that the employee has been subjected to discrimination/harassment on the basis of a Protected Category.

**Enforcement**

**Responsibility of Supervisors and Administrators:** Each supervisor or administrator serves a vital role in maintaining an educational environment free from discrimination/harassment on the basis of one or more of the Protected Categories. In accordance with that responsibility, each supervisor or administrator shall take appropriate actions to enforce the College's anti-discrimination/harassment policies and regulations.

1. Any supervisor/administrator who receives a report, orally or in writing, regarding discrimination/harassment relating to a student should notify the College's Compliance Coordinator within one school day or a reasonable time thereafter for good cause.
2. The supervisor/administrator shall implement appropriate remedial and/or disciplinary action, as necessary and as directed.
3. Failure to implement these responsibilities in an appropriate and satisfactory manner is cause for disciplinary action up to and including termination of employment.

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**TITLE**             *Complaints Alleging Discrimination or Harassment*

4. Each administrator, or designee, shall take appropriate actions to enforce the College's anti-discrimination/harassment rules, including but not limited to the following:
  - a. Vulgar or offensive graffiti shall be removed from the premises.
  - b. The College shall provide instruction to employees on the College's anti-discrimination/harassment rules as needed.
  - c. Students shall be provided a copy of this regulation yearly.

Responsibility of Staff: College staff members serve a vital role in maintaining an educational environment free from discrimination/harassment on the basis of one or more of the Protected Categories. In accordance with that responsibility, each supervisor or administrator shall take appropriate actions to enforce the College's anti-discrimination/harassment policies and regulations.

1. Upon receiving a report from a student who states that he/she has been, or is being, subjected to discrimination/harassment on the basis of a Protected Category, or from a student who is aware that another student is experiencing such an issue, a staff member must immediately notify a College administrator or the Compliance Coordinator.
2. Failure to report as directed above is cause for disciplinary action up to and including termination of employment.
3. Employees are expected to implement and enforce all directives from an administrator or the Compliance Coordinator regarding the resolution of a matter involving discrimination/ harassment on the basis of one or more of the Protected Categories.

Consequences and Discipline:

1. Any student who engages in discrimination/harassment on the basis of one or more of the Protected Categories while on College property or while participating in College activities, regardless of location, will be subject to disciplinary and/or remedial action. Specific disciplinary measures may be taken consistent with College student discipline rules/regulations and in accordance with the administration's professional judgment.
2. Any student who alleges or otherwise brings a false charge of discrimination/harassment on the basis of one or more of the Protected Categories shall receive appropriate discipline. The term "false charge" means an allegation that is brought in bad faith (i.e., without the good faith belief that one has been subjected to such discrimination/harassment).

**PROCEDURE #**      *VII-012 (Page 8 of 9)*  
**TITLE**                *Complaints Alleging Discrimination or Harassment*

3.      The effectiveness of the College's prohibited discrimination/harassment policies and regulations are dependent upon the receipt of truthful information. Thus, students are expected to be truthful throughout the intake, investigation, and resolution process.

**Right to File External Complaint**

The procedures set forth in this regulation shall not eliminate the right of a student to file, at any time, a complaint alleging discrimination/harassment on the basis of sex, gender, race, color, national origin, or disability with the United States Department of Education's Office for Civil Rights, Region VII, 601 East 12<sup>th</sup> Street, Room 248, Kansas City, MO 64106; telephone (816) 426-7277. The Office for Civil Rights does not investigate complaints regarding discrimination/harassment on the basis of religion or veteran status. Complaints regarding veteran status should be directed the Veteran's Employment and Training Service, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room S-1325, Washington, D.C. 20210. Complaints regarding religion should be directed to the College's Compliance Coordinator for students designated above.

**Complaint Form**

The College has developed a sample complaint form, which may be used to submit a complaint under this regulation. The College strongly encourages, but does not mandate, the use of this form. This form may be obtained in the office of the Compliance Coordinator.

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**TITLE**             *Complaints Alleging Discrimination or Harassment*

**Prohibited Discrimination/Harassment Complaint Form**

Today's Date: \_\_\_\_\_

Student's Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Please describe the nature of your complaint (attach additional sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTENT OWNERSHIP:**

**PROCEDURE #** VII-012.1 (Page 1 of 33)  
**TITLE** Title IX Sexual Harassment Procedure and Grievance Process

**TYPE** Student Services  
**RATIONALE**

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

**REVIEW CYCLE**

## **PROCEDURE**

### **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 be in compliance with all applicable local, state, and federal laws, this Procedure 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 Procedure 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 Procedure. The Procedure 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 take 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.*

**PROCEDURE #**      *VII-012.1 (Page 2 of 33)*  
**TITLE**                *Title IX Sexual Harassment Procedure and 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 and procedures that define sexual harassment, occur on College owned or 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 Handbook, the Adjunct Faculty Handbook, Employee



**PROCEDURE #**     *VII-012.1 (Page 3 of 33)*  
**TITLE**             *Title IX Sexual Harassment Procedure and Grievance Process*

Handbooks, 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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**TITLE**

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*Title IX Sexual Harassment Procedure and Grievance Process*

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 and procedures. 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.

- 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 and Procedures.
- Grievance Process: The procedures 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 taking action against a person as a result of their participation in any of the activities described in this policy and procedures 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.

**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.

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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.

- 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

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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 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 States 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

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considered unable to provide effective consent. These situations are outlined in the next sections.

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 judgements. 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

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behavior, combativeness, loss of consciousness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs 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 Procedure, 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 Procedure. If the reported conduct does not meet the definition of sexual harassment as set out in this Procedure, or falls outside of the scope of this Procedure, 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 Procedure, 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).

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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 specifically designated as a Confidential Reporting Source for Title IX, are required to report matters that fall under this Procedure 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](mailto: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 but 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](http://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, 2<sup>nd</sup> floor, Room 209

Phone/Email: 636-481-3271 / [bgates1@jeffco.edu](mailto:bgates1@jeffco.edu)

Deputy Title IX Coordinators

Ms. Tasha Welsh

Senior Director of Human Resources

Office location: Administrative Building

Phone/Email: 636-481-3157 / [twelsh@jeffco.edu](mailto:twelsh@jeffco.edu)



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Ms. Kristine Bogue  
Director of Student Compliance  
Office location: Student Center, 2<sup>nd</sup> floor, Room 209  
Phone/Email: 636-481-3258 / [kboguel@jeffco.edu](mailto:kboguel@jeffco.edu)

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 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, 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 Jefferson College Police Chief David Parchim. 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

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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.

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 Procedure:

1. Prior to an Emergency Removal taking place, the College will undertake an individualized safety and risk analysis to determine whether or not 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.

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4. The opportunity to present a challenge to the removal shall be completed as soon as possible in light of the circumstances.
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 Procedure.

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.

JEFFERSON COLLEGE SUPPORTIVE MEASURES
<b><u>Counseling Services for Students:</u></b> Contact 636-481-3215 to schedule an appointment and/or email <a href="mailto:counseling@jeffco.edu">counseling@jeffco.edu</a> .
<b><u>Central Methodist University Clinical Counseling Services for students (virtual appointments):</u></b> Email <a href="mailto:cccjeffco@centralmethodist.edu">cccjeffco@centralmethodist.edu</a> to schedule an appointment.
<b><u>Personal Assistance Services for full-time employees:</u></b> <a href="https://www.jeffco.edu/employee-resources/pas-employee-assistance-program">https://www.jeffco.edu/employee-resources/pas-employee-assistance-program</a>
<b><u>Jefferson College Police Department:</u></b> Safety escorts may be provided as well as support for overall safety concerns. Contact 636-481-3500 or 911 in an emergency.
<b><u>Academic Success Center:</u></b> 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.
<b><u>Financial Aid:</u></b> 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.
<b><u>Accessibility Resource Office:</u></b> Located in Arts and Science II, Room 303, staff in ARO can assist students who may wish to learn more about disability accommodations on campus.
<b><u>Residential Life accommodations (when applicable):</u></b> This may include a room or apartment change, space permitting.
<b><u>Reciprocal No Contact Orders:</u></b> 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.
<b><u>Change of Class Schedule or other academic arrangements:</u></b> 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.
<b><u>Change of Working environment:</u></b> 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.
<b><u>Supportive Measures</u></b> 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: <a href="https://www.jeffco.edu/titleIX/Support-Measures">https://www.jeffco.edu/titleIX/Support-Measures</a>

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<p><b>COMMUNITY RESOURCES</b> – the Title IX Coordinator may refer a person to any of these community resources in order to provide additional support as needed.</p>
<p><b><u>The 988 Lifeline</u></b>: 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 <a href="https://988lifeline.org/talk-to-someone-now/">https://988lifeline.org/talk-to-someone-now/</a></p>
<p><b><u>The Trevor Project</u></b>: National organization providing crisis intervention, resources and suicide prevention services to LGBTQ young people ages 13-24. 866-488-7386 (24/7) <a href="http://www.thetrevorproject.org">www.thetrevorproject.org</a></p>
<p><b><u>Trans Lifeline Hotline</u></b>: 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><b><u>St. Louis Queer+ Helpline</u></b>: 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 to 7:00 pm, 314.380.7774 or 844.785.7774.</p>
<p><b><u>Domestic Violence Shelter and support in Jefferson County</u></b>: A Safe Place, Compass Health Network 636-232-2301, <a href="https://compasshealthnetwork.org/a-safe-place/">https://compasshealthnetwork.org/a-safe-place/</a></p>
<p><b><u>Sexual Assault and Interpersonal Violence Supportive Services</u></b>: Safe Connections Hotline at 314-531-2003; <a href="https://safeconnections.org/">https://safeconnections.org/</a></p>
<p><b><u>Child Abuse Hotline</u></b> online reporting and other resource options for victims and families related to child abuse: <a href="https://dss.mo.gov/cd/keeping-kids-safe/can.htm">dss.mo.gov/cd/keeping-kids-safe/can.htm</a></p>
<p><b><u>Jefferson County Health Department</u></b> at 636-797-3737; <a href="http://www.jeffcohealth.org/">http://www.jeffcohealth.org/</a></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><b><u>Legal Services of Eastern Missouri</u></b>: 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 St., Suite 1100, St. Louis, MO 63101; 314-534-4200 or 1-800-444-0514.</p>
<p><b><u>Obtaining Orders of Protection in Jefferson County</u></b>: 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><b><u>Jefferson County Sheriff's Office</u></b>: 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 <a href="mailto:pshort@jeffcomo.org">pshort@jeffcomo.org</a>. The Sheriff's Office is located at 400 First Street, Hillsboro, MO 63050; 636-797-5000.</p>

**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](http://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 Procedure. 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 taken into account, 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 these procedures.
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 or not a formal complaint will be filed by the Title IX

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Coordinator themselves. In this situation, the Title IX Coordinator will contact the Complainant to discuss supportive measures, the filing of a 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 or not to file a complaint. In the event that 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 and procedures.

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 Procedure and to assess whether any of the mandatory or discretionary criteria for dismissal apply. Formal Complaints that cannot proceed under this Procedure 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:

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1. If the reported conduct in a formal complaint would not constitute Sexual Harassment as defined in this policy and procedures even if proved.
  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.



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In cases of mandatory or discretionary dismissal, both parties will have an equal 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 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

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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 (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 procedures 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 and Procedures;
  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;

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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 own expense), present with them at any meeting, hearing, or other proceeding under this policy and procedures;
  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 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

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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 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/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

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the investigation 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 use of 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 in order 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

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Coordinator and any individual(s) designated to render a determination of responsibility in order 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 in order to prepare for the hearing. Both the Complainant and Respondent 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.

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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 prior sexual behavior are not permitted, unless such questions or information are offered to prove that someone other than the Respondent

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committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's 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 and procedures.
- 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 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



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Respondent is or is not responsible for a violation (or violations) of this Policy. 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 Procedure.
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 procedures 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

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agreed upon as part of an informal resolution. Sanctions are disciplinary 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 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

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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 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: 10 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: 10 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;
  - Refused to participate in any part of an investigation, grievance, or hearing process; or who has
  - Exercised other rights under this policy.

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**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 procedures.

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

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**TITLE** Title IX Sexual Harassment Procedure and Grievance Process

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 upon 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 grievance process including hearings and appeals. Training will also encompass how to serve impartially, including by avoiding prejudice 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 in light of 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 Rights and Privacy Act (FERPA) or as required by law, or in order to carry out the purposes of this policy and procedures such as conducting any investigation, hearing, or other part of the grievance process.

**CONTENT OWNERSHIP:**

**PROCEDURE #** *VII-013 (Page 1 of 1)*  
**TITLE** *Communicable Diseases (Regarding Students)*

**TYPE** All Students - Procedures for General Policies and Compliance  
**RATIONALE** Establish procedures for handling cases of communicable diseases

**APPROVED** **February 9, 2023**  
**REVIEWED** February 9, 2023

**REVIEW CYCLE** Every five years

## **PROCEDURE**

The Campus Panel on Communicable Diseases (the “Panel”) will decide whether the infected individual poses a medical threat to other individuals and, if so, will make a recommendation regarding the individual’s status while infectious, which may include:

1. Attendance and/or leave;
2. Alternative remote work or educational options; or,
3. Temporary exclusion from the College setting.

The Panel shall establish a schedule of reassessment of each case in accordance with medical status. At a minimum, review should be conducted quarterly.

All College health and employment records which refer to communicable diseases in an employee’s or student’s file shall remain confidential. Personnel should be made aware of the affected individual’s condition on a “need to know” basis, only.

In situations involving an epidemic or pandemic, case-by-case determinations may not be possible, and the Campus Panel may be tasked with providing recommendations for broader college-wide measures. Any such recommendations 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.

The College will offer communicable disease education programs, as appropriate, to students and employees.

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



## **SECTION VIII**

### **THE BUSINESS OPERATION**

**PROCEDURE #** *VIII-001 (Page 1 of 1)*  
**TITLE** *Board Reports*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

## **PROCEDURE**

Policy stipulations require no additional clarifying procedure.

## **BOARD MONITORING**

**PROCEDURE #** *VIII-002 (Page 1 of 1)*  
**TITLE** *Budget Development and Management*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** **April 16, 1998**

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-003 (Page 1 of 2)*  
**TITLE** *Purchasing and Bidding*

**TYPE** The Business Operation  
**RATIONALE** Specific procedures as required to assist budget managers with purchasing and assure compliance with good business practices and all laws.  
**APPROVED** **November 15, 2007**

## **PROCEDURE**

The Vice President of Finance and Administration shall prepare purchasing policies and procedures in accordance with generally accepted business practices and distribute them to deans, budget managers and the Board of Trustees. Periodic training will be scheduled for all budget managers in the implementation of the policies and procedures. Budget managers will be responsible for strict compliance with the purchasing policies and procedures. The policies and procedures will be updated and revised on a periodic basis for compliance with Board Policy and other changes mandated by federal or state agencies or best practices. A Purchasing Policy and Procedures Manual will be maintained and distributed to all budget managers. The manual will contain policies and procedures for the following general areas and other areas as necessary or required by law or Board policy:

- I. General Policy
  - A. Conflict of Interest
  - B. Missouri Business and Shop Local Provisions
  - C. Cooperative Procurement
  - D. Public Works/Building Contracts and Prevailing Wage
  - E. Tax Exempt Status
  
- II. The Procurement Process
  - A. Forms
    - 1) General Requisition
    - 2) Purchase Order
    - 3) Blanket Purchase Order
    - 4) Order for Payment
    - 5) Travel Expense Voucher (including non-alcoholic travel provision)
    - 6) Travel Advances
  
  - B. Solicitation Methods and Definitions
    - 1) Competitive Quotations
    - 2) Competitive Bids
    - 3) Competitive Proposals

**PROCEDURE #**      *VIII-003 (Page 2 of 2)*  
**TITLE**                *Purchasing and Bidding*

- 4)      Formal Sealed Bids
- 5)      Sole Source Purchases
- 6)      Emergency Purchases
- 7)      Equipment and Furniture Standards
- 8)      Modification of Facilities
- 9)      Purchasing Cards
- 10)     Campus Deliveries

III.      Purchasing Procedures

- A.      Materials, Equipment, Supplies and Services
- B.      Professional Services
- C.      Construction Projects
- D.      Receiving of materials, Equipment, and Supplies
- E.      Damaged Goods
- F.      Return of Materials, Supplies and Equipment
- G.      Cancellation or Modification of Orders
- H.      Invoice Approvals
- I.      Rental or Lease of Equipment
- J.      Inventory and Tagging

IV.      Disposition or Transfer of Surplus Equipment and Furnishings

**BOARD MONITORING**

The President, through the Vice President of Finance and Administration, shall implement and monitor this procedure.

**PROCEDURE #** *VIII-004 (Page 1 of 1)*  
**TITLE** *Special Authorization of District Employees*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-005 (Page 1 of 1)*  
**TITLE** *Inventory*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-006 (Page 1 of 1)*  
**TITLE** *Disposition of Surplus College Property*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

### **PROCEDURE**

Policy stipulations require no additional clarifying procedure.

### **BOARD MONITORING**



**PROCEDURE #**      *VIII-007 (Page 1 of 1)*  
**TITLE**                *Loan of Equipment*

**TYPE**                    The Business Operation  
**RATIONALE**            Control of use of College equipment for non-instructional purposes.  
**APPROVED**            **February 15, 2007**

**PROCEDURE**

Off-campus use of equipment by the faculty and staff for non-instructional purposes must be approved by the Vice President of Finance and Administration.

**BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.

**PROCEDURE #** *VIII-008 (Page 1 of 1)*  
**TITLE** *Personal Use of District Property and District Employees  
by Other District Employees*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-009 (Page 1 of 1)*  
**TITLE** *District-Owned Vehicles*

**TYPE** The Business Operation  
**RATIONALE** Establish procedures for use of District-owned vehicles or private vehicles on official College business.  
**APPROVED** **February 15, 2007**

## **PROCEDURE**

Persons who wish to use a vehicle for a College-related purpose must receive approval from their dean or the appropriate College official and make the necessary arrangements with the Business Office.

In keeping with the need for both fuel conservation and greater operational economy, requests should be made only for trips that are essential.

When a district employee drives her/his own car, the travel provisions found elsewhere under District Reimbursement for Permissible Expenditures apply.

## **BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.

**PROCEDURE #** *VIII-010 (Page 1 of 1)*  
**TITLE** *Solicitation and Approval of Gifts and Grants to District*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-011 (Page 1 of 1)*  
**TITLE** *Jefferson College Foundation, Inc.*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-012 (Page 1 of 1)*  
**TITLE** *Accounting for Funds*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VIII-013 (Page 1 of 1)*  
**TITLE**              *Insurance Coverage*

**TYPE**                The Business Operation

**RATIONALE**

**APPROVED**        April 16,1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VIII-014 (Page 1 of 1)*  
**TITLE**              *Student Indebtedness to College*

**TYPE**                The Business Operation  
**RATIONALE**        Establish procedures for clearing student indebtedness  
**APPROVED**        **February 15, 2007**

## **PROCEDURE**

Where a student has not cleared indebtedness to the College after notification has been duly given any or all of the following procedures may be used:

1.      The student may be suspended until such time as the money is paid or reasonable arrangements to pay have been made with the Business Office.
2.      The student's application for subsequent registration will be suspended until the money has been paid or reasonable arrangements have been made at the Business Office.
3.      If any request is made for a transcript of his/her academic record, the student shall be notified that the transcript is being held for clearance of notation "not in good standing." This notation will be cleared upon payment of indebtedness.
4.      When all collection attempts have failed, the Vice President of Finance and Administration may proceed by taking the claims to court seeking redress through litigation.

## **BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.



**PROCEDURE #** *VIII-015 (Page 1 of 1)*  
**TITLE** *Operation of the Cafeteria*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**     *VIII-016 (Page 1 of 1)*  
**TITLE**             *Bookstore*

**TYPE**             The Business Operation

**RATIONALE**

**APPROVED**       April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-017 (Page 1 of 2)*  
**TITLE** *District Reimbursement for Permissible Expenditures*

**TYPE** The Business Operation  
**RATIONALE** Establish procedures and guidelines for reimbursement of permissible expenditures  
**APPROVED** **November 15, 2007**

## **PROCEDURE**

Faculty and staff members are encouraged to attend meetings and conferences that will be professionally rewarding to the individual or the District within budgetary limitations.

### **1. Transportation**

- a. Travel by air shall be approved for District personnel to conferences or on College business whenever it is found to be as economical as other allowable transportation and/or when in the opinion of the President and/or appropriate dean the time of departure or shorter absence shall be an important factor and an advantage to the District.
- b. Travel by district owned automobile shall be approved by the Vice President of Finance and Administration and/or appropriate dean where distance, location, business stops, or number of people make this more practical. Reservations for use of College owned vehicles shall be made at least one week in advance.
- c. When it is more practical to drive her/his car, authorization for payment of mileage shall be secured from the appropriate dean or supervisor at a rate equal to the rate established by the Federal government.
- d. Employees when assigned in more than one location will be reimbursed for the additional mileage incurred over and above the normal round trip from home to the primary worksite(s). The primary worksite(s) is as designated by the employee and agreed to by the supervising dean. This applies to all College business.
- e. All taxis, bus fares, ferry, bridge and road tolls, or parking charges incurred while on official College business may be claimed when properly itemized on the Travel Expense Voucher.

### **2. Lodging**

Receipts for lodging must be attached to the Travel Expense Voucher form and shall show the items for which the charge was made.

**PROCEDURE #**     *VIII-017 (Page 2 of 2)*  
**TITLE**             *District Reimbursement for Permissible Expenditures*

**3.     Meals**

Each meal shall be listed on the Travel Expense Voucher by date and identified as breakfast, lunch, or dinner. Reasonable expenses for meals and tips are reimbursable.

**4.     Other Permissible Expenditures**

All other reimbursable expenditures shall be listed on the Travel Expense Voucher, such as conference fees, porter fees, telephone, etc. Before any College employee submits a requisition for reimbursement, it is incumbent upon the employee to be familiar with all regulations concerning reimbursement in order to stay within budgetary limitations and provide necessary receipts with the claim submission.

**5.     Reimbursement for Minor Purchases**

When an employee purchases minor items and seeks reimbursement, two items are required:

- a.     Prior to making the purchase, a copy of the tax exemption certificate should be obtained from the Business Office (since the College will not reimburse for taxes paid), and
- b.     A receipt.

**BOARD MONITORING**

The President, through the Vice President of Finance and Administration, shall implement and monitor this procedure.

<b>PROCEDURE #</b> VIII-018
<b>TITLE</b> <i>Regulations of Payment of Athletic Department's Travel Expenses</i>

TYPE \_\_\_\_\_ The Business Operation

RATIONALE

PROCEDURE \_\_\_\_\_

Policy stipulations require no additional clarifying procedure.

BOARD MONITORING

*Approved by the Board of Trustees this 16<sup>th</sup> day of April, in the year 1998.*

**PROCEDURE #** *VIII-019 (Page 1 of 1)*  
**TITLE** *Student or Employee Lists*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-020 (Page 1 of 1)*  
**TITLE** *Advertising and Solicitation*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VIII-021 (Page 1 of 1)*  
**TITLE**              *Accidents and Injuries*

**TYPE**                The Business Operation  
**RATIONALE**        Clarify reporting requirements of accident and/or injury incidents  
**APPROVED**        **February 15, 2007**

## **PROCEDURE**

As soon as practicable after an accident or injury, employees and students shall file with the Business Office written accident and/or injury reports for each accident and/or injury to themselves or to others within their area of responsibility. In case of an accident involving a district-owned vehicle, the following procedures shall be followed:

1.      Secure the name and addresses of other parties concerned and the license number of any other vehicle involved.
2.      Secure names and addresses of at least two witnesses if possible.
3.      Give your name and address.
4.      State that the vehicle is owned by Jefferson College, Hillsboro, Missouri.
5.      Complete an accident report and submit it to the Business Office as soon as possible.
6.      If the accident makes the vehicle inoperable, or if there is injury to any person, get in touch with the Vice President of Finance and Administration immediately.
7.      At no time should an employee or student involved in an accident while using a College vehicle make any statement acknowledging fault or assuming liability.
8.      The Vice President of Finance and Administration shall inform the Senior Director of Human Resources of any incident in which an employee is injured.

## **BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.



**PROCEDURE #**      *VIII-022 (Page 1 of 1)*  
**TITLE**                *Safety*

**TYPE**                 The Business Operation

**RATIONALE**

**APPROVED**        April 6, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-023 (Page 1 of 1)*  
**TITLE** *Expressions of Sympathy*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-024 (Page 1 of 1)*  
**TITLE** *Use of Consultants*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #** *VIII-025 (Page 1 of 1)*  
**TITLE** *Restrictions on Use of Funds*

**TYPE** The Business Operation

**RATIONALE**

**APPROVED** August 12, 2004

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**      *VIII-026 (Page 1 of 5)*  
**TITLE**                *Electronic Use*

**TYPE**                 Business Operations

**RATIONALE**

**APPROVED**         December 15, 2011

## **PROCEDURE**

### **Introduction**

Jefferson College encourages the use of electronic services for effective communication, and as an effective resource for staff and students. All personnel should remember that electronic services are assets provided through taxes and other funding. The College is the Custodian of that property and must ensure use of electronic resources serves to facilitate and support the College's educational goals.

### **Electronic Communications**

This policy cannot cover every possible situation. Rather, it expresses the College's philosophy and sets forth general principles that personnel should apply when using electronic services. This category includes, but is not limited to, the following College-owned or College-accessed electronic resources: computers, the network - both wired and wireless, electronic mail, electronic records, telephones, cell phones, voice mail, pagers, fax machines, printers, document scanners, copiers, hand held devices, internet resources, and wire services. This policy also covers applicable copyright laws and software license agreements.

### **No Expectation of Privacy**

It should be emphasized that College personnel should have no expectation of privacy when using or communicating through the College's electronic services. The Colleges reserves the right at any time and without prior notice to monitor and review employee use of College computers, networks, technology, email service, internet access, and other electronic resources, to ensure that such use is made in accordance with this policy. Additionally, as required by federal law, the College does monitor general use with electronic filtering devices. In cases where inappropriate use is suspected, the College will, and does, monitor and review employee use of the College's computers, networks, technology, email service, internet access, and other electronic resources to ensure that such use is made in accordance with this policy. Such monitoring may include a review of any College computer, computer hard drive, and/or any file located or stored on a College computer, computer hard drive, or system; a review of information accessed, viewed, transmitted, or stored on the system; and a review of any and all internet sites, web sites, and areas of the internet which have been visited or accessed by a College computer or from the College system. Accordingly, email and email files, like all data stored or transmitted on College computers, are subject to review by College personnel at any time. Thus, employees have no right to privacy with regard to any such data.

**PROCEDURE #**     *VIII-026 (Page 2 of 5)*  
**TITLE**             *Electronic Use*

### **Prohibited Conduct**

The following provisions apply to employee use of electronic services:

- Vandalism of the network is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the College information service or the other networks that are connected to the internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the unauthorized access to or theft of restricted information. Any vandalism of the College computer equipment or electronic resources will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.
- One fundamental need for acceptable employee use of the College's electronic resources is respect for, and protection of password/account code security, as well as restricted database files, and information banks. Personal passwords/account codes may be created to protect employees utilizing electronic resources to complete work or to conduct research. These passwords/account codes shall not be shared with others; nor shall employees use another person's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees from wrongful accusation of misuse of electronic resources or violation of the district policy, state or federal law. Employees will be held accountable for the consequences of intentional or negligent disclosure of this information.
- The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems which arise from the users sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges, as well as other discipline up to and including termination. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system, as well as other discipline up to and including termination.

### **Objectionable or Harmful Material Prohibited**

To the maximum extent permitted by law, employees are prohibited from obtaining, downloading, viewing or otherwise gaining access to materials which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable or prohibited under applicable legal definitions. An exception to this prohibition exists for a College employee engaging in or assisting in faculty research on a topic related to his/her discipline.

**“Hacking” and Vandalism of the Network or Technology System Prohibited**

Employees who engage in investigatory activities commonly described as “hacking” are subject to loss of privileges and to discipline. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or any other governmental agency obtained through unauthorized means, such as gaining access into restricted information on systems or network files in violation of password/account code restrictions.

**Security/Safeguarding Accounts and Passwords**

The College recognizes that security on its electronic network is an extremely high priority.

Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

**Advertising or Soliciting Prohibited**

Employees are prohibited from advertising or soliciting on the College’s computer equipment and electronic resources. This includes commercial advertisement for products or services (such as Amway, Avon, or Tupperware) as well as fundraising, non-profit, or charitable solicitation. Any exceptions must be approved in advance by the appropriate Vice President. Non-work related messages clutter the email system, absorb system resources, and are unwelcome to many recipients. Employees are similarly prohibited from sending email on such topics to the district email system from home or other outside computers.

**Inappropriate and/or Frequent Personal Use**

Because the College is a public governmental body, employee computer use may be subject to Missouri’s Sunshine Law, meaning that employees may be required to turn over their personal email and other computer records to the public on request. As a result, this policy allows occasional, incidental personal use of the College’s electronic services but sets restrictions on such use. College resources are to be used primarily for work-related purposes and any personal use must be on the user’s own time. Incidental, personal use must not violate any of the rules contained in this policy or any other College’s employment policy, and must not damage the College’s hardware, software or network systems. All extenuating circumstances should be approved by the employee’s supervisor and authorized by the Technology department.

**Examples of Inappropriate Behavior**

Behaviors which violate this policy, and will result in loss of access and/or discipline shall include, but are not limited to, any of the following: damage to or theft of system hardware or

**PROCEDURE #**     *VIII-026 (Page 4 of 5)*  
**TITLE**             *Electronic Use*

software; alteration of system software; placement of unlawful information, computer viruses or harmful programs on or through the computer system; gaining access to restricted information on system or network files in violation of password/account code restrictions; any violation of students' rights to privacy; violation of other users' right to privacy; using another person's name to send or receive messages on the network; sending or receiving personal messages including jokes, etc. on College time; transmitting information seeking employment outside of the College; and use of the network for personal gain, gambling, cyber-bullying, personal instant messaging, commercial purposes, or to engage in political activity. Commercial or non-work-related chain letters, "chat rooms" are prohibited, with the exception of those bulletin boards or "chat" groups that are for specific work-related communication.

Downloading and installing non-College approved applications, shareware, freeware and games is prohibited as this consumes College resources and often results in costly side effects. It is also prohibited to post or participate in online forums, blogs, and/or social networking sites when such posting or participation will result in a violation of Missouri or federal laws, contains obscene, threatening, or libelous material, or violates another person's right to privacy. Other examples of inappropriate behavior are addressed below.

**Violation of Copyrights and Software Licenses**

Absent an agreement between the College and an employee, an employee may not claim personal copyright over files, data or materials, developed in the scope of their employment. This procedure prohibits illegal publication or copying of copyrighted material, or other use of copyrighted materials without the permission of the copyright holder. This policy also prohibits illegal copying of software or other use of software. The connections represented by internet access and electronic resources allow users to access a wide variety of media. Even though it is possible to download most of these materials, employees shall not create or maintain archived copies of these materials unless the source indicates that the materials are in the public domain. Employees will be held personally liable for any of their own actions that violate copyright laws or software agreements.

**Other Disciplinary Rules and Employment Policies Apply**

As noted above, the use of the district computer technology and electronic resources is a privilege, not a right. The proper exercise of this privilege requires employees to maintain high levels of personal responsibility. All existing employment policies and rules of employee conduct found in the College's policies, employee handbooks, and similar documents apply with equal force to employees in their use of the College's computer technology and other electronic resources, including their use of the email system and internet access.



**PROCEDURE #**     *VIII-026 (Page 5 of 5)*  
**TITLE**             *Electronic Use*

**Nonexempt Employee Electronic Communications**

As with other types of unauthorized work, all time spent by non-exempt employees utilizing electronic communications for work purposes will be considered hours worked, is compensable and count toward overtime eligibility as required by law. Therefore, in order to avoid incurring unnecessary expenses, electronic communications should not be used outside of regularly scheduled work hours unless required by management. This includes all types of work-related communication.

**Consequences for Violation of Policy**

It is also the responsibility of College personnel to follow all College policies and procedures as well as state and federal statutes and laws. The consequences for violating the district's EUP include, but are not limited to, one or more of the following:

- Suspension of computer access
- Revocation of computer access
- Employee disciplinary action up to and including dismissal
- Referral to law enforcement agency

Excessive personal use can interfere with performance of job duties and is a waste or misuse of College resources. Employees who abuse the privilege of College facilitated access to electronic services are subject to corrective action and risk having the privilege removed for themselves and possibly other employees.

**BOARD MONITORING**

Supervisors, Associate Deans, Deans, and Vice Presidents

## **SECTION IX**

# **BUILDINGS AND GROUNDS**

**PROCEDURE #**      *IX-001 (Page 1 of 2)*  
**TITLE**              *Use of College Facilities*

**TYPE**                Buildings and Grounds

**RATIONALE**

**APPROVED**        **February 15, 2015 (Updated January 14, 2016)**

**PROCEDURE**

1.      Requests for the use of College facilities are considered in light of the order of priorities established by Board policy, and then on a first come, first served basis.
  - a.      Requests for the use of facilities by College-affiliated individuals or organizations (other than students or student organizations) shall be made in writing to the Business Office, with as much advance notice as is reasonably practicable to provide for adequate set-up time if needed; three or more working days prior to the date of the activity is preferred.
  - b.      Requests for the use of facilities by College students or student organizations shall be made in writing to the Student Leadership Specialist with as much advance notice as is reasonably practicable but at least two weeks prior to the date of the activity. The Student Leadership Specialist shall then coordinate with the Business Office for the scheduling of any approved student-related activities.
  - c.      Requests for the use of facilities by non-College individuals or organizations shall be made in writing to the Business Office, with as much advance notice as is reasonably practicable to provide for adequate set-up time if needed; three or more working days prior to the date of the activity is preferred.
  - d.      A master calendar for the use of facilities shall be maintained in the Business Office. All approved requests for the use of College facilities shall be recorded on the master calendar.
  
2.      User's Responsibility – Permits for use are subject to the willingness of parties to be governed by the College's policies and procedures, and the parties' willingness to safeguard and care for all property as presented. Groups are responsible for payment for damages. The College reserves the right to require proof of insurability of any user or user group. The College charges fees for use of College buildings by outside organizations. The Business Office maintains the fee schedule and will provide it upon request.
  
3.      Clean Up – Any organization planning to use College facilities must provide for the cleanup of the facilities immediately after such use.

All organizations using special decorations or materials must inquire about the proper hanging of such decorations and shall be responsible for removing such items. Attachments that penetrate or mar wall surfaces will not be permitted. The College will not be responsible for any items left on the College premises.
  
4.      Special Buildings and Grounds Services for College-Affiliated Individuals or Organizations – It shall be the responsibility of the staff member in charge of any extracurricular activity to

**PROCEDURE #**      *IX-001 (Page 2 of 2)*  
**TITLE**                *Use of College Facilities*

submit a requisition to the Business Office for any special services needed from the buildings and grounds department at least two weeks prior to the date when services are required.

5.      Keys – Keys to a College building shall be assigned only to employees of the College. Keys lost or stolen should be reported to the Buildings and Grounds office immediately.

**BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.

**PROCEDURE #**     *IX-002 (Page 1 of 1)*  
**TITLE**            *Protection of College Property*

**TYPE**             Buildings & Grounds  
**RATIONALE**        Establish procedures for incident reports for accidents and injuries and  
                          guidelines for security.  
**APPROVED**        **February 15, 2007**

## **PROCEDURE**

### **Reporting**

1. In the event of accidents, personal injuries, stolen possessions, damaged property, or health/illness related issues, the Buildings and Grounds Department (extension 500) should be contacted immediately (if no answer, call extension 127 for radio dispatch).
2. Upon notification of such event, a security individual will respond to the scene to complete a formal report.
3. In the event that personal injury or health/illness related issue is of serious nature, the party involved or someone in that area should immediately contact "911." Always call the Building and Grounds Department immediately following the call to 911 so that individuals from that department can assist in giving directions to the appropriate location and get first aid to the scene as quickly as possible.

### **Security Measures**

1. Supply rooms and equipment rooms shall be kept locked at all times.
2. The person to whom a room is assigned shall be responsible for turning off the lights and closing the windows at the end of the day or when the room will not be in use during the succeeding hour.
3. Any stolen or lost keys should be reported to the Business Office immediately.

## **BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor this procedure.

**PROCEDURE #**     *IX-003 (Page 1 of 1)*  
**TITLE**            *Security Enforcement*

**TYPE**             Buildings & Grounds

**RATIONALE**

**APPROVED**        April 16, 1998

**PROCEDURE**

Policy stipulations require no additional clarifying procedure.

**BOARD MONITORING**

**PROCEDURE #**     *IX-004 (Page 1 of 1)*  
**TITLE**             *Services*

**TYPE**               Buildings & Grounds

**RATIONALE**       Establish procedures for requesting specific services of the Building and  
Grounds Department

**APPROVED**        **February 15, 2007**

## **PROCEDURE**

### **Buildings and Grounds**

1. All matters requiring the services of the Buildings and Grounds Department staff shall be submitted to the Business Office on regular Request for Maintenance Services forms. Subject to administrative approval, work orders will be forwarded to the Director of Buildings and Grounds for appropriate action.
2. General maintenance, building alterations, and installation of equipment (painting of rooms, construction work, etc.) shall be requested annually. Such requests shall include necessary sketches and specifications.
3. The following services shall be requested on the regular Request for Maintenance Services forms:
  - a. Special building services (moving furniture, washing windows, etc.)
  - b. Minor maintenance (replacement of broken windows, repair of furniture, etc.)
  - c. Special room arrangements (for dances, exhibits, etc.).

These requests shall be submitted in detail.

### **Transportation**

Request for the use of any truck and driver for the moving of supplies or equipment shall be made to the Business Office.

## **BOARD MONITORING**

The Vice President of Finance and Administration, through the Director of Buildings and Grounds, shall implement and monitor this procedure.

**PROCEDURE #**     *IX-005 (Page 1 of 2)*  
**TITLE**            *Traffic and Parking Regulations*

**TYPE**             Buildings & Grounds  
**RATIONALE**       Establish guidelines and procedures for vehicle registration, traffic and parking regulations and traffic violations.  
**APPROVED**        February 15, 2007

## **PROCEDURE**

### **Vehicle Registration**

Persons who operate a motor vehicle on the campus and are associated with the College must register the vehicle regardless of its ownership. This includes motorcycles and motor scooters. One parking permit shall be authorized for each vehicle; permits and tags cannot be transferred from one vehicle to another. Permits may be obtained from the Business Office.

### **Campus Traffic and Parking Regulations**

1. All operations of motor vehicles are subject to Jefferson College traffic regulations while on campus.
2. Vehicles driven on campus must display a current campus parking sticker.
3. All accidents must be reported promptly to the Business Office.
4. Speed limit regulations are posted and are to be observed at all times.
5. Faculty and staff members receiving a traffic ticket should see their dean or appropriate supervisor within 24 hours.
6. Faculty and staff members should park in the sections specifically designated for faculty.

### **Violations**

Students, faculty and staff are required to display a Jefferson College parking sticker.

1. Fines for failure to display parking permit: \$1 if paid within two school days; \$5 after two school days.
2. Illegal or improper parking:
  - a. First offense: \$1 if paid within two school days; \$5 if paid after two school days.
  - b. Second offense: \$5 if paid within two school days; \$10 if paid after two school days.



**PROCEDURE #**     *IX-005 (Page 2 of 2)*  
**TITLE**             *Traffic and Parking Regulations*

- c.     Third offense: \$10 if paid within two school days; \$20 if paid after two school days.

Improper driving is defined as driving on any College drive or driveway at a speed in excess of the posted speed for such drive; as driving on any College drive or property in a careless and reckless manner so as to endanger life, limb, or property:

- a.     First offense: \$5 if paid within two school days; \$10 if paid after two school days.
- b.     Second offense: \$20 and loss of driving privileges on campus for that semester.

A vehicle may be immobilized or towed for violation of any traffic regulation.

**BOARD MONITORING**

The Vice President of Finance and Administration shall implement and monitor, or cause to be implemented and monitored, this procedure.

**PROCEDURE #** *IX-006 ( Page 1 of 1)*  
**TITLE** *Naming of Facilities/Named Endowments*

**TYPE** Buildings & 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 endowments compatible both with the honor sought and the dignity and reputation of the College. An endowment must normally fully fund the project or activity envisaged, normally including maintenance or holding costs associated with the project or activity.

**APPROVED** **October 14, 2005**

## **PROCEDURE**

The Board of Trustees retains the exclusive right to approve named endowments and to name the facilities and property of Jefferson College, including but not limited to College buildings, portions of buildings, streets and athletic facilities. This function may be accomplished at any posted meeting of the Board, or at the Board’s discretion. Recommendations on naming facilities and property are made by the President.

## **BOARD MONITORING**

The President of the College shall implement and monitor this policy.

**PROCEDURE #**      *IX-007 (Page 1 of 2)*  
**TITLE**                *Selection of Architectural/Engineering and/or Land Surveying Services*

**TYPE**                    Buildings & Grounds

**RATIONALE**

**APPROVED**          **July 14, 2011**

## **PROCEDURE**

The College shall follow this procedure in selecting qualified firms for architectural, engineering and land surveying services for the various building projects at the College. Selections shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the College at fair and reasonable prices.

The College may encourage firms engaged in providing architectural, engineering and land surveying services to submit statements of qualifications and performance data periodically. When a College project requires such services, the College shall prepare a written description of the services desired. Interested firms may be asked to submit statements of their qualifications and performance data with respect to the above criteria and also to submit a fee schedule, which should be in a separate sealed envelope. The College shall evaluate the current statements on file together with those submitted by other firms regarding the project.

In selecting such firm(s), the following criteria will be considered.

1. Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the College.
2. Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.
4. Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.
5. Proximity to and familiarity with the geographical area in which the project shall be located.

The College shall analyze the data received and list the top three qualified firms. The College shall then select the firm considered most capable of performing the desired services and shall attempt to negotiate a contract with such firm. Prior to negotiations, the College shall open the envelope containing the fee schedule.

**PROCEDURE #**     *IX-007 (Page 2 of 2)*  
**TITLE**             *Selection of Architectural/Engineering and/or Land Surveying Services*

Should the College be unable to negotiate a contract with the firm selected, the College may attempt to negotiate a contract with another firm from the list, or may seek additional statements of qualifications from other firms and then submit a new list of qualified firms.

**BOARD MONITORING**

**PROCEDURE #**     *IX-008 (Page 1 of 2)*  
**TITLE**             *Selection of Construction Management Services*

**TYPE**               Buildings & Grounds

**RATIONALE**

**APPROVED**        **July 14, 2011**

## **PROCEDURE**

The College shall follow this procedure in contracting for construction management services when planning, designing, constructing, improving, altering or repairing a building or structure.

### **Selection**

The College will advertise and solicit proposals in the following manner:

1. Construction management services for projects expected to cost no more than \$500,000 will be selected in the same manner in which architects are selected, except the College will consider all submitted proposals even if the submission was not solicited.
2. If the total anticipated cost of the project exceeds \$500,000, the College will request and solicit proposals by advertising for ten (10) days in one (1) newspaper of general circulation in Jefferson County.
3. If the anticipated project cost exceeds \$1,500,000, proposals will be solicited by advertising for ten (10) days in two (2) daily newspapers in the state that have a daily circulation of not less than 50,000, in addition to the advertisement in the newspaper in Jefferson County.
4. The College will not prequalify construction managers nor limit the number of proposals accepted but will accept all proposals that are in accordance with the advertised terms.

Selection of a construction manager will be based on the following factors:

1. Fees for overhead and profit.
2. Reimbursable costs.
3. Qualifications.
4. Demonstration of ability to perform comparable projects.
5. Demonstration of good-faith efforts to comply with federal, state and local affirmative action requirements.
6. References from prior clients.
7. Financial strength.
8. Qualifications of the in-house personnel who will manage the project.
9. Demonstration of successful management system used for estimating, scheduling and cost controls.

**PROCEDURE #**     *IX-008 (Page 2 of 2)*  
**TITLE**             *Selection of Construction Management Services*

The College may negotiate a contract for services with any construction manager selected. If the College is unable to negotiate a contract with any construction manager at a fair and reasonable price, as determined by the College, the College may revise the proposal and advertise again.

The College will not award the contract for construction management services if the construction manager or a firm that controls, is controlled by, or shares common ownership or control with the construction manager:

1. Guarantees, warrants or otherwise assumes financial responsibility for the work of others on the project.
2. Provides the College with a maximum price for the work of others on the project.
3. Furnishes or guarantees a performance or payment bond for other contractors on the project.

Upon being awarded a construction management contract, the construction manager will:

1. Furnish his or her skill and judgment in cooperation with and reliance on the project architect or engineer.
2. Furnish business administration, management of the construction process and other specified services in an expeditious and economical manner consistent with the best interests of the College.
3. Perform basic services for reimbursement as provided in the construction services management contract.

The construction manager will not bid on or perform any of the actual construction on a project where he or she is serving as the construction manager nor will any company that controls, is controlled by or shares common ownership with the construction manager.

**BOARD MONITORING**

**PROCEDURE #**     *IX-009 (Page 1 of 3)*  
**TITLE**             *Construction Contracts, Bidding and Awards*

**TYPE**               Buildings & Grounds

**RATIONALE**

**APPROVED**         **July 14, 2011**

## **PROCEDURE**

Jefferson College 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.

### **Project Planning**

Construction projects will be planned to cause the least disruption to the College's educational program and to ensure the safest possible environment for students, staff and the public. The College is committed to providing accessible facilities. All projects will comply with laws regarding accommodations for individuals with disabilities, and the College will consider recommended accommodations as well.

Before bidding a project, the College will determine whether engineering, architectural or land surveying services are required and will select those services in accordance with law and Board policy. The College President or designee is authorized to contact legal counsel for assistance in drafting or reviewing proposed contract language.

### **Bidding**

All construction projects that may exceed an expenditure of \$15,000 shall be advertised in a newspaper of general circulation, in accordance with law, and may also be advertised in business, trade, or minority newspapers or other modes of communication such as the College's website or other websites. Projects will not be split or artificially divided for the purpose of avoiding these competitive bidding requirements.

Prior to advertising for bids, the College President or designee and the architect or construction manager, if possible, will draft detailed bid specifications for the construction project. Bid specifications will include all legal mandates including, but not limited to, requiring:

1. Compliance with prevailing wage requirements.
2. Laborers to receive mandatory safety training.
3. Laborers to be Missouri residents or residents of approved states when excessive unemployment restrictions apply.

**PROCEDURE #**     *IX-009 (Page 2 of 3)*  
**TITLE**             *Construction Contracts, Bidding and Awards*

4. Contractors bidding on a contract for services in excess of \$5,000 to provide a sworn affidavit and supporting documentation that affirms the contractor's participation in a federal work authorization program, such as E-Verify, and that the bidder will not employ illegal workers for the project. A contractor is only required to provide this affidavit to the College annually.
5. A performance bond if the project is estimated to exceed \$25,000.

The College may also require a bidder's bond in an amount determined by the estimated cost of the project.

Sealed bids may be opened at a public meeting of the Board of Trustees or by administrative personnel. In either case, all bids shall be publicly opened, and the date, time and place of the bid opening shall be included in the bid notice. Notice of the bid opening will also be posted for the public.

The College will not entertain bids that are not made in accordance with the specifications furnished by the College. The College reserves the right to waive minor technical defects in a bid, reject any or all bids, reject any part of a bid and to advertise for new bids. If the scope of the project changes substantially, the district will rebid the project.

The Board will determine which responsible bidder has the lowest bid and direct the College President or designee to negotiate a satisfactory contract prior to final approval of the bid.

**Contracting**

The College President or designee is authorized to consult legal counsel regarding contract language. Any contract the College enters into must include all legally required provisions. The contract must be approved by an affirmative vote of a majority of the whole Board to be binding.

**Payment**

When applicable, the architect or construction manager shall approve all payment requests from contractors prior to submission to the Board of Trustees for payment. The College President or designee will examine all work performed on projects where no architects or construction managers are used.

Pursuant to prevailing wage laws, an Affidavit of Compliance must be filed with the College before payment will be approved. The College will withhold and retain amounts due as a result of any violation of the prevailing wage law prior to making final payment with any contractor.



**PROCEDURE #**     *IX-009 (Page 3 of 3)*  
**TITLE**             *Construction Contracts, Bidding and Awards*

The College will make prompt payment on any invoices received, after thorough inspection of the work provided, and verification that all legal requirements have been met. However, in accordance with law, the College may retain a portion of the payment until after the entire project has been completed. The Board must approve the payment of all bills by an affirmative vote of a majority of the whole Board.

**BOARD MONITORING**