

East Arkansas Community College
Faculty-Staff Handbook



Serving the Arkansas Delta Since 1974

East Arkansas Community College Faculty Staff Handbook

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Mission Documents

1. Mission Statement

The mission of East Arkansas Community College is to enhance the quality of life for everyone within the EACC services community by providing opportunities for education excellence, economic stimulation, and cultural enrichment. (College Catalog)

2. Vision Statement and Goals/Objectives

As an open-door, two year institution of higher education, East Arkansas Community College's primary focus is a commitment to learning by educating and preparing students to become responsible citizens and contributing members of society. In addition, the College realizes the importance of serving other clients, including areas businesses, industries, and educational institutions. In order to actualize its mission, the College is committed to promoting the intellectual and cultural advancement of the community, fostering diversity, tolerance, and mutual respect among its constituents by offering the human and physical resources of the colleges, and continued improvement through professional development of its faculty and staff. (College Catalog)

Through these efforts and through its cooperation with other educational institutions, the College is an active partner in the economic and social progress of eastern Arkansas.

The specific objectives used to fulfill the vision of EACC are to offer:

1. Correlated programs of study that will transfer to four-year institutions.
2. Occupational degrees and certificate programs consistent with the needs of our students and service areas.
3. Lifelong learning and industrial training programs to meet the needs of the community.
4. Qualified high school students the option to earn college credit through articulation agreements.
5. Broad range of educational opportunities by providing access to other institutions through cooperative agreements, joint programs and distance learning.
6. Developmental education that assists individuals in improving learning skills and overcoming educational deficiencies.
7. Personalized guidance and counseling services which promote the proper placement of students in all courses and programs of study.
8. Opportunities for faculty and staff development.

3. Role and Scope

East Arkansas Community College (EACC) is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social economic improvement and continued growth of our community, region, and state.

East Arkansas Community College offers an education program including, but not limited to, technical, occupational programs, freshman and sophomore general education transfer programs, specialty courses,

continuing education course, and business and industry training to meet the needs of the emerging and existing industries. EACC offers certificate and associate degree programs as well as non-credit training to accomplish this purpose and to support state and regional economic development goals.

The College offers a variety of courses and services to support business and industry and economic needs of our state and region. EACC is a student centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the governor from among the citizens of the taxing district. (College Catalog)

4. Core Competencies

East Arkansas Community College has identified four core competencies that all EACC Associate Degree graduates will possess upon completion of a program of study at EACC. These core competencies have been developed by the Student Learning Committee in conjunction/consultation with faculty. These competencies are a “work in progress” which, as applied to student learning, will be reviewed, revised, added to, and edited. These four core competencies as listed below will ensure that our graduates will be informed and committed citizens, valued employees, and prepared transfer students.

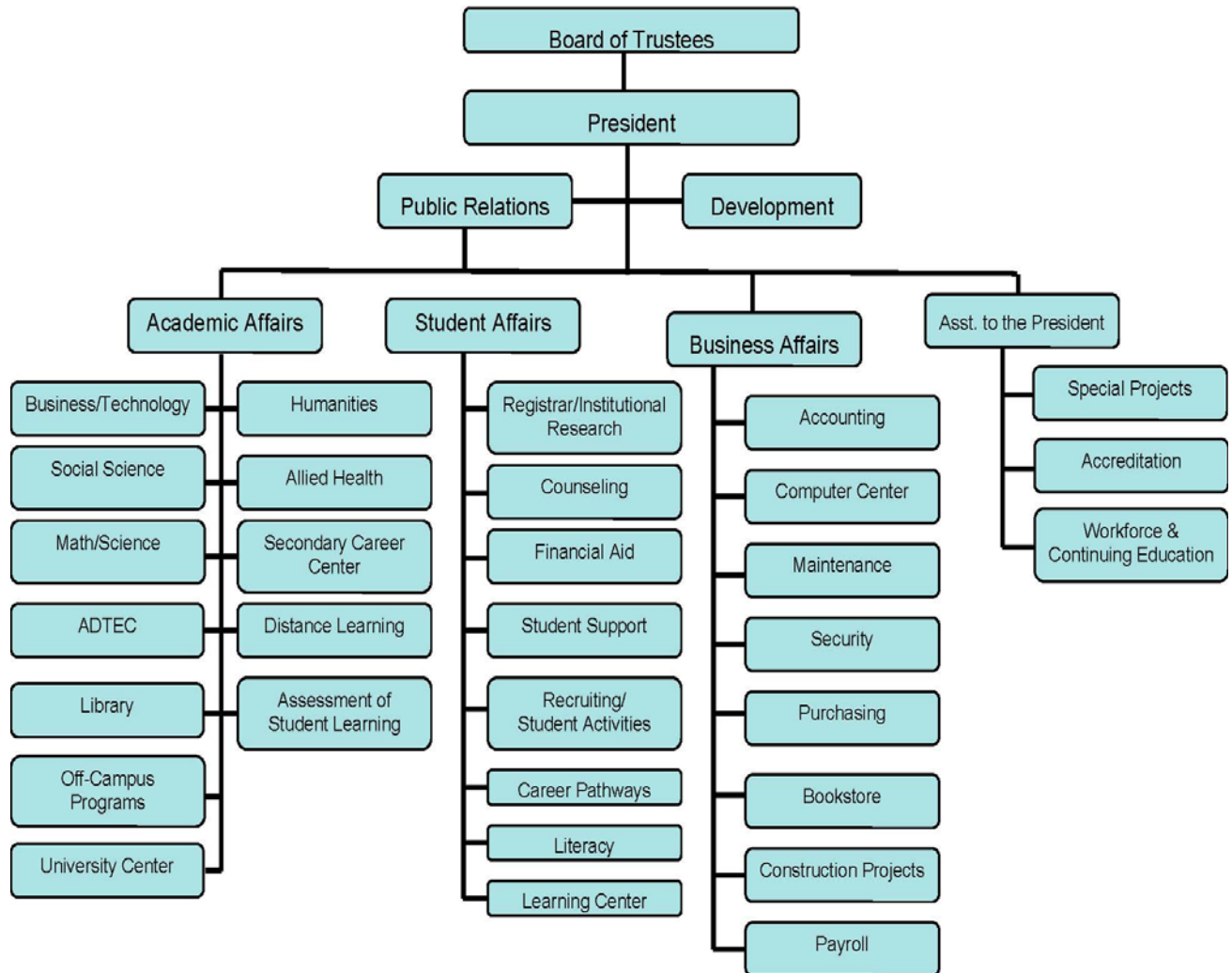
- ***Core Competency 1: Communication***
Communication is an effective use of common systems of symbols, signs, and behaviors to exchange information between individual/groups.
Key Indicators:
 - a. Read, comprehend, and follow directions
 - b. Write clearly and effectively
 - c. Listen effectively
 - d. Organize ideas and speak clearly and logically

- ***Core Competency 2: Critical Thinking***
Critical Thinking is a purposeful, outcome-directed process that aims to make judgments based on facts and principles.
Key Indicators:
 - a. Analyze information
 - b. Interpret graphical and numerical data
 - c. Demonstrate information fluency
 - d. Solve problems

- ***Core Competency 3: Personal/Global Awareness***
Personal/ Global Awareness is a conceptual understanding of diverse cultures based upon an applicable knowledge of global and individual perspectives.
Key Indicators:
 - a. Evaluate personal knowledge and abilities
 - b. Demonstrate appropriate social skills
 - c. Manage personal health and wellness
 - d. Demonstrate an appreciation for the arts and sciences
 - e. Cultivate an appreciation for diversity and global issues

- ***Core Competency 4: Academic Proficiency/Professional Development***
Academic Proficiency/Professional Development is the acquisition, discovery, and application of knowledge achieved over a period of time supporting academic success, workplace skills, professionalism, and lifelong learning.
Key Indicators:
 - a. Demonstrate practical application of knowledge
 - b. Master adequate technical and computer skills
 - c. Acquire workplace skills
 - d. Develop and maintain a professional attitude
 - e. Become motivated to pursue life-long learning

East Arkansas Community College
Organizational Chart
2008-2009



General Information

1. Affirmative Action Policy

East Arkansas Community College, as an institution of higher learning, is dedicated to the highest ideals of citizenship in a free society. The College seeks to set a proper example by complying fully with all relevant laws enacted at every level of government. Consistent with the American ideal of equality of citizens and the dignity and worth of each person, the College hereby states that equal employment opportunity and advancement are guaranteed consistent with appropriate laws without regard to race, religion, color, national origin, sex or any other such factor. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The President of the College is hereby empowered to implement this policy through appropriate personnel and by use of effective guidelines.

Employment of all personnel shall be upon recommendation of the President, subject to rejection by the Board of Trustees and subject to the provisions of appropriate Arkansas law. (Board Policy 3-1)

2. Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA), extends previous legislation and adds a broad array of employment and access rights to disabled citizens. The ADA applies to all employment related activities and is intended to ensure a level of service to disabled individuals that is equivalent to the level of service provided to those without disabilities. Additional information is available from the ADA Coordinator. (Board Policy 3-29)

3. Board of Trustees

The governing board of EACC, the Board of Trustees, is composed of nine (9) members who are appointed by the Governor of Arkansas for staggered six-year terms and are committed to and supportive of EACC's mission. The Board meets quarterly on the second Thursday and is actively involved with the College's functions and process. The board has all powers necessary and proper for the governance and operation of East Arkansas Community College.

4. Drug-Free Workplace Policy

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to college property. Therefore, to comply with the Drug-Free Workplace Act of 1988 and the State of Arkansas, *EO-89-2, it is the policy of East Arkansas Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in its workplace is prohibited. Any employees in violation of this policy will be subject to discipline up to and including termination. (College Catalog)

5. Judicial Process

Recognizing that students and employees have rights regarding judicial process, East Arkansas Community College has set forth a judicial affairs committee to address any grievance a student or employee may have. The complete process may be found in the College Catalog. (College Catalog)

6. Sexual Offense Policy

A. Commitment

EACC is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is a violation of Federal law as stated in Title VII of the Civil Rights Act of 1964 and in Title IX of the 1973 Education Amendments. A copy of those laws may be obtained in the Personnel Office of EACC. Students and employees of EACC who may be a victim of a sexual offense are urged to report the offense, using the complaint procedures outlined in Section IV of this policy. Those with a complaint may also press charges with the legal system outside the college. In an effort to provide a safe environment for the college community, EACC may file charges against an alleged offender. (College Catalog)

B. Definition

Sexual offenses consist of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile or offensive environment. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. It may include student to student conduct, employee to student conduct, student to employee conduct, or employee to employee conduct.

1. Sexual Harassment consists of:
 - a. Non-verbal: harassment includes suggestive or insulting sounds, leering, whistling, obscene gestures and visual displays.
 - b. Verbal: harassment includes unwanted statements (written or spoken) drawing upon sexual innuendo, suggestive comments, insults, sexual humor or jokes emphasizing gender-specific traits or clothing, sexual propositions (including repeated, unwelcome invitations to social engagements) or sexual threats.
 - c. Physical: harassment includes unwanted touching, pinching, patting, hugging, or brushing of one's body. In its most extreme form, sexual harassment includes coerced sexual intercourse (e.g., acquaintance or date rape) and sexual assault.
 - d. Hostile environment: A pattern of unwanted sexual behaviors (verbal, non-verbal and/or physical) which makes the work or academic situation intolerable may constitute sexual harassment even though reward for submission or reprisal for refusing have not been indicated. Employees and students who are not the direct object of harassment may still make a claim under this policy if forced to work or study in an atmosphere of pervasive harassment.

C. Consensual Amorous Relationships

Amorous relationships between individuals of different institutional status, even when apparently mutual at the outset, may have an underlying power imbalance which can diminish the subordinate's freedom of choice. Any institutional employee who enters into a sexual relationship with a student or subordinate where a professional power differential exists should realize that the nature of the relationship may make it difficult to prove mutual consent in the event of a complaint of sexual harassment. Furthermore, such relationships can be perceived by others in the instructional or work unit as exploitative and unfair. Those who persist in maintaining such a relationship should divest themselves of any direct or indirect

supervisory, academic or decision-making responsibility for that person. The power differential may be construed as coercion by a complainant. Thus, employees should be aware that the Sexual Judicial Board may impose sanctions in cases where this exists. With a Minor: Any sexual behavior with a minor is prohibited. If the student or subordinate is under the age of 18, even a consenting sexual relationship with that student or subordinate may be considered child abuse. The offender, therefore, may be subject to civil or criminal procedures. Arkansas state law requires the institution to report sexual child abuse to the Department of Human Services or to the local law enforcement agency.

D. Complaint Procedures

Those who feel they have been victimized under the definitions of this policy are encouraged to use the following complaint procedure. Confidentiality cannot be guaranteed, but all efforts will be made to ensure the privacy of the victim and the accused. Both the victim and the accused will be given a copy of their rights.

7. Smoking on Campus

Smoking is prohibited in all buildings on the EACC campus and in college pool cars. Smoking is permitted on the College campus outside of the buildings and pool cars. At off-campus locations, EACC will recognize the policies of the host school or other entity. (Board Policy 8-3)

Faculty

1. Academic Freedom

All members of the faculty are entitled to academic freedom as generally defined in the 1940 Statement of principles of Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors. Relevant provisions of this Statement are accepted by the College as follows:

- A. A teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. The teacher is entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
- C. The college and university teachers are citizens, members of a learned profession, and officers of an educational institution. When he speaks or writes as citizens he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As scholars and education officers, they should remember that the public may judge their profession and their institution by their utterances. Hence he should at all time be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are speaking for the institution. Academic freedom also extends to students who have the right to expect quality instruction in all of their classes. In addition, each student has the right to fair evaluation from the faculty. The student has the right to a complete explanation of the evaluation procedure at the beginning of each course. Furthermore, he/she has the right to reasonable access to the faculty for such assistance as may be needed. (Board Policy 4-10)

2. Class Responsibilities

A. Attendance – Faculty

Faculty members who must miss classes for good cause are required to secure leave request forms from the departmental secretary, complete the forms, and return them to the Department Chair. Faculty absences must be approved by the appropriate Department Chair and the Vice President for Academic Affairs. With the exception of sick leave, any absences must be approved in advance. For sick leave, if the situation prevents the submission of the forms before the absence occurs, such forms should be submitted immediately upon the faculty member's return to the campus. In any event, the appropriate Department Chair or Coordinator of Off-Campus Program (or, in his /her absence the Vice President of Academic Affairs) should be notified by telephone or by other means that the faculty members will not be able to meet classes. Faculty should not allow a class to meet without proper supervision or without notification of the necessary absence of the faculty members. Faculty members are expected to be present for all in-services activities scheduled through the Colleges.

B. Attendance Rosters

Instructors are responsible for maintaining official student attendance records. Updated class rosters are available to faculty members via Campus Connect on a daily basis and should be referred to at each class meeting for the first 11 days of class. Under no circumstances should faculty permit a student to remain in a class unless the student's name appears on the class roster. A special effort should be made to determine that students who wish to be carried as audit are shown as audit on the class roster and that students who are shown as audit on the class roster are indeed registered for audit. After the eleventh class day during the fall and spring semesters and after the eleventh day equivalent during the summer semester, the faculty will receive the Official Eleventh Class Day Roster. This roster is to be checked carefully for errors and no shows. Any discrepancies should be properly reported to the Office of Admission and Registration immediately. Following submission of the Official Eleventh Class Day Roster to the Office of Admission and Registration, faculty should refer to the Campus Connect roster to insure that any errors and/or no shows have been properly recorded. No student should be added to or dropped from the roll after this process unless the faculty is provided proper notice from the Vice President for Academic Affairs and the Registrar's Office. The eleventh class day roster is the faculty certification to the state auditor that the enrollment is complete and accurate and reflects that status of students enrolled in that class.

C. Course Syllabi

A common course syllabus is mandatory for all courses. The syllabi template can be found on the intranet.

D. Field Trips

Under no condition should a faculty member conduct a field trip without prior approval from the Vice President for Academic Affairs. It is the students' responsibility to make arrangements for missed class work with instructors and it is the instructor's decision to accept or reject make-up work.

3. Evening Classes

There is no formal distinction at EACC between day and evening programs. For this reason, anyone accepting employment as a faculty member at the College agrees to teach evening classes as a part of his/her regular load, or when appropriate, as an overload. The Department Chair is responsible for assigning teaching loads to those faculty members within his/her department.

4. Faculty Job Description

In accepting a teaching appointment at the College, an individual also accepts responsibilities and obligations as a professional educator. In the same spirit in which the College jealously guards the individual's rights as an academician, he/she must never use the position for any non-professional or personal purpose. (Board Policy 2-3e)

Under the supervision of the Department Chair, the chief duty of each faculty member is the instruction of assigned classes. This duty takes precedence over all others. Each faculty members should make every effort to be present and on time for each assigned class meeting and to be prepared for that class to the best of his/her ability.

In addition to teaching duties, faculty members are responsible for the following:

1. Demonstrating a commitment to the community college mission and goals.

2. Adhering to faculty policies set forth in the Faculty Staff Handbook.
3. Participating in the development, planning, implementation, and evaluation of department curriculum.
4. Acting as a course coordinator when appropriate.
5. Participating in College committees as appointed.
6. Attending and participating in the College graduation exercises.
7. Provide for improvement of instruction through assessment of student learning activities, evaluation, and follow-up.
8. Acting as a student advisor as assigned.
9. Maintain accurate class attendance and withdrawal records, complete eleventh day rolls in a timely fashion and assist the Registrar in deterring students who are not attending class.
10. Participate in departmental faculty recruitment and interviewing process when appropriate.
11. Perform other duties as assigned.

5. Faculty Meetings

Faculty meetings will be called by the Vice President for Academic Affairs. There will be typically one general faculty meeting per month except during December, May, and summer terms. Additional meetings will be called as needed. Unless excused by the Vice President for Academic Affairs, each full-time faculty is expected to attend all faculty meetings.

6. Faculty Qualifications

A. Minimum Qualifications

1. For an academic faculty member, the equivalent of an academic master's degree in the teaching field.
2. For an occupational faculty member, appropriate training for employment as a professional in the field combined with experience in the field will be evaluated by the Vice President of Academic Affairs for placement on the salary schedule. (Board Policy 3-21)

B. Faculty Placement on the Salary Scale

The faculty salary schedule provides for increased remuneration based upon educational attainment beyond the minimum. Faculty are placed according to degree and years of experience (maximum 10 years). Faculty who earn additional graduate hours toward placement on a higher salary level must present documentation of such additional graduate hours by the first day of the classes in the fall semester. Revisions of faculty contracts to include additional graduate work will not be made during mid-year.

1. Hours above Master's degree include only those that fit into one of the following categories:
 - a. Graduate hours in the teaching field.
 - b. Other graduate or advanced hours in the teaching field or in a clearly related supporting field which have been individually approved at the institution.
 - c. Other carefully selected graduate hours which contribute significantly to the individual faculty members' teaching skills and which have been individually approved at the institution.
 - d. In extremely rare instances, clearly superior occupational or educational experience can be evaluated to place occupational faculty members above the "minimum qualifications" level.

2. Years of Experience include:
 - a. A total of not more than ten (10) years of experience earned outside the institution with:
 - (1) Post-secondary teaching experience credited on a year-for-year basis;
 - (2) Other teaching experience credited on a two for one basis;
 - (3) Directly related non-teaching employment experience (above that required for “minimum qualifications”) credited on a two for one basis;
 - (4) In critical need category, occupational positions directly related on-teaching employment experience may be credited on a year for year basis.
 - b. All applicable years of experience at the institution up to the maximum number of years allowed.
 - c. In extremely rare instances here specific teaching or other experience would be more or less valuable to the institution than permitted under the general provisions above, the institution may evaluate the experience on a different basis.
 - d. Summer session salaries shall be based on the Summer Faculty Salary Scale that shall be adopted by the Board annually or as necessary.

7. Grading

The grading symbols used at EACC are listed and explained the current College Catalog. Each faculty member should read that portion of the catalog carefully. A system for determining the mid-semester and final grades for each course is to be devised by the faculty member(s) teaching the course and in accordance with departmental policy. This system is to be explained to each class at the beginning of each semester. In addition, a copy of this grading system is to be included in the syllabus for the course. The student has the right to expect that examinations for grades be constructed in accordance with the objectives of the course, and that these objectives be communicated in advance. (College Catalog)

Procedure for Reporting grades to the Registrar’s Office will be explained by memos from that office.

A. Change of Grade

After a final semester grade has been mailed by the Registrar’s Office, the grade may be changed by the following procedure:

1. The faculty member will obtain a change of Grade Form and complete the form including the reason for the grade change.
2. The Change of Grade form must be approved by both the Department Chair and the vice President for Academic Affairs. If the Change of Grade is approved by both the Department Chair and the Vice President, copies will be forwarded by the Vice president to the Department Chair, the faculty member, and the Registrar. If the Change of Grade is disapproved, the copies will be sent only to the faculty member and the Department Chair. Change of Grade may be initiated only by faculty members, and the procedure must be completed within 30 calendar days, excluding a grade of “I”, after request for review of grade is received by the faculty member.

B. Grade of “I”

The grade of “I” or “Incomplete” should be assigned with discretion by the faculty. It is to be used only in those instances where unusual or extraordinary circumstances prevent the student from completing all course requirements during the semester registered. It is the responsibility of the student to arrange with the faculty member for completion of the course when an “I” is given. The faculty member will keep a clear record of work the student needs to complete to remove the “I” and the method of calculating the

final grade. In case the faculty member leaves the employment of the College or is part time faculty, this information will be turned in to the appropriate Department Chair along with their grade books.

To remove an “I” the student must complete the work of the course by the end of the next semester (excluding the summer term) following the semester in which the “I” was awarded. After that time period, the “I” will become an “F” unless the student has completed the work satisfactory or the faculty member requests an extension through the Vice President for Academic Affairs. The faculty member submits the change of incomplete in the same manner as a change of grade.

C. Grade of “W”

If a student finds it necessary for any reason, including his/her inability to achieve the minimum objectives of the course, to withdraw, he/she may do so prior to the deadlines established in the College catalog and academic calendar for withdrawing officially from a course. If withdrawing by the 11th week equivalent, a grade of “W” is entered on the record and the grade does not enter into the calculation of grade point average. After the end of the 11th week or equivalent but prior to the Last Day to Withdraw, a grade of “W” or “WF” will be assigned according to the student’s academic standing at the time of withdrawal. A student receiving a “W” must re-enroll in the course if credit is desired. The student has both the right and responsibility to withdraw by the official deadline after consultation with the faculty member in the event he/she feels, for any reason, that he/she will be unable to achieve the minimum objectives of the course. In no case may an instructor or another student withdraw a student from class.

8. Load, Overload, and Duty Hours

A. Normal Load for Faculty

Full-time faculty load will be calculated over both fall and spring semesters. The full time faculty load will not exceed 30 semester credit hours. Only courses with regularly scheduled instructional responsibilities will be calculated in the faculty load. Only courses taught at different times by an instructor will be calculated in the load. Different sections or levels of a course which meet concurrently will be considered one course in calculating faculty load.

The number of preparations for a full-time faculty member should not exceed four 3-hour courses per semester. However, in some programs, the number of preparations may exceed four. The number of preparations will not be calculated in over-load compensation. Instructional loads in applied music and art, laboratory and clinical instruction and physical education will be calculated according to nationally accepted standards. One laboratory hour or one hour of private lessons is equivalent to two-thirds (.7) of a semester hour.

A course taught as an independent study must be approved by the Vice President for Academic Affairs. The following circumstances must exist for the independent study to be approved: the student cannot schedule the course; the course is required in the student’s program; the instructor voluntarily accepts responsibility for the course; and the department chair recommends the independent study. Course activities should be designed to assure that the student meets normal learning outcomes of the course. Faculty members who teach an independent study will be paid a supplement of \$100 during the semester of the independent study. Independent studies will not be included in calculating faculty load.

Faculty members who are responsible for occupational internship courses, other than allied health, will be paid \$100 per student up to eleven (11) students, and the compensation will not be counted in calculating the instructor’s load. If twelve (12) or more students are enrolled in the internship course, the following guidelines will apply: (1) The course will be included when calculating the faculty member’s maximum

allowable teaching load for the year. (2) If the course is counted as part of the instructor's normal load, the instructor will be compensated according to the faculty's salary schedule. (3) If the internship is not part of the instructor's normal load, the instructor will be compensated at the overload rate per credit hour.

The normal teaching load for Department Chairs shall be 21 semester hours per fiscal year (12 months). Department Chairs may be allowed to teach credit and noncredit courses for overload pay in accordance with state and institutional procedures. (Board Policy 3-24; 4-3)

B. Overload

Assignment to over-load instruction is voluntary. Instructors will be compensated, during the spring semester, for an overload not to exceed 9 semester hours of theory instruction during the fall and spring semesters. In calculating overload compensation, theory (lecture) instruction will be compensated at the prevailing part-time rate. A contact hour of math or science laboratory instruction, physical education activity instruction, nursing clinical instruction or instruction in a performing arts laboratory, studio or private lesson will be compensated at two-thirds (.7) of the credit hour rate.

Payment for the overload will be made based upon the part-time salary schedule according to the qualifications of the faculty. Faculty or staff members who assume part-time faculty positions over and above their full-time job will not be compensated for travel involved in the part-time work.

Overload pay for Department Chairs shall be awarded in accordance with the policy governing all full-time faculty.

Staff members who wish to assume part-time teaching positions must be approved by the state Office of Personnel Management (OPM) for concurrent employment prior to accepting the position. A staff member who is contemplating accepting a part-time teaching position should secure approval from their supervisor before requesting state approval for concurrent employment.

The maximum overload that will be allowed is nine hours per academic year (nine months) for full-time faculty and Department Chairs. The maximum overload for full-time faculty and Department Chairs during the summer session will be one class each summer term or a total of two classes for the summer. The maximum teaching load for OPM-approved professional staff members who assume part-time teaching positions in addition to their regular position will be one class per semester (fall, spring, summer.) (Board Policy 3-24; 4-3)

C. Duty Hours for Faculty

Each full-time faculty member will be expected to be available on the campus for direct instructional purposes and for conferences with students as dictated by the individual's teaching load and the particular needs of the students. In addition to these general instructional responsibilities, faculty members will be expected to be available for service on departmental, instructional, and institutional committees and/or task forces as the specific needs and objectives of the College require. In general, the combination of direct instruction, student conferences, institutional responsibilities, and preparation for such activities will require a minimum of 35 hours per week.

The Office of the Vice President for Academic Affairs, in concert with the Department Chairs, shall be charged with the responsibility for assuring equitable work loads which will allow the accomplishment of institutional objectives.

A listing of duty hours will be submitted to the Department Chair and the Vice President for Academic Affairs as well as posted on the faculty member's office door for the benefit of students. In addition, the

students in each class should be informed of the faculty member's office hours at the beginning of each semester. (Board Policy 3-24; 4-3)

D. Summer Employment

EACC cannot guarantee summer employment for faculty. However, preference for summer employment will be given to full-time faculty. The Vice President for Academic Affairs, with the advice of the Department Chairs, will be responsible for assigning teaching duties to faculty members for those classes which are offered and which have sufficient enrollment.

Current summer session salary schedules are available from the office of the Vice President for Academic Affairs and from the office of the Vice President for Business Affairs.

9. Office Assignment

Faculty office assignments will be made by the Vice President for Academic Affairs. Assignments will be made in view of the best interest of the College, and no office assignment may be considered permanent.

10. Procedure for Curriculum and Instruction Changes

A faculty member may suggest curriculum and instruction changes by submitting his/her suggestions to the appropriate Department Chair, who may refer the suggestion to the Academic Standards Committee. The Academic Standards Committee will either approve, modify, or reject the proposed recommendation. The proposed or modified recommendation will be submitted to the Vice President for Academic Affairs for consideration. The Vice President for Academic Affairs may implement the recommendation or suggest an alternate approach.

11. Test and Final Examination

Each faculty will give a final examination for each class during the time indicated on the final examination schedule for that class unless an exception is approved by the Vice President for Academic Affairs.

12. Textbook Adoption and Desk Copies

Textbook adoption decisions are the responsibility of the appropriate Department Chair, based upon the recommendation of faculty members teaching the courses.

Faculty may obtain desk copies of textbooks under adoption by requesting them from the publisher. A directory of publishers listing addresses of the various publishing companies is available in the College Bookstore. While waiting for a desk copy to arrive from the publisher, the faculty member may secure a desk copy from the Bookstore. The cost of the book will be charged through the departmental budget.

Faculty and Staff

1. Administrative Services

A. Building Repairs

A report of needed building repairs should be made by memo or electronic mail directed to the Director of Physical Plant or the Maintenance Work Planner and Scheduler.

B. Emergency Calls

In case of an emergency, please contact the College Security Guard. If the Security Guard is not available, contact the Campus Administrator. For after hours break-ins, vandalism, or other unlawful activities in the absence of the Security Guard, contact the Forrest City Police, (870) 633-3434 or 911.

In case of a heating or air conditioning breakdown, plumbing, or electrical interruption after working hours, report by phone to the Director of Physical Plant. In the event of a fire, call the Forrest City Fire Department (870) 633-1533 or 911. Please bear in mind that these calls should be matters of importance and not for personal convenience.

C. Fax Service

The College Fax number is (870) 633-7222. Messages sent to EACC may be picked up in the Administration Building .

D. Issuance of Keys

Keys to doors and locks at the College will be issued through the Office of the President or his designee. Keys must be returned to the Office of the President upon the employee's leaving the institution for reasons of resignation, termination, retirement, or by other actions by which the person ceases to be an active employee of the College. Final pay checks will not be issued until all keys are returned or accounted for. (Board Policy 3-31)

E. Mail Service

Outgoing mail should be delivered to the mail area by 3:30 p.m. Incoming mail will be received each day at approximately 11:00 .am. The mail will be separated by the Bookstore Manger.

F. Photocopying Service

Supplies for photocopying will be handled by the Purchasing Agent. Any problems with the photocopy machine should be reported to the receptionist who will notify the company. At the end of each month, each department of the College shall be charged a cost per copy to cover the machine, paper, and toner costs.

G. Telephone Service

All long distance telephone calls should be authorized by the supervisor (President, Vice President, or Department Chair). At the end of the month, upon receipt of the monthly telephone bills, all calls shall be checked and charged to the proper departments. Long distance calls must be placed with the assigned special billing number. Collect calls are not to be accepted by College personnel.

The President shall establish whatever procedures and requirement are necessary to ensure proper and efficient use of College telephones. The telephone policy shall be as follows:

1. Except in cases where circumstance do not permit, calls should be limited to approximately 3 minutes.

2. Secretaries and other support personnel will only make (long distance) calls authorized by their supervisor and must be cleared with appropriate Vice Presidents or Chairpersons.
3. Personal calls charged to the College are prohibited.
4. Collect calls will not be accepted .

H. Use of Building and Grounds

The College is authorized the use of building and grounds of the College for non-college activities as are judged to be of an educational or cultural nature. Approval of such is to be granted by the President or his designated represented according to the established Facility Use Policy.

2. Advising, Counseling, and Tutoring

A. Advising

Faculty are required to assist with registration of students during normal contract period of the faculty. An advisor manual is available to all faculty to assist them in this endeavor.

B. Counseling

Counselors will assists students in courses of study, determining transferability of courses, career planning, gaining independence, and confronting problems of daily living. Even through counseling services are available through Student Services of EACC, faculty members are expected to serve as academic advisors to assigned advisees.

C. Tutoring

Student Support Services offers assistance through tutorial sessions, workshops, mentoring, open labs, and the transfer initiative.

3. Contracting

A written contract shall be entered in the personnel file of each non-classified employee prior to each contract period. The recommendations for hiring should be presented to the President one week before the regular Board meeting (usually held the second Thursday at 7:00 p.m.) to enable disbursement of the contracts and reports to the Board members through the Board agenda booklets.

A written contract, signed by appropriate College personnel and the person rendering services, must be on file in the office of the EACC Director of Personnel before such person can be paid for services rendered to the College.

A contract must be approved by the President and on file in the office of the Director of Personnel for each community service course offered, if payment for services are to be given. Each contract must state that payment is contingent upon the class making as determined by the administration. Any exceptions to these policies shall be at the discretion of the President.

The President of the College has the authority to approve and sign contracts for all college personnel.

All contracts shall be manually signed by the President.

Classified employees are employed and terminated under the State Classification and Pay Plan and related legislation. Initial employment, promotions, and other change of position must be reported to the Board of Trustees.

All classified and non-classified permanent employees of EACC that begin employment after April 14, 2006 shall receive their monthly salaries by direct deposit. All employees after terminating employment with EACC will receive their last salary payment by check. The Personnel Director or the Vice-President for Business Affairs may temporarily remove an employee from direct deposit if the employee's working hours become unpredictable due to certain factors such as injury, illness, etc. (Board Policy 3-7)

4. Emergency Procedures

All employees will receive the booklet entitled Emergency Procedures. Emergency procedures are posted in all classrooms and office buildings.

5. Employment Procedures

A. Application for Employment

After the EACC Director of Personnel has received a copy of any application, the application will be presented to the appropriate area of the College. Each interview of any prospective employee should be noted and such notation filed in the Office of the Director of Personnel. (Board Policy 3-4)

The EACC Director of Personnel Records will keep records of applications and persons hired to comply with guidelines of the Affirmative Action Plan.

Hiring of relatives is not permitted wherein such hiring will result in one relative supervising another one or wherein favoritism may be extended on the basis of relationship. The President of the College is directed to see that discretion is used in the hiring of relatives of full-time or part-time personnel. Harmonious working conditions should be maintained. (Board Policy 3-11)

B. Recruitment and Selection

All applicants desiring positions at the College must file a written application with the EACC Director of Personnel.

Appropriate background information on faculty and administrative applicants shall be obtained prior to the official appointment by the Board.

Full-time Faculty Hiring Procedure

1. Faculty positions will be advertised in appropriate newspapers and/or professional journals, the College website and posted internally. Positions will be advertised until the position is filled.
2. The President will appoint a screening committee to screen application materials, interview the most highly qualified applicants and recommend a qualified finalist or finalists to the Vice President of Academic Affairs. The screening committee will be chaired by the appropriate department chair and will consist of the following: two faculty members from within the department, one faculty member from outside the department, one member of the classified staff, one member of the counseling/student services staff, and one member of the administrative staff. At least one ethnic minority will serve on each screening committee.
3. The screening committee will recommend a qualified finalist or finalists to the Vice President

for Academic Affairs.

4. The Vice President for Academic Affairs and the President will interview the finalists. If an appropriate candidate is identified, the President will approve the appointment and report said appointment to the Board of Trustees. If an appropriate candidate is not identified, the position will be re-advertised.

The President is responsible for approving the appointment of all personnel. The President is authorized to fill any vacancy, which will be reported to the Board at its next regularly scheduled meeting. (Board Policy 3-2)

6. Holidays

Holidays for the college will be in accordance with the college calendar. All offices will be closed on these same days, unless otherwise arranged by the President. Administrative (auxiliary) offices will be open from 8:00 - 4:30 p.m., Monday - Friday, or as otherwise scheduled by the President. The College may require employees to work on any of the established legal holidays. In this event, those employees who worked on the legal holiday are entitled to equivalent time off at a later date. (Board Policy 3-15)

7. Hours and Days of Work

A. Duty Hours for Faculty

Each full-time faculty member will be expected to be available on the campus for direct instructional purposes and for conferences with students as dictated by the individual's teaching load and the particular needs of the students. In addition to these general instructional responsibilities, faculty members will be expected to be available for service on departmental, instructional, and institutional committees and/or task forces as the specific needs and objectives of the College require. In general, the combination of direct instruction, student conferences, institutional responsibilities, and preparation for such activities will require a minimum of 35 hours per week.

The Office of the Vice President for Academic Affairs, in concert with the Department Chairs, shall be charged with the responsibility for assuring equitable work loads which will allow the accomplishment of institutional objectives.

A listing of duty hours will be submitted to the Department Chair and the Vice President for Academic Affairs as well as posted on the faculty member's office door for the benefit of students. In addition, the students in each class should be informed of the faculty member's office hours at the beginning of each semester. (Board Policy 3-24)

B. Duty Hours for Full-time Staff

Full-time staff are required to work a 40-hour work week. Full-time college employees are required to work a full normal work week and will be allowed to enroll in one course during regular work hours only if they make up the work in an alternate work schedule approved by the appropriate supervisor, Vice President, and President. (Board Policy 3-24)

8. Insurance

A. Disability and Life Insurance

Each full-time employee of the College is provided with a \$10,000 life insurance policy.

Full time employees who work a minimum of 30 hours per week are eligible for disability insurance. The disability policy is provided by the College at no cost and is effective on the first of the month following 90 days of employment. Payroll deduction is available for employees of the College who purchase other insurance from EACC approved companies.

B. Health

All full time employees have the option of health, dental, and vision insurance.

Each employee will be provided a copy of the insurance policies and may obtain information from the Personnel Office.

EACC will, at its cost, provide health insurance for all full-time regular employees of the institution. Employees who are employed one-half time or greater will also be allowed to participate in the health insurance group on a pro rata basis (i.e., if an employee is employed one-half time in the institution, the institution will pay one-half the cost of participation of the individual and the individual will be responsible for the remaining portion of the cost of insurance). The Board shall review the insurance coverage provided each year and may choose to pay a portion of family coverage for those enrolled in such coverage. The individual shall, however, be responsible for paying for any family coverage in addition to that paid by the institution.

A person under the age of eligibility for Medicare may exercise the option to continue membership in the institution's health insurance plan after retirement. The institution will pay for health insurance for an individual who leaves the institution in accordance with the years of service, ages, and percentages as outlined below. The institution will pay the same proportion of retirees' individual insurance premium costs as it pays for employees who have not retired. (Board Policy 3-8)

9. Leave

Classified positions at East Arkansas Community College are required by law to operate under the provisions of the Arkansas Personnel Management System (Uniform Leave Policy). The college also provides leave for its administrative and other academic positions under the same policy. In addition to leave provided by the Uniform Leave Policy, the college provides two days of personal business leave for faculty, administrative, and other academic positions. With the exception of the two days of personal business leave, faculty positions do not earn vacation days.

Permanent college employees earn leave for the following categories: annual leave (non-faculty only); sick leave; military leave; maternity leave; personal business leave; court/jury leave; leave without pay, and disciplinary leave without pay. Leave time cannot be taken before it accrues. The President is authorized to make rare exceptions to college leave policy under emergency or extenuating circumstances.

Employees transferring between State agencies, without a break in service, shall at the time of transfer retain all accumulated sick leave and annual leave.

A. Annual (Vacation) Leave

All permanent full-time (non-faculty) employees are eligible for vacation leave with full pay. Vacation leave shall accrue each year in accordance with the following schedule: (Board Policy 3-15)

Annual Leave Accrual Timetable

Years of Employment	Monthly	Annually
Through 3 Years	1 Day	12 Days
4 Through 5 Years	1 Day 2 Hours	15 Days
6 Through 12 Years	1 Day 4 Hours	18 Days
13 Through 20 Years	1 Day 6 Hours	21 Days
Over 20 Years	1 Day 7 Hours	22.5 Days

1. Through 3 years: Employees must have completed three (3) full years of employment before movement to the next higher accrual rate.
2. 4 through 5 years: Employees must have completed three (3) full years of employment and be starting their fourth (4th) year.
3. 6 through 12 years: Employees must have completed (5) full years of employment and be starting their sixth (6th) year.
4. 13 through 20 years: Employees must have completed twelve (12) full years of employment and be starting their thirteenth (13th) year.
5. Over 20 years: Employees must have completed twenty (20) full years of employment and be starting their twenty-first (21st) year.

Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate.

All annual leave is cumulative; however, an employee who has over 30 days accumulated on December 31st of each year shall forfeit those days in excess of 30 days. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 days will be forfeited if not used by December 31st of each year. Accumulated leave shall be granted by the President at such time or times as will least interfere with the efficient operation of the agency.

Change of positions in the leave schedule shall be determined on the basis of completed year of service. Seniority for reinstated employees will be brought forward in completed years of service only.

B. Catastrophic Leave Bank Program

ACA § 21-4-214 authorizes classified state agencies and institutions of higher education to establish catastrophic leave bank programs or participate in a statewide leave bank program administered by the Office of Personnel Management. EACC will participate in the OPM leave bank program and follow the guidelines set forth therein. (Board Policy 3-17)

C. Catastrophic Leave Bank Program - Faculty

This policy establishes a Catastrophic Leave Bank Program to be administered by East Arkansas Community College. The EACC Catastrophic Leave Bank Program creates no expectation or promise of continued employment with this institution and is intended simply to assist eligible faculty during medical emergencies. (Board Policy 3-17)

D. Court/Jury Duty Leave

Any employee who serves as a witness, juror, or party litigant in any civil or criminal court proceeding is entitled to receive normal and full compensation. If the employee provided reasonable notice to the agency/institution of the required proceedings, the employee shall not be subject to discharge from employment, loss of annual or sick leave days or accrual rates, or any other form of penalty.

Court and jury leave will not be considered annual leave.

Employees who work night shifts and are required to serve in court during the day shall be allowed to take court and jury leave on the night shift of the day on which they served. (Board Policy 3-15)

E. Disciplinary Leave Without Pay

The President may place an employee on disciplinary leave without pay. Such policy shall be non-discriminatory." (Board Policy 3-15)

F. Family and Medical Leave Act

The Family and Medical Leave Act of 1993, Title 29, Part 825 of the Code of Federal Regulations became effective August 5, 1993. The Family and Medical Leave Act entitles eligible employees to take up to 12 weeks unpaid leave each year for specified serious family and medical reasons.

The agency/institutions shall maintain coverage for its employee under its insurance plan at the same level and under the conditions coverage would have been provided if the employee had continued in employment. The agency/institution shall continue to pay the "employer matching" portion of the health insurance to the health insurance premium and the employee will pay employee's portion if such was the arrangement prior to leave. If the agency/institution paid the full premium, it must continue to do so. (Board Policy 3-16)

G. Leave Without Pay

Any employee (including faculty) may be granted leave without pay, including temporary disability, upon approval from the immediate supervisor, appropriate Vice President, and President. (Board Policy 3-15)

H. Maternity Leave

Maternity leave is to be treated as any other leave for sickness or disability. However, the employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. [See section on Family and Medical Leave Act.] (Board Policy 3-15)

I. Military Leave

1. Employees who are members of the National Guard or any of the reserve branches of the Armed Forces shall be granted fifteen (15) working days annually, plus necessary travel time for annual training purposes. Up to fifteen (15) military days may be carried over to the succeeding year for a maximum of 30 military leave days for that calendar year. Said leave shall be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave shall furnish a copy of his/her orders for their personnel file.
2. Any employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. The right of re-employment shall conform with all Federal government rules and regulations.

3. Former employees returning to State service after military service, but who extended their enlistment or re-enlisted for additional military service beyond the initial period for more than a period of four (4) years [or five (5), when re-enlistment was at the request of the military] will lose all reinstatement rights and will be considered a rehire. (Board Policy 3-15)

J. Personal Business Leave

Faculty, full-time administration and other academic positions may be granted two (2) days leave for each calendar year with pay for personal business leave. Such leave will be charged against the employee's accrued sick leave. This leave must be approved prior to the taking of such leave. (Board Policy 3-15)

K. Sick Leave

Sick leave must be approved by the immediate supervisor with paperwork completed no later than the following day upon returning to work. Sick leave for permanent full-time employees (including faculty) shall accrue on the basis of one day per month during the annual contract period with a maximum accrual of one hundred twenty (120) days. Sick leave for permanent part-time employees (including faculty) shall accrue on a pro-rate basis in the same manner as annual leave. Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment for any reason other than retirement. (Board Policy 3-15)

Sick leave may be used for only the following purposes:

1. When the employee is unable to work because of sickness or injury; or for medical, dental, or optical treatment.
2. Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee.

The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.

L. Sick Leave Abuse

The Arkansas Human Resource Management System allows an institution to establish a written policy to identify patterns of sick leave usage that may require an employee to furnish a certificate from an attending physician for any use of sick leave. East Arkansas Community College will identify patterns of sick leave abuse as follows:

1. Sick leave is often used in the month that it is earned;
2. More than 10 days of sick leave are used in a calendar year without a major illness being documented;
3. A pattern of taking sick leave on certain days (i.e., taking sick leave on Mondays or Fridays, before or after holidays, before or after payday, or other discernable patterns);
4. An apparent attempt to use remaining sick leave before terminating employment at the college; and/or
5. In instances where leave without pay is taken for illness, abuse of sick leave may occur.

If a pattern of sick leave usage is identified, the employee will be asked for an explanation of the sick leave usage. The employee's supervisor will request that the President review the employee's explanation and determine whether a physician's certificate will be required for any future use of sick leave. Abuse of sick leave shall be grounds for dismissal or other disciplinary action. (Board Policy 3-15a)

M. Termination Leave - Lump Sum Pay

Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the State, the amount due the employee or his/her estate from accrued and unused annual leave shall be paid to the employee or his/her estate in a lump sum. (This lump sum must not exceed thirty (30) days of annual leave inclusive of holidays.)

No employee receiving such additional compensation shall return to State employment until the number of days for which he/she received the additional compensation has expired. However, the employee may reimburse the agency which made the lump sum payment for the number of days paid but not expired and return to State employment. Such reimbursement will result in the appropriate number of days being reinstated to the employee's accrued annual leave. (Board Policy 3-15)

10. Memberships

Institutional membership in professional organizations and associations may be authorized and paid from College funds upon specific approval of the President. Individual membership requests must be justified and receive approval from the Office of Business Affairs prior to commitment of funds.

11. Personnel Records

Adequate personnel records will be established and maintained by the College. These records will be housed in the Personnel Office. (Board Policy 3-10)

Adequate personnel records will be established and maintained by the College. The Personnel Office should be notified promptly of changes in:

Name, Address, Telephone Number, and Person to notify in case of emergency.

Also, the Personnel Office should be informed of any training or additional coursework that has been completed. This will serve as official record when determining the employee's qualifications for promotion, raises in salary, etc. All new employees and terminating employees should report to the Personnel Office to make sure their records are in proper order. All employee folders should contain a completed application form, official transcripts (when requested), signed contract when appropriate, and an up-to-date position description. The Personnel Office maintains an up-to-date directory on all permanent employees. Periodic updated directories will be dispersed throughout the College on an "as needed" basis (usually once a year).

12. Promotions

Individuals currently employed will receive consideration in filling staff vacancies if they are qualified and choose to be considered. If interested, the employee should apply for the position and receive review along with other applicants. According to Board Policy 2.3, the President may make appropriate personnel transfers to fill vacant positions.

A. Re-classification

Proposed re-classification of a position can be initiated by a supervisor with approval from the President when it is determined that the duties originally outlined for the job no longer correspond with the present duties being performed. All forms for requesting a position re-classification are available in the Personnel

Office. Some reclassifications must be approved by the Arkansas State Office of Personnel Management.

B. Transfers

In the event of promotion or transfer, two weeks notice should be given. The department accepting the Transfer or Promotion will also accept the responsibility for any vacation, sick leave or compensatory time due the employee.

13. Purchasing Procedures

East Arkansas Community College's President is authorized by State statute to appoint an Agency Procurement Official to obtain goods and services for the College. State regulations limit the authority to purchase goods and services for the College to the Procurement Official or others delegated this authority. In the absence of the Procurement Official, the Vice President for Business Affairs or his designee will serve as the Procurement Official. Along with this purchasing authority comes the responsibility to purchase goods and services as outlined by the State regulations and College policy. The EACC Procurement Office is a service organization dedicated to obtaining the desired quality merchandise and services in a timely manner using generally accepted purchasing procedures that are consistent with State laws and regulations. The Procurement Official is available to assist in the completion of purchase requests and purchase orders. (Board Policy 6-7)

14. Retirement Options

The College currently offers three retirement plans. All full-time employees must participate in one of the following:

1. Arkansas Teacher Retirement
2. Arkansas Public Employee Retirement System
3. TIAA/CREF

At the time of employment, an employee must choose between the plans in which he/she is qualified to participate. Further information can be obtained from the Business Office. Under certain conditions, the College will pay for health insurance for retiring employees as outlined below:

1. The employee must be at least 55 years old
2. The employee must have at least 15 years of full-time service with the College.
3. Health insurance will end when the retiree is eligible for Medicare.
4. The early retirement program is not available to an individual who is on leave without pay, receiving long-term disability insurance benefits, receiving worker's compensation, or engaged in litigation with the College. (Board Policy 6-2)

15. Salary Information

East Arkansas Community College is classified as a State agency and must comply with various State laws, regulations, and the general budgetary laws of the State of Arkansas with regards to payroll transactions and salary changes. (Board Policy 3-21)

A. Administrative and Professional Salaries

The salaries for non-classified administrative and professional employees are based upon recommendations from the President to the Board of Trustees.

B. Classified Salaries

Salaries for all classified employees are governed by the Uniform Classification and Compensation Act. This Act is generally updated each biennium by Legislature. The Department of Finance & Administration - Office of Personnel Management reviews the classifications and recommends a salary range for each grade of the classified compensation plan. This plan is governed by regulations established by the Uniform Classification and Compensation Act and administered by the Department of Finance & Administration - Office of Personnel Management.

C. Concurrent Employment at Another State Agency

Concurrent employment at another State agency, State college, or State university may be allowable but must first have the approval of the head or designated representative of each of the State agencies involved. Certification must also be given and approved by the Chief Fiscal Officer of the State of Arkansas that the employee will not exceed line item maximum for the position in which the employee is performing work. Performing work for another State agency as a private contractor is generally not allowable under current State regulations.

D. Faculty Salaries

Experience will be computed according to the East Arkansas Community College policy regarding faculty qualifications and placement on the EACC Salary Scale.

The President of the College shall recommend to the Board of Trustees annually, salary schedules for instructional employees. Schedules so adopted shall be the sole instruments used in determining the compensation of such employees. The schedules shall clearly show the method of computing compensation for employees.

Faculty who earn additional graduate hours toward placement on a higher salary level must present documentation of such additional graduate hours by the first day of classes in the fall semester. Revisions of faculty contracts to include additional graduate work will not be made during mid-year. The Board shall annually adopt salary schedules as appropriate for all employees. All employees shall be paid according to the approved schedule. If a particular type of employee is not covered by the schedule, the President shall determine the salary of that person subject to Board approval.

The President of the College shall recommend to the Board of Trustees annually a pay schedule for faculty salaries. The faculty pay schedule will be based upon different levels of education and experience in education, as outlined in Board Policy 3.21a.

E. Payroll Dates and Payroll Period

A schedule of payroll dates will be established each year in order to provide notification of various payroll deadlines. Payroll distribution dates for all regular employees will generally be the last working day of the month, with the exception of the May faculty payroll which will be distributed the next working day after the faculty contracts have ended. Other payrolls such as extra help, student payrolls, and other special payrolls will be scheduled by the Administration with these dates published in the annual payroll schedule.

F. Payroll Deductions

Upon employment all new employees must furnish the Business Office with completed forms necessary for payroll calculations. These forms must include Federal (W-4) and State employee withholding allowance certificates. An I-9 Form must be completed within three (3) days of date of hire for all regular full-time employees. Part-time and temporary employees must complete this form on or before their first work day. Other necessary forms include health insurance, life insurance, dental insurance, disability insurance, and retirement application forms. Other voluntary deduction forms for supplemental insurance,

credit union, flower fund, and so forth may be completed at this time or at a later date.

G Salary Increases

Salary increases are recommended each year by the Administration based upon funds available, Legislative and State regulations, and evaluation of an employee's performance. A pay increase may also be recommended for an employee who has been promoted to a position of considerably broader responsibility.

16. Staff Development

East Arkansas Community College employees are encouraged to take advantage of job enrichment opportunities in order to improve their effectiveness in their work and to promote their own career advancement. Full-time college employees are required to work a full normal work week as outlines in board policy and procedures. However, they will be allowed to enroll in one course during regular work hours, with the supervisor's permission, only if they make up the work in an alternate work schedule approved by the appropriate supervisor, Vice President and President. Seminars and workshops are offered by the Training Resource Center, a division of the State Office of Personnel Management. Information about the Training Resource Center and its workshops can be obtained from the Personnel Office. All employees must have prior approval of their supervisor and appropriate vice president before enrolling in a training experience. Department Chairs or office supervisors must agree that the department will bear any expense for employee development from departmental or office budgets.

17. Social Security

All employees of the College are required to participate in Federal Social Security and Medicaid in addition to any retirement system selected. Employees should always make sure their social security number and names have been reported correctly and currently to the Business Office. Social Security forms for name changes or replacement of lost cards may be obtained from the local Social Security Office. (Board Policy 3-9)

18. Supplies

Office and teaching supplies should be requisitioned from the bookstore, if available. Supplies not available in the bookstore may be purchased by following standard college purchasing procedures.

19. Termination

A. Resignation

1. Notice of intent to terminate employment
All professional staff (non-classified) should give at least one month's notice of their intent to terminate employment. All other personnel are asked to give at least a two-week notice.
2. Keys
Keys to doors and locks at the College will be issued through the Office of the President or his designee. Keys must be returned to the Office of the President or his designee upon the employee's leaving the institution for reasons of resignation, termination, retirement, or by other actions by which the person ceases to be an active employee of the College. Final pay

checks will not be issued until all keys are returned or accounted for.

B. Suspension and Dismissal

The President may suspend or dismiss faculty and staff members. A faculty or staff member may not be discharged or removed during the term for which he/she is employed, without opportunity to request a review from an advisory committee within five (5) working days; and provided further that such dismissal shall be based upon incompetence in performing the duties of the office; refusal to comply with college policies, procedures, and administrative directives; unanticipated financial restrictions of the College; gross insubordination; willful neglect of duty; drunkenness; use or possession of illegal drugs; conviction of any crime involving moral turpitude or any act(s) or statement(s) which would be detrimental to the welfare, objectives, and philosophy of the College. (Board Policy 3-26)

Procedure for Dismissals:

1. Recognition of Cause for Dismissal

Any individual from within the College community who believes that a reasonable cause for dismissal of a faculty or staff member exists shall express this belief and the specific reasons for its existence in writing to his/her immediate supervisor. Final responsibility for initiating dismissal proceedings lie with the President of the College.

2. Consultations

When, after an investigation, the President believes that cause for dismissal exists, the administration of the College shall make a bona fide effort to achieve resolution of difficulties through preliminary conferences, discussions, and confidential mediation.

3. Advisory Committee

If no resolution is achieved, the individual may request the situation be reviewed by an advisory committee. The President may then call for an opinion from an Advisory Committee. This committee shall be composed of three (3) members. One shall be selected by the individual to be heard, one shall be selected by the administration, and the third member shall be selected by these two individuals. This committee should be independent of the department of the individual whose case is being heard. Their inquiry should be informal and flexible; they are to offer confidential advice to the individual and to the administration in an attempt to effect an adjustment.

4. Charges

If an adjustment is not achieved, the President shall formulate a statement of the grounds for dismissal. The statement should be sent to the individual involved in a registered or certified letter or delivered to him/her personally by an agent of the College.

5. Withdrawal of Proceedings

At any time during this procedure the individual may acquiesce to the dismissal. Similarly, the administration may drop dismissal proceedings.

6. Non-Renewal of Faculty Contract

The policy for non-renewal of a faculty for other administrative considerations not named above, shall be as follows: Faculty shall be notified of non-renewal of the contract by March 15 of the year for which the faculty member is under contract. For example, if the contract is to be terminated at the end of a contract year, notice has to be given to the faculty member by March 15 of that year. No reason must be given for non-renewal of a contract.

7. Non-Renewal of Administrative Contract

The policy for non-renewal of a non-faculty contract for other administrative considerations not named above, shall be as follows: Persons on non-faculty contracts shall be notified of non-renewal on the contract no less than 30 days before the end of the period covered by the existing contract. No reason must be given for non-renewal of a non-faculty contract.

20. Travel Procedures

The Arkansas Department of Finance and Administration issues regulations for reimbursement of travel expenses for persons who travel on official College business. (Board policy 6-1) The Travel Policy and Procedures can also be found in the Business Office.

21. Unemployment Benefits

College employees are covered under the State Unemployment Compensation Act. The entire cost for this coverage is paid by the College. A person whose employment at the College has been terminated should contact the local Employment Security Division Office. Unemployment compensation will be paid if the person qualifies for benefits and no other suitable work is available.

22. Waiver of Tuition Fees for Board Members, Full-Time and Part-Time Employees

Tuition fees will be waived for courses taken for credit by Board members and full-time employees and their immediate families, to include husband or wife or children. The tuition fees for one course taken for credit per semester will be waived for part-time employees and their immediate family. St. Francis County public school employees are granted a 50% reduction in tuition for themselves and their dependents for courses taken for credit. All college personnel will pay fees for all courses not taken for credit. However persons over 60 years of age are exempt by law (see ACT 678, 1975) for tuition if course is taken for credit. Students ages 50-59 will receive a 50% tuition discount for courses taken for credit.

23. Worker's Compensation

The College provides Worker's Compensation benefits for employees who receive an injury in the course of their work. In order to be sure that full benefits may be obtained, employees should report all injuries, however slight, to their immediate supervisor. If medical attention is required, employees will be referred to a doctor, hospital, or clinic that has agreed to handle referrals from EACC. (Board Policy 3-18)