



Flathead Valley
COMMUNITY COLLEGE

**EMPLOYEE
HANDBOOK**

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LETTER FROM PRESIDENT:

TO: Flathead Valley Community College Employees

I welcome you to the FVCC community. I am confident you will find an opportunity to make a significant contribution to FVCC by helping us to maintain the best possible environment for learning. We must always remember that it is our responsibility to serve the students in a manner that will promote their intellectual, cultural, and moral development as individuals and as tomorrow's citizen-leaders.

This Handbook has been prepared as a guide and reference for all employees. Because of our desire for consistency and fair play, and the increasingly complex legal nature of the employment relationship, we feel it is in the best interest of the College and the employees to have written personnel guidelines wherever practical. It is important that you know the College's objectives and expectations.

Ultimately, the successful application of any policy is dependent on proper application by the supervisor and the cooperation and understanding of the employee. Mutual adherence to these guidelines will ensure equal treatment in the situations addressed and enhance the effectiveness and efficiency of the College.

Please familiarize yourself thoroughly with the contents of this Handbook so that all personnel policies of the College may be administered fairly and effectively.

Jane A. Karas, Ph.D.
President

PREFACE

This Employee Handbook contains general statements of Flathead Valley Community College policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. FVCC Board Policy takes precedence over this handbook.

No handbook can anticipate every circumstance or question regarding college policy. Accordingly, FVCC reserves the right to interpret, change, alter, suspend, and cancel all policies and practices without advance notice, at its sole discretion, without providing cause, justification or consideration. The College will periodically update this Handbook, but there will be times when policy will change before this material will be revised.

Any alterations of, additions to, or deletions from, the provisions of this Handbook must be approved by the President of the College, and issued by the Director of Human Resources.

Questions regarding interpretation of this Handbook's provisions should be directed to your immediate supervisor. If questions remain, the supervisor should consult with the Director of Human Resources.

The Director of Human Resources shall be responsible for custody and distribution of this Handbook.

SECTION 1

PERSONNEL POLICIES AND PROCEDURES

PERSONS COVERED

These policies and procedures shall apply to all College employees to the extent that they do not conflict with state or federal law or the provisions of any collective bargaining agreement to which the College is a party.

ADMINISTRATION OF POLICIES AND PROCEDURES

These personnel policies and procedures shall be administered by the President, or designee, in accordance with the policies established by the Board of Trustees and accepted administrative procedures.

EQUAL EMPLOYMENT OPPORTUNITY

As stated in the FVCC Board Policy the College shall provide equal opportunity in all personnel actions including employment, compensation, benefits, transfers, layoffs, returns, institutionally sponsored education training, tuition assistance, social and recreational programs and advancement, without regard race, color, religion, creed, political ideas, sex, age, marital status, veteran's status, physical or mental disability, national origin or ancestry except as authorized by law.

For the complete policy on Equal Opportunity access: [Chapter 1, Section 5 of the FVCC Board Policy](#). (Board Policy takes precedence over this handbook)

SEXUAL HARASSMENT POLICY

Flathead Valley Community College (FVCC) recognizes the importance of the personal dignity of every individual and is therefore committed to providing an educational and work environment where students, faculty, and staff are safe, secure, and respected. FVCC is committed to a learning community free of all forms of sexual harassment, exploitation, or intimidation. Sexual harassment unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. It is the responsibility of FVCC to take measures to prevent sexual harassment, to investigate when it is reported, to correct it when it occurs, and to take appropriate disciplinary action pursuant to findings. It is also unlawful and against College policy to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. At FVCC

sanctions for sexual harassment by either employees or students may include the full range of disciplinary actions up to and including termination of employment or expulsion from FVCC. Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable and thorough investigations.

Sexual harassment consists of unwanted or unwelcome behavior of a sexual or gender directed nature severe or pervasive enough to create an intimidating, hostile, or offensive work or learning environment when:

- A. Submission to such conduct is made (either explicitly or implicitly) a term or condition of instruction, employment, or participation in any other college activity (quid pro quo), or
- B. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual (quid pro quo), or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work or learning environment.

A glossary of terms is listed in the FVCC Board Policy. (See link below)

Any FVCC student or employee who believes that the actions or words of another constitute unwelcome sexual harassment or retaliation as a result of a harassment complaint has a responsibility to report the situation as soon as possible to one of the choices listed below or to any responsible employee of the College, who shall immediately report it to one of the individuals listed below:

FVCC Title IX Coordinator (Vice President/Dean of Instruction and Student Services; Blake Hall, Rm. 137; 777 Grandview Drive; Kalispell, MT. 59901.

Title IX liaisons. A list of the Title IX Coordinator's liaisons is available from the Vice President/Dean of Instruction and Student Services' secretary, the Information Desk in Blake Hall and will be posted in each building on campus.

Access [Chapter 1, Section 60 of FVCC Board Policy](#) for the complete policy and procedures involving sexual harassment. (Board Policy takes precedence over this handbook)

ALCOHOL AND DRUGS

The unlawful manufacture, distribution, sale, possession or use of alcohol or illicit drugs by employees on FVCC property or while conducting college business is prohibited. Conducting college business while under the influence of a controlled substance is likewise prohibited. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment. Prior presidential approval may be granted for special circumstances.

Access [Chapter 1, Sections 70 of the FVCC Board Policy](#) the complete Drug-Free Workplace Policy and access [Chapter 1, Section 80 of the FVCC Board Policy](#) the complete Alcohol-Free Workplace policy. (Board Policy takes precedence over this handbook)

DISABILITY PROVISIONS

Flathead Valley Community College is committed to compliance with federal and state laws and regulations prohibiting discrimination on the basis of disability. The Director of Human Resources is designated as the Americans with Disabilities Act Coordinator for all disabled employees and the student counselor/advocate for all disabled students. A standing ADA Advisory Committee comprised of the Director of Human Resources, the Counselor/Advocate for disabled students, the Chief Financial Officer, the Dean of Instruction and Student Services, and the Director of Maintenance Services will monitor the institutions compliance with ADA and make appropriate facility recommendations, budget recommendations, and recommendations as to overcoming communication barriers and discrimination against disabled individuals.

Access [Chapter 1, Section 90 of the FVCC Board Policy](#) for the complete Disability Provisions Policy. (Board Policy takes precedence over this handbook)

WORKPLACE SAFETY

The College is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job and to follow any safety guidelines or requirements provided by the supervisor. Unsafe working conditions and work related accidents should be reported immediately to your supervisor. Within 24 hours of the accident reports should be completed in the Human Resources office.

REPORTING & DISCLOSURE OF SUSPECTED VIOLATIONS OF LAW OR COLLEGE POLICIES (Whistleblower Statement)

FVCC is committed to providing all members of the College community, including students, faculty, staff, alumni, vendor and guests, with a safe and productive

environment. If any member of the College community has a reason to believe or reasonably suspects that the College or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established College policy, he or she should feel welcome and encouraged to report such action or activity without fear of reprisal or retaliation. It is in the best interest of the College and the whole College community for this information to be brought forward immediately and dealt with promptly.

Any employee with reasonable suspicion of illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his or her next higher level of supervisor and/or the Director of Human Resources.

Any College employee receiving such a report of suspected illegal or improper activity will report it to the Director of Human Resources. The Director will then conduct a thorough investigation and recommend to the President what, if any, action might need to be taken.

Retaliation against anyone bringing forward a report of suspected illegal or improper activity will not be tolerated and is itself, against the law. Should retaliation actually occur, such act shall be considered a serious violation of College policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. At the same time, those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well.

CAMPUS SECURITY

Escort Program

Custodians are available to accompany any member of the campus community to and from any campus location. To obtain an escort, call one of the custodian's cell phones; their numbers are 471-1652, 212-3057, 314-0158 or 212-3490 from any regular campus telephone.

WEAPONS

In the interest of safety and security, it is the College's position that no employee or other person may possess, use, sell, or store, while on College business, on campus, or on property under the control of FVCC, any dangerous weapon (operational or decorative), firearm, explosive, or any other potentially harmful device. Prior presidential approval may be granted for special circumstances.

If you observe any activity which you deem suspicious; dial 911 immediately, then call the FVCC switchboard at 756-3929.

SECTION 2 EMPLOYMENT

EMPLOYEE CLASSIFICATIONS

Hourly Staff (non-exempt)

Staff who are subject to the provisions of the Fair Labor Standards Act and are paid hourly wages including time and one-half (overtime) for all hours in excess of 40 hours per week. Full-time hourly staff normally work a regular schedule of 35 to 40 hours per week.

Salaried Staff (exempt)

Staff who do not receive overtime pay and are expected to work the hours necessary to fulfill their duties, normally a minimum of 40 hours per week, unless otherwise scheduled.

Part-time

Staff members who normally work less than 35 hours per week.

Regular or Temporary

A regular staff member is one who works in a position that is expected to continue indefinitely. Nevertheless, regular positions have no guarantee of continued employment.

Temporary staff members are workers who work on a temporary basis, normally on fixed, short-term assignments of less than six months. Temporary employees may be hired by the College or “leased” from a temporary help agency. The use of temporary employees must be approved by the department head, CFO, HR Director and the President. Such approval is done via an Employment Requisition. The ER can be obtained from Human Resources.

Union Affiliations

Classified Employees’ Union – Local #4446, MEA-MFT, NEA, AFT, AFL-CIO
Full-Time Faculty Employees Union – FVCC Education Association (An affiliate of the MEA/Nea)
Adjunct Faculty – Federation of FVCC Adjunct Faculty MFT

RECRUITMENT, SELECTION AND EMPLOYMENT

EMPLOYMENT REQUISITIONS

The responsible administrator shall submit an approved Employment Requisition form to the Human Resources Office prior to:

- filling a position opening
- changing a work assignment or schedule
- modifying or initiating any compensation or benefits process.

All employment requisitions shall be authorized by the CFO and HR Director prior to being submitted to the President for consideration of approval.

POSTING AND FILLING OF PERMANENT POSITIONS

All vacancies for regular positions (excluding acting or interim appointments) shall be posted. Upon receipt of an approved Employment Requisition, the Director of Human Resources will notify employees announcing the opening. Regular employees shall have a total of five working days in which to apply as internal applicants.

If the responsible administrator and the President deem that more than one of the internal applicants meets the requirements and performance expectations for the position, the applicant determined to best meet the requirements and performance expectations for the position will be hired subject to approval by the Board of Trustees. This decision shall not be subject to the grievance procedure.

If in the judgment of the responsible administrator and the President, none of the above-mentioned applicants meets the requirements and performance expectations for the position, the opening may be advertised externally. This decision shall not be subject to the grievance procedure.

OFFERS OF EMPLOYMENT

Offers of employment are to be made only by the President or his/her designee to applicants who have completed the application process through the Human Resources Office.

ORIENTATION

On the first day of employment, or as soon thereafter as can be arranged by the Human Resources department, the new employee will participate in a new employee orientation.

At this time the new employee will receive benefit enrollment application, retirement system application, an application for the College's matching 403B program (retirement savings), holiday schedule, information on tuition waivers, new hire forms, general

information about FVCC, time sheets (if applicable), a copy of the Collective Bargaining agreement (if applicable).

REIMBURSEMENT FOR INTERVIEW EXPENSES

Reimbursement for interview expenses may be made to applicants when preauthorized by the President.

PROBATIONARY PERIOD

All newly-hired, non-faculty employees are required to serve a six-month probationary period. The purpose of the probationary period is to allow the supervisor to orient an employee to the requirements and expectations associated with the position to determine whether the employee demonstrates satisfactory knowledge, skills, and abilities to perform the assigned duties; and to assess the employee's suitability for continued employment. If the probationary employee's performance or suitability for the position is deemed unsatisfactory, (s)he may be terminated at any time during the probationary period based upon the recommendation of the supervisor and subject to review by the Director of Human Resources. Such terminations are not subject to due process or the grievance procedure. Written performance evaluations of probationary employees are to be completed by the immediate supervisor after the first three months and again prior to the end of the six-month probationary period.

The probationary period does not represent a guarantee of employment for six-months or any other period of time.

EMPLOYMENT CONTRACTS

The College shall enter into individual, written, employment contracts with administrative, professional and faculty employees. Such contracts shall carry the signature of the President and the employee and be subject to approval by the Board of Trustees. Contracts for employees, excluding the President, shall be for a maximum of twelve months. If the contract is not signed by the employee and/or returned within the designated time period, the contract shall be considered null and void.

New employees will receive a contract prorated from the date of hire to the end of the fiscal year. Contracts will be sent out after receipt of **all** required documents i.e. transcripts.

Contracts for administrative and professional employees are normally distributed in June.

Full-time faculty members receive a Letter of Intent in April and contracts are distributed in August.

CHANGE OF EMPLOYEE STATUS

Any change in the status of an employee (work assignment, work schedule, pay, etc.) shall be processed through the Human Resources office.

Please see HR personnel for the appropriate paperwork to make these changes.

REASSIGNMENT

Employees may be reassigned to other positions at the discretion of the President.

SECTION 3

COMPENSATION

PAY DATES

All employees with the exception of Work Study and Tutor employees are paid semi-monthly on the 15th (or last preceding workday if the 15th falls on a weekend or holiday) and on the last working day of the month. Hourly employees are on delay pay and are paid for time worked in the previous period.

Timesheets for hourly employees are due in the Human Resources office no later than 3 working days after the end of the pay period (the 15th or last working day of the month.) This is subject to change due to holidays. The original timesheet must be completed in ink with a correct budget code and be signed by both the employee and their supervisor. HR receives the original timesheets.

Blank timesheets are available from the HR office or on the g drive, all employees, Human Resources, Forms, Timesheets.

HOURS OF WORK

The College's normal work week begins at 12:01 a.m. on Sunday and ends at midnight on Saturday. A full-time employee work schedule normally will be 35 - 40 hours per week. Part-time employees work less than 35 hours per week. The work schedule for the employee's job is determined by the employee's department head with proper approvals. Employees are expected to report to work on time and to work the hours assigned by their supervisor including overtime and emergency call-out.

OVERTIME AND PAID COMPENSATORY LEAVE TIME

- A. Salaried employees are not entitled to payment for overtime. Those employees may be granted paid compensatory leave time on an hour-for hour basis. Compensatory leave time must have prior supervisor approval and be taken prior to the end of the fiscal year. Compensatory time may not be cashed out.

- B. Hourly exempt and hourly professional employees are eligible to receive overtime pay at a rate of one and one-half times the regular rate of pay for time worked over forty (40) hours per week. Time to be worked in excess of forty (40) hours per week must have prior supervisor approval. Employees may, with supervisor approval, receive compensatory time off at a rate of one and one-half times each additional hour worked over forty (40) hours per week in lieu of overtime pay. Compensatory time may be accumulated to a maximum of 240 hours (160 hours of overtime) and shall be cashed out, upon termination, at the employee's average

regular rate of pay for the final three years of employment or the final regular rate received by the employee, whichever is higher. Compensatory leave time must have prior supervisory approval.

- C. Holidays, annual leave, sick leave or jury duty do not count as time worked for purposes of calculating overtime or compensatory time. (Classified employee please refer to the Classified CBA, Article 19, Section A for further clarifications.)

COMPENSATION ADJUSTMENTS

The budget for compensation adjustments is normally considered by the President and Board of Trustees on an annual basis, taking into consideration the financial outlook for the College. Adjustments may take the form of performance based merit increases and/or cost of living increases. Any pay increase must be approved by the employee's supervisor. (Employees covered by a Union at FVCC please see their perspective CBA's for compensation adjustment language.)

Tax Deferred Annuities/Deductions for Individual Retirement Account

Beginning in July 2005, the College began a matching 403B retirement program. The College will match a percentage of eligible employee's earnings to be deposited into an AIG-Valic 403B account. Contact the HR office for the current percentage rate. This is a voluntary benefit. Employees are eligible to deposit any desired amount up to the limits established by the IRS. Employees may make contributions to any of the following vendors; however only the College-sponsored AIG-Valic accounts are eligible for the employer match.

- Ameriprise Financial Services, Inc. (Formerly American Express)
- Hartford Life & Annuity Insurance
- Hartford Mutual Funds (Formerly Fortis)
- Oppenheimer Funds Services
- Insurance Management Services (Formerly Plan Management Services, Inc.)
- Symetra (Formerly Safeco Life Insurance Company)
- TIAA-CREF
- Twentieth Century
- AIG-Valic

Regular employees interested in tax-sheltered annuities and payroll deductions should contact Human Resources for information about the process.

LEAVE POLICIES

Administrative, professional and classified employees are eligible to receive annual and sick leave. Full-time faculty employees are eligible to receive sick leave and personal leave.

Salaried employees must complete a leave request form and have their supervisor's signature prior to using leave. Leave request forms can be obtained from the HR office or by accessing:

http://www.fvcc.edu/resources/dept_pages/hr/HumanResources/leaveformap.htm

Annual Leave

1. Annual leave is defined as any day during the term of employment when the College is open, but on which the employee is not obligated to work. Annual leave credit is earned from the first day of employment and is credited at the end of each pay period. For calculating annual leave credits, 2080 hours (52 weeks times 40 hours) shall equal one year. **Employees are entitled to use annual leave after being continuously employed for six months.**
2. Annual leave for full-time administrative, exempt and professional employees is earned in accordance with the provisions of Section 2-18-612, MCA.
3. In accordance with Section 2-18-611 (3), MCA part-time administrative, exempt and professional employees are entitled to prorated annual leave if they have worked the qualifying period.
4. The maximum number of accumulated hours may not exceed two times the number of earned annual hours as of January of the next calendar year. Excess annual leave is not forfeited if taken within ninety (90) calendar days of December 31 of the year in which the excess accrued.
5. Granting of annual leave is subject to the approval of the immediate supervisor. The minimum annual leave to be granted is one (1) hour. Injury or illness incurred by the employee while on annual leave may be charged to sick leave. If a college-designated holiday occurs while an employee is on annual leave, the employee will be eligible for holiday pay.
6. Leave of absence without pay may be used to extend annual leave with the approval of the immediate supervisor and President.
7. An employee who terminates employment with the employer for reasons not reflecting discredit on the employee shall be entitled, upon the date of

such termination, to cash compensation for unused annual leave, assuming that the employee has worked the qualifying period. The amount of the compensation shall be calculated at the employee's regular rate of pay at the time of separation from service and paid the following pay period.

8. The employer may not terminate or separate an employee from employment or engage in any other act for purposes of circumventing the employee's rights with regard to annual leave (2-18-621 M.C.A.)
9. Annual leave is not accrued during layoff or periods of leave without pay.

Sick Leave

As soon as possible after an employee has returned to work a leave request form, must be completed by the employee and signed by their supervisor. Hourly employees should attach the leave slip to their time sheet and salaried employees must turn the leave slip into the HR office. Forms can be obtained from the HR office or by accessing:

http://www.fvcc.edu/resources/dept_pages/hr/HumanResources/leaveformap.htm

1. Each full-time employee shall earn sick leave credits from the first day of employment. For calculating sick leave credits, 2080 hours (52 weeks times 40 hours) shall equal one year. Sick leave shall be credited at the end of each pay period. Sick leave credits shall be earned at the rate of twelve (12) working days for each year of service. There is no restriction on the number of hours that may be accumulated. **Employees are not eligible for paid sick leave until they have been continuously employed for ninety (90) days.**
2. Sick leave for full-time employees is earned at the rate of eight (8) hours per month.
3. Sick leave for part-time employees is earned at the rate of .046 times the number of hours worked.
4. Sick leave shall not accrue when an employee is on leave without pay status except while serving on jury duty, subpoenaed as a witness, on National Guard duty or active military duty.
5. Employees should notify their immediate supervisor within the first hour of their shift if it is necessary to utilize sick leave and it shall be the responsibility of the employee to assure proper reporting of the use of sick leave for record-keeping purposes.

6. The use of sick leave credits shall be reported in increments of one half hour or greater.
7. Sick leave may be used for:
 - a. illness;
 - b. injury;
 - c. medical disability;
 - d. medical care for maternity-related reasons, including prenatal care, birth, miscarriage, abortion or other medical care for either employee or child;
 - e. quarantine;
 - f. medical, dental, or eye examination appointments or treatments;
 - g. care of an immediate family member (spouse, dependents, parents, grandparents, grandchildren, siblings, and the same relatives of the employee's spouse in like degree). Other individuals may be included with prior approval of the President.
8. Sick leave charges in excess of earned sick leave will be charged to annual leave or leave without pay at the employee's option.
9. Documentation to substantiate sick leave may be required from a physician or other health care provider.
10. The College may require a physician's statement that an employee is physically able to return to work.
11. Holidays occurring while an employee is on sick leave will be charged to holiday leave, not sick leave.
12. An employee injured on the job has the option of taking either sick leave or Worker's Compensation payments. After exhausting sick leave, an employee may receive Worker's Compensation payments. No employee shall receive sick leave pay and Worker's Compensation simultaneously.
13. One-fourth of unused sick leave will be reimbursed at the termination of employment at the employee's current pay rate. This applies only to sick

leave earned after July 1, 1971. Cashed out sick leave may not be reinstated if the employee is rehired at a later date.

Sick Leave Bank

Employees may donate a yearly maximum of 40 hours of their accrued sick leave credits to another regular employee. An employee may receive a yearly maximum of 240 hours of donated sick leave credits. The employee donating must maintain a minimum balance of 40 hours of sick leave, which they cannot donate.

Employees are eligible to receive donated credits if:

- a) They are eligible to receive sick leave
- b) They are not eligible for worker's compensation
- c) They have exhausted all of their sick and annual leave

Sick leave bank credits may be used for illness or injury of the employee, immediate family member (spouse, dependents, parents, grandparents, grandchildren, siblings, and the same relatives of the employee's spouse in like degree.) Other individuals may be included with prior approval of the President. Employees must provide a physician's certificate to be considered eligible for the sick leave bank. Approval of eligibility for the sick leave bank shall be made by the President. (Classified employees please see CBA.)

Sick leave credit donations shall be made in no less than four-hour increments (full-time faculty members please refer to your CBA); shall be donated within 20 working days after the recipient has exhausted their leave credits; and shall be used in the order they were donated. Any unused sick leave credits shall be returned to the donor(s) within ten working days after the recipient first returns to work. Donated sick leave credits may be used by recipient on a retroactive basis, beginning the day after their annual and sick leave credits are exhausted. Employees wishing to request or donate sick leave credits should contact the Human Resources Office.

Upon inquiry from an employee for sick leave credits, the Human Resources Office will forward a request form to the employee for completion. The completed form will be forwarded to the President for his/her approval. (Classified employee requests will be forwarded to the Sick Leave Bank Committee.) Upon approval by the President or committee, Human Resources will send an email to all employees notifying them there has been a request to activate the sick leave bank. This email will instruct employees wishing to donate sick leave credits to notify Human Resources. HR will track the requests and will be used in the order they were donated.

Bereavement Leave

A maximum of five days of paid bereavement shall be granted for the death or funeral attendance for an immediate family member (spouse, dependents, parents, grandparents, grandchildren, siblings, and the same relatives of the employee's spouse in like degree.) Other individuals may be included with prior approval of the President.

Jury Duty/Subpoena

Jury duty or compliance with a subpoena is an authorized leave. The employee has the option to take annual leave and retain all fees and allowances received, or to take her or his regular pay and remit any fees to the College. A copy of the court summons should be promptly provided to the Human Resources office.

Military Leave

Days required for U.S. Armed Forces Reserve or National Guard annual training will be paid to participating employees as required by state and federal law not to exceed two weeks per year. The employee's benefits will be continued on a normal basis during this training

Leave Without Pay

1. Leave without pay may be granted for a maximum of one calendar year upon approval of the President. Annual leave or sick leave, if applicable, must be exhausted prior to taking leave without pay. Unless the employee is eligible for Family and Medical Leave pursuant to federal law, the College's contribution for health insurance will be discontinued during a leave without pay if said leave exceeds fifteen working days. To continue medical insurance, the employee must pay the College's contribution plus the employee's regular monthly payment. Employees on unpaid leave are not eligible for holiday pay and may use college property only if approved by the President.
2. Public service leave without pay may be granted to an employee appointed or elected to public office for a maximum of 180 days per year. An employee granted such leave shall return to work within ten (10) days of completion of the public service unless they are unable to do so because of illness or disabling injury certified to by a licensed physician.
3. Maternity/Paternity leave without pay may be granted for a maximum of one calendar year to any employee unable to perform employment duties as a result of pregnancy, post pregnancy complications, or other essential parenting responsibilities. Sick leave, if applicable and annual leave must be exhausted prior to taking maternity/paternity leave.

Family Medical Leave Act

Employees who have been employed for at least 12 months may be eligible for an unpaid leave of up to 12 weeks per year. This leave should be requested in writing and may be taken for the birth of a child; adoption or foster care; to care for a child, spouse, or parent with a serious health condition; or due to the employee's own serious health condition.

The request for leave should be forwarded to the Director of Human Resources and documentation of the reason for the requested leave may be required. This leave will run concurrently with any paid leave used by the employee in conjunction with the specified situations. Any individual missing work due to illness or injury for more than three days, should notify the Human Resources Department immediately to determine if the leave falls under FMLA guidelines and completion of paperwork is necessary.

Professional Development Leave

1. Professional development leave is available to all full-time exempt, professional, and administrative employees who have completed six (6) consecutive years of employment. Professional development leaves are for twelve (12) months at half pay or six (6) months at full pay. A maximum of five percent eligible staff or one full-time equivalent, whichever is greater, shall be granted professional development leave during one year. The number of professional development leaves granted shall be limited by funds available. Individuals taking professional development leave are not eligible for another such leave, unless the first leave was less than a full leave. Professional development leave applicants shall detail how the leave will clearly add to the effectiveness and/or competencies of the employee.
2. Professional development leave applications are made to the immediate supervisor and shall include the following:
 - The dates for which the leave is being requested.
 - The purpose for the leave.
 - A detailed description of the activities the employee will be engaged in or the course(s) of study contemplated and how such activity(ies) or course(s) meet the purpose of the leave.
 - A statement of all compensation to be received from sources directly related to the leave, except pay from the College. Compensation in excess of the individual's College salary shall be remitted to the College.
 - Appropriate review, comments and recommendations are made sequentially by each supervisor to the President who makes the final recommendation to the Board of Trustees
3. Recipients of professional development leave shall prepare and submit a detailed written evaluation of the activity(ies) or course(s) and the benefits to the employee and College no later than one month after completion of the leave. The evaluation shall be submitted to the President or designee.

4. Failure to return to the College from a professional development leave requires the employee to reimburse the College for all salary paid while on leave.
5. Employees returning from professional development leave shall be given their former or an equivalent position.

Holidays

1. Holidays are a day during the normal work week, Monday through Friday, on which the College offices are closed. Full-time employees shall receive regular pay for all holidays and part-time employees shall receive holiday pay on a prorated basis. No employee is entitled to pay for any holiday which occurs when the employee is not regularly employed, e.g. seasonal layoffs or leaves without pay. Flathead Valley Community College will observe the following holidays:

- New Year's Day – January 1
- Martin Luther King, Jr. Day – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Thanksgiving Day – Fourth Thursday in November and the Friday after Thanksgiving
- Christmas Day - December 25 (reasonable accommodations will be made for individuals desiring to take other than the normally authorized religious holidays. It will be necessary for employees utilizing this provision to take annual leave or leave without pay.)

NOTE: If Christmas or New Year's falls on a Saturday or Sunday, then Friday and Monday may be taken off; if on a Monday or Tuesday then Monday and Tuesday may be taken off; if on a Wednesday, then Wednesday, Thursday and Friday may be taken off; or if on Thursday or Friday then Thursday and Friday may be taken off.

- Birthday – On July 1 of each year, **Classified Employees** will be credited with a "birthday" holiday which may only be used during the

following 12 month period (ending June 30). If not used within the fiscal year it was earned, the holiday shall be lost.

- Floating – Three floating holidays shall be granted each year and shall be considered as an exchange for the Columbus Day Holiday, the Veteran’s Day Holiday and the State General Election Day Holiday which were formerly observed by Employees on specified days. Although the Montana State General Election Day occurs only on even numbered years, the FVCC shall be granted each and every year. If not used within the fiscal year they were earned, these floating holidays shall be lost. FVCC has agreed that these three floating holidays will be floated to time between Christmas Day and New Years Day to allow employees to enjoy an extended holiday schedule. Anyone wishing to make different arrangements must get approval from their supervisor and the HR Department prior to the holiday.
2. Holiday pay eligibility requires that the employee shall have worked the last day of his/her schedule before the holiday and the first day of his/her schedule following the holiday. If an employee fails to meet this requirement, the employee shall forfeit the holiday pay, unless the leave is approved. This provision does not apply to seasonal layoffs or leave without pay.
 3. An employee who is permitted to take leave in lieu of a lump sum payment for accrued annual on termination of employment shall receive extra pay for each holiday that falls during the leave time taken.
 4. Holidays occurring while an employee is on annual or sick leave shall be charged as holiday leave not annual or sick leave.

Flex Time

Flex time may be granted with approval of the supervisor and President or designee. An employee’s work schedule may be adjusted to meet operational needs and if a corresponding number of hours off work is granted to the employee within the same time period. Flex time may be used when:

- * the concept is agreed to in advance;
- * scheduling does not interrupt services, and;
- * a corresponding number of hours off can be granted the employee in the same work week or period.

Unapproved Leave

Unapproved leaves constitute unauthorized absence from assigned duties. The College will be reimbursed for an unauthorized absence by deducting the appropriate amount from the employee's pay. An unapproved absence will be grounds for disciplinary action up to and including discharge.

RETIREMENT

Retirement benefits are governed by applicable state and federal statutes. The employer's contribution to the retirement benefits of an employee who is a member of the Montana Public Employees' Retirement Administration or the Montana Teachers' Retirement System shall be in accordance with state law, (19-3-316 M.C.A. and 19-20-605 M.C.A.).

When FVCC was first formed, the employees had the option of contributing to both Social Security and PERS/TRS or just to PERS/TRS. The employees voted to contribute only to PERS/TRS. Therefore, neither FVCC nor the employees contribute to Social Security. Contributions are made to Medicare.

Due to the Windfall Elimination Provision, your Social Security retirement or disability benefits may be reduced if you work for an employer who does not withhold Social Security taxes from your salary, such as FVCC. The pension you get based on that work may reduce your Social Security benefits.

The "windfall elimination provision" affects how the amount of your retirement or disability benefits is calculated if you receive a pension from work where Social Security taxes were not taken out of your pay. A modified formula is used to calculate your benefit amount, resulting in a lower Social Security benefit. For more information on this contact your local Social Security office by calling 755-1015 or access www.socialsecurity.gov

SECTION 4 BENEFITS

FVCC strives to provide an outstanding employee benefits program designed to protect the employee and his/her family from significant specified health related expenses and in the event of the death of the employee, to provide the family with financial assistance through life insurance coverage. The benefits also provide paid time away from work, and offer an opportunity to save significant sums for retirement. A generous college tuition assistance plan is also available. Additional details are provided in the benefits summary available from the Human Resources Department.

For the purposes of benefits at the College, an adult dependent (either same sex, or opposite sex) must meet the following guidelines to qualify for the benefits provided to an employee's spouse:

To qualify the employee and intended adult dependent must provide evidence attesting to the following eligibility requirements:

- Is at least 18 years of age
- Has proof of joint ownership or joint tenancy for at least the most recent twelve (12) consecutive months, and the jointly-owned or jointly-leased residence has served as the primary place of residence for each of you during the same period of time
- Does not meet the legal definition of spouse or the MUS benefits plan definition of dependent child
- Is ineligible for any other group insurance coverage
- Does not have a parental relationship with you
- Is not related to you by blood or marriage
- Has a financially-interdependent relationship with you as evidenced by at least three of the following:
 - Joint ownership or lease of a motor vehicle
 - At least one joint liability such as a loan or credit card
 - Mutually-granted powers of attorney or mutually-granted health care powers of attorney
 - Designation of each other as primary beneficiary in wills, life insurance policies, or retirement annuities
 - Meets the IRS definition of a dependent

FVCC benefits and welfare programs are not conditions of employment and the College must reserve the right to interpret, amend, revise or terminate any of these benefits at any time with or without notice.

EMPLOYEE INSURANCE COVERAGE

Insurance benefits such as medical, dental, vision, life, long term disability are available to eligible employees through the plans adopted by the Board of Trustees.

Legally-mandated insurance coverage such as unemployment and workers' compensation shall be provided in accordance with state and federal law.

Workers compensation insurance is provided by the College for the purpose of offsetting loss of income for work-related injuries and illnesses. An employee has the option of taking either sick leave or worker's compensation, but not both. If sick leave runs out, an individual may receive worker's compensation insurance payments.

Injured employees should be taken immediately to a health-care provider.

All job-related injuries and illnesses must be reported to the Human Resources Office within twenty-four (24) hours by the employee or their supervisor.

Return to work after a job-related injury or illness requires a medical release form from the attending health care provider. If the provider recommends that the employee return to work with job-activity restrictions, the return must have approval of the Director of Human Resources and it is the supervisor's responsibility to ensure that the approval is in place before the employee returns to work.

MEDICAL INSURANCE

FVCC is part of the of the self-funded Montana University System's Flexible Benefits Program (Choices). Single and family coverage is available with the payment of a premium that is determined annually and shared between the employee and the College. A choice gives you the opportunity to choose from two traditional plans and two managed care plans. For rate and policy information access:
<http://www.montana.edu/wochebn/rates.htm#employees>

PRESCRIPTION DRUG PLAN

All plans have the same Prescription Drug Plan – administered by Pharma Care. Access <http://www.montana.edu/wochebn/Section9-PrescriptionDrugPlan.pdf> for complete information on this prescription drug plan.

DENTAL PLAN

Choices offers two Dental plan options; the Premium Plan or the Basic Plan. *Children are covered for preventative only. Access <http://www.montana.edu/wochebn/Section8-DentalPlan.pdf> for more information.

LIFE INSURANCE/ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

Life insurance under Choices pays benefits to your beneficiary or beneficiaries if you die from most causes while coverage is in effect. Accidental Death & Dismemberment (AD&D) coverage adds low-cost accidental death protection by paying benefits in the event your death is due to accidental causes. Full or partial AD&D benefits are also payable to you following certain serious accidental injuries. Basic Life/AD&D covers the employee only; however, there are Optional Supplemental Life Insurance and Optional Accidental Death and Dismemberment (AD& D) Coverage plans available for additional coverage and family coverage.

For additional information on Life Insurance access:

<http://www.montana.edu/wochebn/life.html>

For additional information on AD&D access:

<http://www.montana.edu/wochebn/accident.html>

LONG TERM DISABILITY

Long Term Disability (LTD) coverage can help protect your income in the event you become disabled and unable to work. Choices includes three LTD options designed to supplement other sources of disability income that may be available to you. For additional information on LTD access: <http://www.montana.edu/wochebn/ltd.htm>

OPTIONAL VISION PLAN

The optional vision plan offers over 50 providers throughout the state. There is a \$10 co-pay for an eye exam and a 20% discount on frames and lenses when purchased from a participating provider in conjunction with the eye exam. The plan offers a 15% discount on professional fees only, for contact lenses. There is a schedule for out of network exams, see your plan description for details.

<http://www.montana.edu/wochebn/Section10-Vision.pdf>

OPTIONAL REIMBURSEMENT ACCOUNTS

Administered by Employee Benefits Resources 1-800-765-9429 www.ebrworld.com

Choices includes two Reimbursement Accounts which can save you money on many health care or dependent care expenses. These Reimbursement Accounts take advantage of federal tax laws which allow you to allocate money each year on a before-tax basis to pay for eligible health care and dependent care expenses.

You may enroll in either one or both of the following Reimbursement Accounts.

- Health Care Reimbursement Account to help you pay for many medical, and dental expenses for yourself/dependents

- Dependent Care Reimbursement Account to help you pay for dependent care expenses necessary for you-or you and your spouse, if married-to work or look for work. Eligible dependents are your children under age 13 or a dependent spouse, parent, or child of any age who is incapable of self-support.

You are eligible to enroll in Choices if you're a:

- Regular full-time faculty or staff member scheduled to work more than six months in a 12-month period,
- Regular part-time faculty or staff member regularly schedule to work at least 20 hours a week for more than six months in a 12-month period,
- Temporary full-time faculty or staff member scheduled to work a continuous period of six months or more a year,
- Temporary part-time faculty or staff member working a regular defined schedule of at least 20 hours a week for six months or more a year,
- Covered by a collective bargaining agreement which provides for eligibility, or
- An academic or professional employee with an individual contract under the authority of the Board of Regents which meets the above requirements and provides for eligibility.

If you're eligible, you may also enroll your family for certain benefits under Choices, including medical, dental, life insurance and AD&D coverage. Eligible family members include your:

Legal spouse, as defined under Montana law, or one other unrelated adult dependent as defined in the Group Benefits Plan. (see above) To enroll an adult dependent other than a spouse, you will need to obtain criteria from the Human Resources Office and complete a Declaration of Adult Dependent form, also available there.

Unmarried dependent children under age 25. Children include your natural children, stepchildren, children placed in your home for adoption before age 18 or for whom you have court-ordered custody or you are the legal guardian.

Coverage may continue past 25 for an unmarried dependent child who is mentally or physically disabled and incapable of self-support.

WELLNESS PROGRAM FOR ELIGIBLE FVCC EMPLOYEES

This is a committee ran program that provides great services for little or no cost to the employee. Some of the programs offered are:

HEALTH SCREENING

This screening includes:

- 32-panel Chem screen (Free every odd # year)

- Blood Pressure check
- Hand & finger strength screening
- Weight and body fat indicator.
- Other screenings offered at reduced rates to members.
- Free to employee and covered spouses every other year.

PSA (Prostate Specific Antigen)

- All males over 50 years of age on the health plan- NO CHARGE

FLU SHOTS

- Employee and covered spouse- NO CHARGE

Additional programs such as; walking programs, seminars, lunch-n-learn brown bag sessions are offered through out the year. See the Wellness Coordinator for more information.

EMPLOYEE ASSISTANCE PROGRAM

24-Hour Crisis Hotline: 1-800-833-3031

At times, we can all use help. The Employee Assistance Program (EAP) provides short-term, counseling for you and your family at no out-of-pocket expense to you. You can use the EAP for confidential assistance with personal problems that may be interfering with your life or work. Often, a couple of visits with a counselor is all you need to gain perspective on a problem and a sense of control in your life.

The Montana University System contracts with APS Healthcare (APS) to provide the Employee Assistance Program. All counselors are professionally trained and experienced at helping you resolve problems quickly.

Many problems can be solved with short-term counseling, and there is NEVER any charge for these services. At other times, referral to an outside professional or community agency may be beneficial. If a referral is made, the EAP counselor will work with you to ensure you receive high-quality, cost-effective help. You are responsible for the costs associated with outside assistance. The EAP counselor will make every effort to direct you to professionals whose services are covered by your insurance plan.

For confidential assistance with issues related to:

- | | |
|---------------|---------------|
| Stress | Work |
| Grief | Marriage |
| Aging | Depression |
| Family | Parenting |
| Finances | Child Abuse |
| Drugs/Alcohol | Relationships |

Eating Disorders Legal
Other Problems

All contacts and information between you and the EAP counselor are held in strict confidence. Your name, address, and job title are NEVER given to ANYONE at ANYTIME without your direct knowledge and approval. No information goes to:

- Your employer
- Your spouse
- Your family

The Employee Assistance Program is available to **all** FVCC employees (including those not covered by the MUS Choices Plan) and their immediate family, including their dependent children. This service is also available to retirees of the Montana University System. Anyone in your family may call for assistance for themselves or another family member.

Supervisors are encouraged to refer employees whose work performance has deteriorated. The supervisor will not attempt to diagnose personal problems. Information regarding the employee's participation in the EAP is NEVER provided to the supervisor without written authorization.

To schedule an appointment with a counselor, call APS. For your convenience appointments are available after hours. In the event of an emergency, call the 24 hour crisis hotline 1-800-833-3031 to reach a counselor immediately.

TO SCHEDULE AN APPOINTMENT, CALL:

Billings	254-6263
Bozeman	587-8238
Butte	782-0471
Great Falls	727-4358
Helena	443-1127
Kalispell	752-6443
Miles City	232-3040
Missoula	327-7000
For all other locations: 1-800-999-1077	

**For 24-hour, seven days per week crisis counseling:
Call 1-800-833-3031**

To speak to an RN about medical problems,
Call the Healthline: 1-800-821-6222
between 8 a.m. and 5 p.m. There is no cost to you.

PERSONAL AUTO, HOMEOWNERS, AND RENTERS INSURANCE

Employees are eligible to receive a special group discount on their personal auto, home, and renters insurance from Liberty Mutual Insurance Company. The College added the Group Savings Plus (GSP) program to its list of voluntary benefits.

For more information or a free, no obligation quote, please contact Jon Mitchell at 509-927-4655 x205 or jon.mitchell@libertymutual.com

To receive the special group discount, remember to mention you are an employee of FVCC, group # 110375.

RETIREE INSURANCE

A person retiring from FVCC may continue certain group insurance benefits as described in the benefit plan. To be eligible as a Retiree, the individual must be eligible to receive a State Retirement from the Teachers Retirement System or the Public Employee Retirement System at the time he or she leaves employment with FVCC. Retirees in any other defined contribution plan must have worked five or more years and be age 50 or have worked 25 years with the University System to be eligible for Retiree insurance benefits.

An eligible retiree must make arrangements with his or her Human Resources Office to continue coverage as a Retiree on a self-pay basis within 63 days of retirement. **There is no Employer contribution toward Retiree benefits.** The right to continue coverage is a one-time opportunity. **Retirees who fail to continue coverage within 63 days or who allow coverage to lapse due to nonpayment of premium may not later rejoin the plan**—with one exception:

Exception: A Retiree with the right to continue coverage under the MUS Plan, who chooses to continue coverage under spousal coverage in either the MUS Plan or the State of Montana Employee Benefit Plan, may be reinstated to the MUS Plan with Retiree coverage upon the retirement, death, divorce, or any other event which causes ineligibility for spousal coverage. This exception applies only to a Retiree who has maintained continuous coverage under either the MUS Plan or the State of Montana Employee Benefit Health Plan.

Premium Payment: Retirees must arrange a schedule of timely premium payments with the Human Resources Office. Payments may be made via check or credit card. Access <http://www.montana.edu/wochebn/Retieree%20Section.pdf> for complete coverage information.

EMPLOYEE DEVELOPMENT

Employee Development is a critical component in the delivery of educational and support services. Flathead Valley Community College believes that its success is largely determined by the motivation and competence of its employees. This motivation and competence is to be encouraged and developed as part of the responsibilities of all supervisors and administrators.

In order to assist in the achievement of this goal, the College may provide financial assistance for employees to:

- enroll in college courses;
- participate in development and training programs;
- attend relevant conferences, seminars and workshops

A. TUITION WAIVERS

1. Tuition for Flathead Valley Community College credit courses will be waived for regular employees working 20 hours per week. Associated fees will not be waived.
2. Tuition for Flathead Valley Community College continuing education classes, with sufficient enrollment to cover costs, will be waived. Tuition waivers for continuing education classes do not include workshops or seminars. Associated class fees will not be waived.
3. Work-related classes may be taken during the employee's work schedule with supervisor approval.
4. Non-work related classes may be taken, with supervisor approval, during scheduled work time, but the release time must be made up within the week granted.
5. Tuition waivers for a maximum of two dependents per employee shall also be granted as specified above in 1 and 2.

SECTION 5 COLLEGE'S RIGHT TO MANAGE DISCIPLINE AND DISCHARGE

MANAGEMENT RIGHTS

College employees shall recognize the prerogatives of the College as employer to operate and manage college affairs in such areas as, but not limited to:

1. direct employees;
2. hire, promote, transfer, assign, and retain employees;
3. relieve employees from duties because of lack of work or funds or under conditions where continuation of such work would be inefficient and nonproductive;
4. maintain the efficiency of college operations;
5. determine the methods, means, job classifications, and personnel by which college operations are to be conducted;
6. take whatever actions may be necessary to carry out the missions of the College in situations of emergency; and
7. establish the methods and processes by which work is performed (39-31-303 M.C.A.)

DISCIPLINARY ACTION

It is the policy of Flathead Valley Community College to provide a system of progressive discipline which affords the College and the employee an opportunity for the resolution of unsatisfactory work performance or conduct. This system provides due process to the employee and includes a grievance and appeal procedure.

DISCHARGE FOR PROBATIONARY EMPLOYEES

Probationary employees may be terminated any time prior to completion of the six (6) month probationary period.

RELEASE OF EMPLOYEE(S) FROM DUTY

The Board, upon a recommendation from the President, may relieve employee(s) from duty for reasons identified in 39-31-303 M.C.A., other relevant statutes and Board policies.

CORRECTIVE DISCIPLINE

Corrective discipline, by the College, as a method of dealing with unsatisfactory performance or misconduct of employees, is designed to provide the employee with an opportunity to become aware of and correct the misconduct or substandard performance and restore the employee as a productive member of the workforce.

Copies of all written disciplinary actions shall be given to the Director of Human Resources and the President for their review. Recommendations for suspension or discharge shall be made in writing and given to the President for action.

TYPES OF CORRECTIVE DISCIPLINE

Verbal Warning

This is generally used for minor infractions or to correct minor faults in employee performance by the supervisor.

Documented Warning

The documented warning may be used at the supervisor's discretion to address an employee under his/her general supervision or direct supervision.

Suspension

An employee may be suspended without pay for serious offense or for continued low performance or misconduct after previous attempts to correct have failed. Such suspension shall not exceed thirty (30) working days.

Employees may not charge suspension time to annual leave or other types of paid time off.

Selection of Appropriate Disciplinary Type

Each case of inadequate work performance or act of misconduct is judged individually and the type of corrective discipline to use depends on the severity of the infraction. It is not necessary that the types of corrective discipline be applied sequentially (i.e., verbal warning, documented warning, suspension and discharge). The following examples are guidelines to assist the supervisor in determining appropriate disciplinary action.

Examples of infractions which may require lower level disciplinary action (i.e., verbal warning and/or documented warning):

1. Substandard work performance
2. Unexcused absence or tardiness
3. Wasting time
4. Other infractions as determined by the direct supervisor in consultation with the Director of Human Resources and with the approval of the College President.

Note: This list is not intended to be considered all-inclusive.

Examples of infractions which may require higher level disciplinary action (i.e., suspension):

1. All previously-listed examples if continued after attempt to correct have failed.
2. Consumption of intoxicants or use, possession, or sale of legally prohibited or non-prescribed drugs on campus property or attendance at work under the influence of intoxicants or legally prohibited non-prescribed drugs.
3. Gambling (dice, cards, etc.) on college premises. (Does not refer to Athletic pools)
4. Failure to follow safety rules
5. Other infractions as determined by the direct supervisor in consultation with the Director of Human Resources and with the approval of the College President.

Note: This list is not intended to be considered all-inclusive.

Examples of infractions which may be grounds for suspension or discharge:

1. All previously listed examples if continued after attempt to correct has failed.

2. Insubordination, defined as willful failure to follow a legitimate order.
3. Violation of Board Policy.
4. Violation of local, state, and federal law(s) that apply to the College and/or college employees in the conduct of college business.
5. Deliberate falsification or an omission of information on an employee application or other college record.
6. Endangering the health or safety of others.
7. Other infractions as determined by the direct supervisor in consultation with the Director of Human Resources and with the approval of the College President.

Note: This list is not intended to be considered all-inclusive.

Examples of infractions which may be grounds for discharge:

1. All previously-listed examples if continued after attempt to correct have failed.
2. Theft of college property.
3. Conviction of a felony.
4. Willful damage to college property.
5. Physical assault on another person.
6. Other infractions as determined by the direct supervisor in consultation with the Director of Human Resources and with the approval of the College President.

Note: This list is not intended to be considered all-inclusive.

Administrators may be given no more than twelve (12) months written notification of termination in certain situations such as substandard work performance and other situations not mentioned in previous examples.

WRITTEN STATEMENTS ON REASONS FOR DISCHARGE

In accordance with Section 39-2-801, MCA, the College shall, upon demand, provide a discharged employee with a written statement of reasons for the discharge.

REFERENCES

In accordance with Section 39-2-802, MCA, the College shall not engage in the blacklisting of any discharged employee. Only the President, or designee, may respond on behalf of the College to requests for information regarding the job performance of a current or former employee.

GARNISHMENT OF WAGES

In accordance with Section 39-2-302, MCA, the College shall not discharge or lay off any employee because of attachment or garnishment served on the employer against the wages of the employee.

FORFEITURE OF LEAVE COMPENSATION

In accordance with Section 2-18-617 (2), MCA, an employee who terminates employment for a reason not reflecting discredit on the employee is entitled upon the date of termination to cash compensation for unused vacation leave, assuming that the employee has worked the qualifying period set forth in 2-18-611.

In accordance with Section 2-18-618 (8), MCA, abuse of sick leave is cause for dismissal and forfeiture of the lump-sum payments provided for in state law.

PROHIBITED ACTIVITIES AND DISCLOSURE

Access [Chapter VI, Section 30](#) for the complete FVCC Board Policy

PROHIBITED ACTIVITIES

All College employees are expected to maintain the highest standards of honesty, integrity and impartiality in the conduct of the College business.

CONFLICT OF INTEREST

No college employee shall undertake consulting, employment or other activities that are in conflict with their college duties.

DISCLOSURE

In the event that it is necessary for an employee to recommend or approve an expenditure of College funds to any individual or business in which the employee has a significant financial interest, the employee shall make this fact known to the President in writing,

prior to taking action. This requirement includes personnel actions, but excludes text book adoption, if the employee is identified as the author or editor.

POLITICAL ACTIVITIES

Access [Chapter VI, Section 40](#) for the complete FVCC Policy

POLITICAL ACTIVITIES

No college employee may use public time, facilities, equipment, supplies, personnel, or funds for any campaign activity persuading or affecting a political decision unless the use is:

- a) Authorized by law; or
- b) Properly incidental to another activity required or authorized by law, such as the function of an elected public official, the official's staff, or the legislative staff in the normal course of duties.

UNCOMPENSATED LEAVE

Employees may be granted uncompensated leave during campaigning and/or actual service in an elective or appointive office.

REDUCTION OF WORKLOAD

Employees may be granted an uncompensated reduction of workload during campaigning and/or actual service in an elective or appointive office.

PUBLIC AFFAIRS

All College personnel are encouraged to fulfill their civic responsibilities by engaging in community public activities compatible with their obligations to the College. Employees will speak and act as private citizens at such activities unless specifically authorized to do otherwise by the President.

PERSONNEL FILES

The College Human Resources Department maintains individual employee personnel files which may contain a variety of forms and correspondence relating to the employee.

An employee may request an appointment to review his or her file (except for confidential placement files and letters of recommendation) in the Human Resources Department.

Access [Chapter VI, Section 50: Personal Files](#) of the FVCC Board Policy for the complete policy and procedures.

REDUCTION IN FORCE

Whenever the Board of Trustees determines that it is necessary to reduce the number of employees because of lack of work or funds, programmatic changes, or under conditions where the Board determines that the continuation of such work is inefficient or nonproductive, the Board may initiate a reduction in force.

Recommendations for reduction in force shall consider the elimination of temporary positions prior to the elimination or temporary layoff of regular employees.

Recommendation to the Board of Trustees for a reduction in force of personnel not represented by a collective bargaining agreement shall be made by the President after consultation with the Director of Human Resources and the President's Staff.

Reduction in force of permanent, classified staff and faculty is governed by their respective bargaining agreements.

REINSTATEMENT

Employees terminated or temporarily laid off due to a reduction in force shall be offered reinstatement prior to the filling of the position through the employment process during a period of twelve months following the termination or lay off. Employees offered reinstatement have thirty (30) calendar days to return to the college employment. Terminated or temporarily laid-off employee shall keep the College informed of their address or forfeit any return rights.

SECTION 6

OTHER PERSONNEL ACTIONS AND INFORMATION

GRIEVANCE

The purpose of this policy is to secure, at the lowest possible level, equitable solutions to individual grievances. If an employee seeks formal resolution of a grievance matter in any forum or by any set of procedures other than those established in this Policy, whether administrative or judicial, the employer shall have no obligation to proceed further with the matter.

Access [Chapter VI, Section 180: Grievance Policy](#) of the FVCC Board Policy for complete definitions, policy and procedures.

EMPLOYEE REIMBURSEMENT

Employees incurring out-of-pocket expenses will be reimbursed promptly after submitting a correctly documented request to Business Services. The request forms are found on the “G drive” in the folder titled “allempl”, then in the folder “Business Office Forms”. All requests must be signed by your immediate supervisor, as well as the person with authority over the budget to which the funds will be charged.

Miscellaneous Expenses: Submit a **Check Request** for reimbursement and attach your ORIGINAL receipt(s) for your business related purchases.

Travel Expense Reimbursement: Submit a **Travel Expense Report** for reimbursement of business travel expenses. Attach ORIGINAL receipts for all expenses other than meals and vehicle costs. Meals are reimbursed at a per diem rate (shown on the form) and personal vehicle use is reimbursed at a mileage rate (also shown on the form.) Meals provided by others (i.e. conference luncheon) are not reimbursed.

TRAVEL

A travel expense report must be submitted within thirty (30) working days after the trip has been completed. This report must include the proper account number to be charged, a complete explanation of the purpose of travel, all required receipts, signature of the payee and signature of the supervisor. Receipts are required for all expenses except meals when using the standard per diem rates. Any approvals required by an outside funding agency must also be attached. This form will also be used to reimburse consultants and other non-college payees.

DEFINITIONS

- A. Travel means “travel time” at least 15 miles from the principle place of employment.

- B. "Travel time" means amount of time spent on College business away from principle place of employment, but shall not include the amount of time out-of-state by private car exceeding the time required by commercial airline to and from the town of destination.
- C. "Permission to travel" means pre-approval for travel out of Flathead and Lincoln Counties to be eligible for reimbursement of per diem, lodging, airfare, mileage, and related costs.
- D. "Out-of-state" means trips beyond the borders of the State of Montana.

COLLEGE EMPLOYEES

The President may authorize travel reimbursements for the following purposes:

- A. To fulfill teaching obligations of a staff member away from the College premises.
- B. To transact business of the District, such as fulfilling a contract with educational agencies; considering items for procurement; contacting community and governmental groups or agencies when essential; and travel within the College District.
- C. To attend educational and professional meetings such as subject-matter meetings, education conventions, professional organizations, conferences and committee meetings.
- D. To travel with student groups for student activities, such as traveling with teams or organizations, field trips, student government groups; travel to arrange for chaperon and/or student activities.
- E. Any other travel the President believes to be in the best interest of the College.

INDIVIDUALS OTHER THAN EMPLOYEES

The actual travel expenses of individuals other than College employees, who are called upon to contribute time and service as consultants or advisors, may be authorized by the President.

TRAVEL ADVANCES

Upon approval of the President or unit Administrator, the College Business Office will issue a travel advance. When a travel advance is issued, all monies expended will be accounted for by receipts and/or the per diem rate. Monies not expended will be returned to the College not later than 30 days after issuance of the advance. Providing further that

upon failure to present receipts or return unexpended monies within said 30 days, the College may deduct the unaccounted amount from the next regular salary payment.

USE OF COLLEGE OWNED VEHICLES

College owned vehicles will be used for authorized travel when said vehicles are available. When a college owned vehicle is not available, reimbursement will be authorized for the use of a private vehicle at the current approved rate, however, the use of College owned vehicles is strongly encouraged.

The use of College owned vehicles is restricted to College employees, students, or persons conducting College business. Any other use must be authorized by the President or his or her designee. Out of state travel requires prior Presidential approval.

OTHER TRAVEL EXPENSES

Other reasonable receipted transportation and/or travel expenses may be reimbursed only upon presentation of appropriate receipts. The President may establish, and apply at his or her discretion, a per diem rate approved by the Board of Trustees.

Employees will travel in the most efficient and cost-effective manner possible while still able to accomplish the purpose of the travel.

Reimbursement will be allowed based on the least expensive form of travel taking into consideration the time necessary to reach the destination.

TRANSPORTATION

The employee will be reimbursed for actual expenses for coach airfare, train fare or bus fare.

MILEAGE

Employees are encouraged to use College vehicles. If a private vehicle is used, mileage will be reimbursed at the current federal rate for in-state and out-of-state travel. Mileage may not exceed airfare for one person except when more than one person travels in the vehicle or if the vehicle is needed to carry special equipment. If two or more people travel together only the driver may claim mileage. Access xxxx for current rate information.

IN-STATE TRAVEL

Lodging will be reimbursed at actual expenses. Rates must be pre-approved by the employee's supervisor and the President. Receipts are required for lodging reimbursement.

Employees will be reimbursed for meals based on the state standard per diem allowance. The current rate \$23. The reimbursement rate per meal is \$5 for breakfast (6:00 a.m. to 11:00 a.m.), \$6 for lunch (11:01 a.m. to 5:00 p.m.) and \$12 for dinner (5:01 p.m. to midnight).

OUT-OF-STATE TRAVEL

Lodging will be reimbursed at actual rates. Rates must be pre-approved by the employee's supervisor and the president. Receipts are required for lodging reimbursement.

Employees will be reimbursed for meals based on the federal standard per diem allowance. The current rate is \$34. The reimbursement rate per meal is \$6 for breakfast (6:00 a.m. to 11:00 a.m.), \$10 for lunch (11:01 a.m. to 5:00 p.m.) and \$18 for dinner (5:01 p.m. to midnight).

Out of the country travel required prior presidential approval. For travel out of the country, allowances for meals and lodging follow the United States Department of State maximum travel per diem allowances for foreign areas as established in Section 2-18-501(4).

If travel is a combination of business and pleasure, only the portions of the trip that are directly related to business will be reimbursed. All expenses must be allocated in a reasonable manner as either business or personal expenses.

Registration fees for educational programs or conferences will be reimbursed at actual cost if authorized in advance by the employee's supervisor. Lodging and per diem rates will be reduced if they are part of the registration fee or are provided by another source.

Actual expenses may be claimed in lieu of per diem if the expenditures do not exceed per diem rates as specified in this policy.

Miscellaneous related travel expenses will be reimbursed per receipts (for taxi or other transportation fares, parking or other miscellaneous expenses).

A travel expense report must be submitted within thirty (30) working days after the trip has been completed. This report must include the proper account number to be charged, a complete explanation of the purpose of travel, all required receipts, signature of the payee and signature of the supervisor. Receipts are required for all expenses except meals when using the standard per diem rates. Any approvals required by an outside funding agency must also be attached. This form will also be used to reimburse consultants and other non-college payees.

Travel in Flathead or Lincoln counties does not require a permission to travel form.

College travel and procedures will be reviewed and revised on an annual basis.

	In	Out
	<u>State</u>	<u>State</u>
Breakfast	\$5	\$6
Lunch	\$6	\$10
Dinner	\$12	\$18
Total	\$23	\$34

RESIGNATIONS

Resignations should be submitted in writing to the employee’s supervisor and forward to the Human Resources Department for filing in the employee’s personnel file. It takes time to replace an employee, and a two-week notice from the employee is requested. Any employee absent from work for three consecutive days without notifying his/her supervisor will be considered to have resigned.

OTHER

EMERGENCIES

In an emergency or life-threatening situation, the employee should dial 911 then contact the Command Center by dialing 1111 for assistance. Injuries that are not emergencies or life-threatening should be promptly reported to the employee’s supervisor.

SMOKING POLICY

The College has designated specific locations **outside** of each building as “Smoking Areas”. Each of these locations is identified by the smoking towers. Please smoke only in these designated locations.

COMMUNICATION

Internal – “The Mercury” is published weekly by the FVCC students and contains articles of interest about the campus and student activities. A publication entitled “The Privy Press” containing notes regarding campus activities is posted weekly. Bulletin boards are posted in most buildings on campus. Please see the campus receptionist for approval before posting anything on the bulletin boards.

External – Media requests for interviews, statements, or photographs should be referred to College Relations at 756-3963.

Emergency Closings – In the event of an emergency situation, such as severe weather conditions, the President or his/her designee may decide to close the campus. Local radio and TV stations will be notified. In all announcements, copy will include”...campus closed...day and evening classes cancelled.

STAFF RECOGNITION

Annually during a Board of Director’s meeting (usually held in the Spring), the College will recognize years of service.

KEYS

If the employee’s job requires that he/she be issued keys to College facilities or equipment, the employee is responsible for the safekeeping of the keys and their prompt return upon request by the College. Lost keys will result in a charge to the employee for replacement.

PERSONAL USE OF TELEPHONES, COMPUTERS, COPIERS, ETC.-

College equipment, including telephones, copiers, computers, and fax machines, are to be used to conduct the work of the College and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of copies made and personal telephone calls made or received. Any long distance calls, faxes, or copies made using College equipment will be at the personal expense of the employee.

UNITED WAY

The College conducts an annual fund drive and encourages contributions to the United Way which may be made by payroll deduction or as a one-time donation. These donations may be designated to the FVCC Foundation. The FVCC United Way Committee has the forms for these deductions. See the Human Resources office for a list of Committee members.

EMPLOYEE GIVING FUND

The College may conduct fund raising campaigns for the benefit of the College and/or Students. Employees are encouraged to make contributions to the Giving Fund which may be made by payroll deduction or as a one-time donation. Contact the College Relations office forms