

Ozarka College
Employee Handbook



Revised 2019

Table of Contents

Mission, Vision, and Values	6
College Accreditation.....	7
Statement of Non-Discrimination.....	7
Use of This Handbook	7
Diversity Policy.....	8
Organizational Chart	9
Chapter 1 Governance, Planning, and Institutional Effectiveness.....	10
Statement of Governance Commitment	11
Committee Membership Responsibilities.....	11
Annual Committees and Councils as Designated by the President	11
Task Forces	11
College Administration Councils	12
President's Administrative Council.....	12
President's Consultation Council	12
Instructional Council.....	13
College Advisory Councils/Committees	13
Standing Committees Designated by the President	13
Academic Appeals Committee.....	14
Advising Improvement Team.....	16
Campus Preparedness/Safety Committee.....	16
Catastrophic Leave Committee	17
Diversity Committee	18
Financial Aid Appeals Committee.....	18
Graduation Committee.....	19
Institutional Improvement Committee	19
Planning and Assessment Council	19
Scholarship Committee	21
Student Appeals Committee.....	21
Standing Committees Initiated by the Faculty.....	22
Curriculum	23
Professional Development.....	24
Student Affairs Committee	24
Assessment, Effectiveness, Planning and Budgeting	26
Chapter 2 Operational Responsibilities and Procedures	27
Building Use Policies	28
Business Hours.....	28
College Environment.....	28
Civility and Courtesy	28
Dress Code	29
Identification Name Tags	29
Photo ID	29
Computer Use	29
Intellectual Property Rights	29
Facilities Use by Employees, Student or External Groups	29
Mailboxes/Phone and E-Mail Messages for Employees.....	30

College Vehicles	30
Graduation Ceremony	30
Disability Services.....	30
Drug-Free Workplace.....	31
College Safety.....	31
Firearm Policy	31
Public Employees' Chemical Right to Know.....	31
Inclement Weather Policy.....	31
Lost and Found.....	32
Media and Publicity	32
Interviews	32
News Releases	32
Public Mailings, Flyers, Advertisements	32
Speaking Engagements.....	32
Notices, Solicitation and Distribution of Literature on College Property	33
Solicitations by External Agencies	33
Tobacco Policy	33
Student Information and Messages.....	33
Emergency calls	33
Requests for Students.....	33
Requests for Students' Educational Records.....	33
Parking Policy	34
Arkansas Whistle-Blower Act.....	34
Chapter 3 Personnel, Employment, and Benefits.....	36
Equal Employment/Affirmative Action.....	37
Attendance and Working Hours	37
Classified Personnel.....	37
Non-Classified Personnel.....	38
Adjunct Faculty	39
Benefits for Full-Time Employees	39
Dental and Health Insurance	39
Life Insurance.....	39
Long-Term Disability	39
Cafeteria Plan	39
Retirement Plans	40
Career Service Recognition.....	40
Workers Compensation	41
Compensation Schedule	41
Wellness Program	41
Employee Standards of Conduct.....	41
Employee Professional Review	42
Employment.....	43
Orientation of New Employees	43
Non-Classified Personnel.....	43
Classified Personnel.....	44
Termination of Employees.....	44
Involuntary Terminations	44
Resignations.....	45

External Employment of Employees.....	45
Employee Recruitment and Selection.....	45
Leaves of Absence from Duty	47
Annual Leave	47
Sick Leave.....	47
Catastrophic Leave	48
Family and Medical Leave.....	53
Bereavement Leave	54
Maternity Leave.....	54
Leave Without Pay.....	54
Disciplinary Leave Without Pay	55
Legally Required Absences	55
Children’s Education Activities Leave (CEAL)	56
Compensatory Leave	56
Paid Holidays.....	56
Nepotism.....	57
Sexual Harassment.....	57
Employee Grievance Procedures	58
Personnel Records and Employee Access.....	59
Library and Media Services	59
Professional Development.....	60
Professional Membership	60
Employee Tuition Waivers	62
Employee Tuition Reimbursement	62
Chapter 4 Financial Services	64
The Budget Process.....	65
Purchasing.....	65
Inventory.....	66
Travel	66
Requests for Key Assignment	66
Requests for Telephone Service	66
Special Funds	66
Chapter 5 Academic Information.....	68
Academic Advising	69
Financial Aid.....	69
Advisement Procedures.....	69
Academic Freedom	69
Academic Misconduct.....	69
Adjunct Faculty Support.....	69
Duplication Requests	70
Classroom Keys	70
Email Accounts	70
Attendance Records, Course Loads, and Rosters	70
Changes in Class Times and Locations	71
Classroom Maintenance	71
Classroom Misconduct.....	71
Copyright Regulations.....	72
Disability Accommodations for Students.....	72

Electronic Delivery of Courses	72
Directed Study	72
Inventory.....	73
Evaluation of Instruction.....	73
Student Evaluation.....	73
Self-Evaluation	74
Classroom Observation.....	74
Professional Improvement and Review Process.....	74
Appeal.....	74
Probation	74
Guest Lecturers.....	75
Grading Policies.....	75
Instructional Duties and Responsibilities.....	76
Syllabi.....	76

Mission, Vision, and Values

Mission

Ozarka College provides life-changing experiences through education.

Vision

Ozarka College will be the educational resource of choice in our community providing a quality, learning-centered environment that is innovative, responsive, adaptive, and caring.

Values

Our values are the principles, standards, and ideals that form the foundation of our actions. They are the things to which we, as a community of educators, ascribe worth. Our values reveal what we strive for and give us our identity as a college.

- **Learning**
Ozarka College values learning and scholarship for our students, our employees, and our communities. We value personal growth and provide access to diverse learning experiences in a progressive but supportive, technology-based environment so that our students may advance their educational goals. We seek to continuously learn as an organization, promote life-long learning, and be responsive to our changing environment.
- **Caring**
Ozarka College values people and ideas. We respect the dignity and potential of each individual, expressed through fairness, responsiveness, and just treatment for all. We value individual diversity and recognize the unique contributions of all individuals. We promote open and respectful communications and the free exchange of thoughts and ideas.
- **Quality**
Ozarka College strives for excellence and integrity in all we do. We are committed to provide a quality, educational environment, being innovative in our course and program offerings, and maintaining excellence in all aspects of our work. We continuously assess to determine avenues for improvement.
- **Responsibility**
Ozarka College values responsibility for its students, employees, and the institution. We challenge ourselves to provide an environment that nourishes and encourages students yet prepares them for independence in future studies, the workforce, and life. We expect ourselves and our students to be good stewards of the privileges and opportunities afforded by higher education and its supporters.
- **Community**
Ozarka College values community – both the communities we serve and the community developed within the College. As students, faculty, and staff, we have a responsibility to our communities that is expressed through engagement. We actively pursue collaborative partnerships with our communities, providing cultural learning opportunities, business outreach, and access to facilities. We value our college community and encourage engagement through participation, collaboration, and communication.

Ozarka Accreditation

Ozarka College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South La Salle Street, Suite 7-500 Chicago, IL 60604; (312) 263-0456 or <https://www.ncacih.org>.

Ozarka is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. The Basic EMT program is approved by the Arkansas Department of Health, Division of Emergency Medical Services. The Registered Nursing and Licensed Practical Nursing programs are approved by the Arkansas State Board of Nursing. The Automotive Service Technology program is accredited by the National Automotive Technicians Education Foundation. The Culinary Arts program is approved by the Arkansas Hospitality Association.

Statement of Non-Discrimination

Ozarka College is committed to equal access to education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability or veteran status. No employee of Ozarka shall, on the basis of race, color, sex, national origin, age disability or veteran status, be subjected to any discrimination prohibited by law. This policy applies to recruitment, employment, and subsequent placement, training, promotion, compensation, continuation, probation, discharge, and other terms and conditions of employment over which the College has jurisdiction.

Any employee who believes he/she has been discriminated against may file a grievance and follow the procedures outlined in Chapter 3 of this handbook.

Use of This Handbook

The purpose of this handbook is to explain the responsibilities and privileges of faculty and staff and to serve as an overview of the College's policies and procedures which employees are required to follow.

Other policies and procedures related to student life and academic programs are provided in the College Catalog. All employees have access to the handbook and catalog, both of which are on the Ozarka website. Employees should be familiar with the contents of both publications.

Policies and procedures contained in this handbook and in the College Catalog emanate from the Ozarka Board of Trustees Policy Manual which is available on the Ozarka web-site or from the Director of Human Resources.

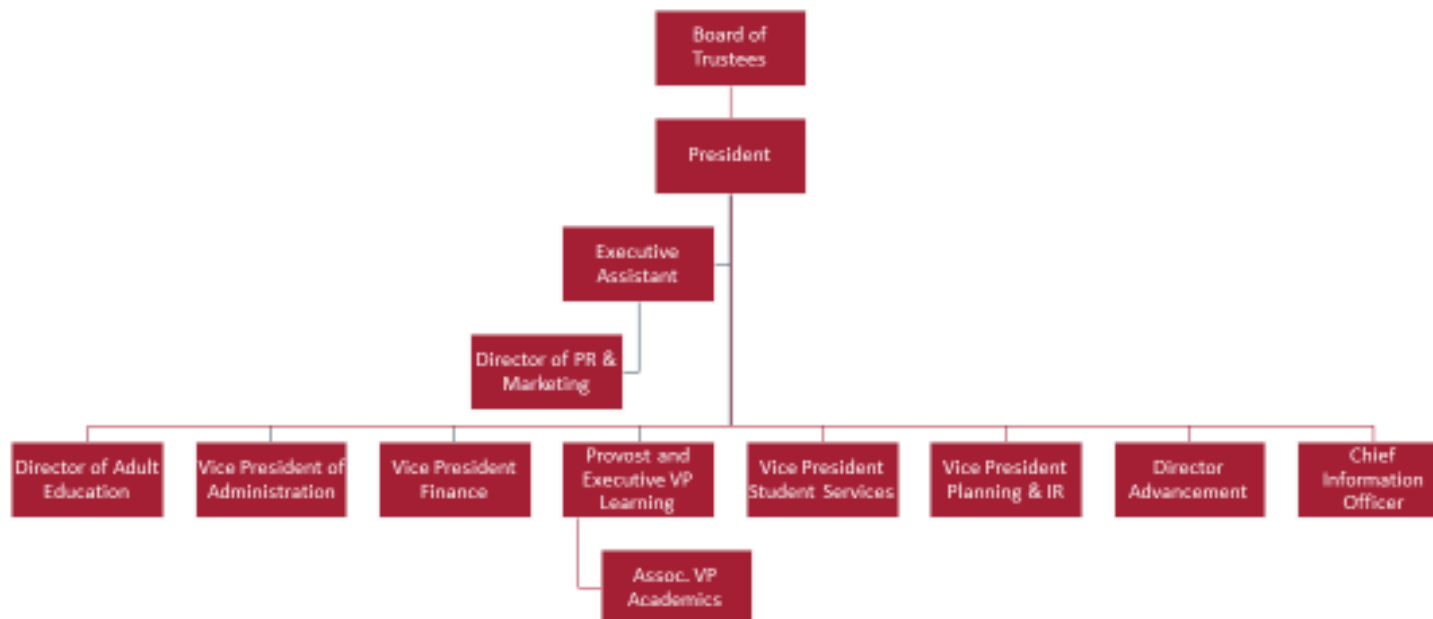
The College President is authorized to change the operating procedures of the College when official policies affecting material contained in this handbook or the catalog are changed by action of the Board of Trustees or other governing agencies. Such changes supersede previous policies as of the date of their approval or issuance. Employees will be notified when approved changes are made to the electronic handbook on the College web-site. Interim changes will be subsequently incorporated into the next published edition.

Diversity Policy

As an institution of higher education, Ozarka College acknowledges the strength that comes from diversity. Differences and variety brought to the educational experience enhance the quality of the educational experience for students, faculty, staff, and community. The College recognizes many forms of diversity including but not limited to ethnicity, educational philosophy and background, gender, sexual orientation, religion, age, economic background, political philosophy, geographic origins, past experiences, and physical, mental and sensory capabilities. By celebrating diversity, the College provides educational opportunities for all to increase diversity awareness and sensitivity to others so that all may gain understanding and the ability to cooperate with each other. It is through understanding and cooperation that we as a people have the greatest chance to work together to positively influence the future for all mankind, whether living and working in the Ozarka service area or in the wider global society.



Organizational Chart



Chapter 1

Governance, Planning, and Institutional Effectiveness



Statement of Governance Commitment

Ozarka College includes college personnel in the governance of the College through the organizational structure, college unit operational structures (i.e. Instructional Council, Faculty Council, Division Units, and Committees (standing, task forces, groups, or teams). To ensure on-going and continuous involvement in governance several areas have been identified for standing committee involvement and for other areas task or ad-hoc groups are developed as needed. Committees are organized for each academic year. Standing committees have defined on-going responsibilities, whereas task groups, ad-hoc committees, or teams have charges developed to meet specific issues.

Standing committees are expected to meet two times per semester. All committees, task forces, etc. are expected to produce an agenda and recorded minutes which are to be uploaded to the College effectiveness website.

Committee Membership Responsibilities

1. Review the committee description, defined responsibilities or goals, and/or group charge. Each committee shall organize and direct its meetings towards the effective accomplishments of the responsibilities, goals, and/or charge.
2. Attend meetings, participate, and contribute.
3. Be proactive and base decisions upon the institutional value of continuous development and improvement.
4. Consider the institutional commitment to learning and being a learning institution committed to helping students and maintaining a work environment that supports each other in the decision making process.
5. Keep minutes of each meeting. Minutes should be forwarded to committee members by e-mail. Agendas, minutes, reports, etc. shall be posted to the College Effectiveness website.
6. Seek input from colleagues and appropriate offices as committee responsibilities/charges are reviewed and addressed.

Annual Committees and Councils as Designated by the President

Task Forces

Purpose:

To review policies, procedures, practices, timelines, and functions and then make additions, deletions, and changes to ensure effectiveness, efficiency, and student friendliness.

Task Force Chairperson Functions:

- Initiate task force meeting and develop subsequent meeting review and meeting schedule.
- Clearly articulate the purpose and specific change to task force members.
- Establish guidelines for meetings to ensure effectiveness.
- Facilitate through review and discussions.
- Ensure that notes or minutes are kept to assist in the development of additions, deletions, or changes.
- Ensure completion of report and submission to President's Administrative Council.

College Administrative Councils

Designated by position or appointed by the President.

President's Administrative Council

The President's Administrative Council usually meets weekly and consists of the President and the senior College Administrators. The Administrative Council exists to:

- Promote coordination and communication across campus.
- Develop programs and services that are fully coordinative among college units and that are supportive of excellence in fulfillment of the mission, vision, value, role and scope, and goals.
- Review administrative policies, procedures, processes, and practices to ensure the college is efficient, effective, and student friendly.
- Recommend college process and be integral to planning and effectiveness review.
- Review recommendations submitted to the Board of Trustees.
- Provide leadership which unites all areas of the College.
- Provide assistance to one another for the attainment of the College Mission, Vision, and Values.
- Outline, discuss, and resolve issues that impede the College in fulfilling its Mission, Vision and Values.
- Provide leadership for strategic planning and assessment.

President's Consultation Council

The President's Consultation Council (PCC) will meet at least quarterly, prior to regularly scheduled Board of Trustee meetings, to review the draft Board agenda and to discuss other significant items as deemed appropriate by the College President, Administrative Council and Consultation Council. This Council is established in the spirit of effective shared governance to assist in ensuring effective and collegial communications are maintained throughout the College.

Members shall include, at a minimum, the President, Vice Presidents, members of the Administrative Council, Division Chairs, Faculty Council Chair, Staff Organization Chair and the Student Government President. The Council does not possess decision-making authority but rather has legitimacy in a direct advisory capacity to the College President. The President's Consultation Council exists to:

- Provide recommendations to the President in the most important matters of the College.
- Review and discuss the Board agenda prior to each regularly scheduled meeting of the Board of Trustees.
- Review all new and revised Board Policies prior to presenting to the Board of Trustees.
- Provide input on all major issues related to Strategic Planning and Assessment.
- Promote communication and effectiveness throughout Ozarka College.

Instructional Council

The Instructional Council is composed of the chairpersons from the divisions of Math, Science and Education, Applied Science Technology, Arts and Humanities, and Nursing and Allied Health as well as the Directors/Coordinators of Adult Basic Education, Library, Ash Flat, Mammoth Spring, and Mountain View campus locations. This Group represents the instructional component of the College.

- Provides input and direction to the instructional component of the College in coordination with the Vice-President of Academic Affairs.
- Serves as a means of input for faculty and instructional staff in regard to instructional and institutional issues.
- Provides direction and follow-up to ensure the implementation of the “Measures of Student Learning” component of the Institutional Assessment Plan for the College.
- Provides leadership in the development of new programs and courses to enhance the instructional areas of the College.
- Serves as a means of communication in regard to academic policies, program evaluation, catalog requirements and changes, course scheduling, and other instructional functions.

College Advisory Councils/Committees

An educational advisory council is a group of persons selected from the community who advise the college concerning specific occupational education programs and courses of study. Advisory committees include practitioners, employers, and supervisors within their occupation. Students, graduates, and consumers may also be represented on the committee. Members of the College administration, faculty, or staff serve as liaisons to the council.

Education programs are unique because they recognize the need for input from business, industry, health, and public services communities to assure programs meet the needs of community. Advisory committees are indispensable in identifying current and future occupational skills, knowledge, and goals. Such input ensures that graduates have the necessary skills that the labor market demands for success. Ozarka College advisory councils/committees include:

- Adult Education
- Automotive Services Technology
- Aviation
- Business Technology
- Culinary Arts
- Allied Health/Nursing
- Library

Standing Committees Designated and Appointed by the President

Appointment Considerations:

- Consultation with appropriate offices and personnel, an appreciation for other committee appointments, and diversity of campus involvement are taken into considerations when making appointments

- The President, if not designated as a member, is ex-officio member of each committee without voting privileges

Academic Appeals Committee

Purpose:

The Academic Appeals Committee exists to provide students the opportunity to appeal a grade of which they disagree. Academic evaluation on student performance shall be neither prejudicial nor capricious. Students may appeal grades awarded by faculty members by utilizing the procedures below. Faculty members will provide course materials at the beginning of each semester or term that included course requirements and grading procedure.

Committee Membership:

1. The Appeals Committee is appointed by the President at the beginning of the academic year at the time other committees are appointed. The Committee shall consist of two faculty members, and one professional staff person.
2. An alternate faculty member and an alternate professional staff member shall be appointed to fill a vacancy or to substitute in the event an appointee is the faculty member in question or in the event there is a conflict with the faculty member or professional staff in question.

Informal Appeal:

A student who disagrees with their grade shall begin with an informal appeal to the faculty member who awarded the grade in question. The student will explain the reason for their concern, and the faculty member will explain the reason and basis for awarding the grade. The faculty member has the authority and responsibility to determine the grade.

If the student is not satisfied with the response of the faculty member the student may continue their informal appeal by contacting the Provost and Executive Vice President of Learning. Once hearing the student's informal appeal, the Provost will meet with the faculty member. The Provost's discussion with the faculty member may include such topics as adherence to course requirements and grading procedures and understanding and consideration of the basis of the appeal by the student. The Provost may provide guidance or suggestions to the faculty member and will inform the student of the outcome of the discussion and the decision of the faculty member.

If the student is not satisfied with the informal appeal, the student may file a formal appeal.

Formal Appeal:

The formal appeal process consists of the following steps:

1. The student meets with the Provost and Executive Vice President of Learning to review the Formal Academic Appeals Process and no later than the end of the 10th class day of the next regular semester following the grade in question (regular semester is Fall and Spring).
2. The Provost, during this first meeting, will provide the student with a copy of the Academic Appeals process and explain the requirements, the timeframe, and the process. Within seven (7) calendar days from the date of the meeting of the student and the Provost the student must submit a written statement requesting an appeals

- hearing. The statement shall provide the student's rationale as to why the grade should be changed.
3. Within seven (7) calendar days from the receipt of the student's written appeal request, the Associate Vice-President of Student Services (AVPSS) shall forward a copy of the appeal to the faculty member in question and to the Provost.
 4. Within twenty-one (21) calendar days from the receipt of the students' written appeal request, the AVPSS shall convene the Academic Appeals Committee for the purpose of hearing the appeal. The AVPSS will coordinate the Appeals Hearing with the schedule of the student making the appeal, the faculty member, and the Provost. If conflicts in schedule create difficulty in finding a time suitable for all, the Vice President shall give preference to the committee and the student requesting the appeal.
 5. The hearing shall be informal and the hearing committee shall provide reasonable opportunities for witnesses to be heard. The hearing shall be closed, unless student request an open hearing. The Provost and AVPSS may attend the hearing as observers.
 6. The hearing shall proceed as follows:
 - a) The student shall present the rationale for grade change (20 minutes).
 - b) The faculty member shall present their grading systems and grade rationale if they so choose (20 minutes).
 - c) The student shall present rebuttal evidence (10 minutes).
 - d) The faculty member shall have an opportunity for rebuttal argument (10 minutes).
 - e) The Academic Appeals Committee shall enter executive session and may take the matter under advisement for two class days before rendering a decision.
 - f) The Academic Appeals Committee shall decide by majority vote with all members having an equal vote.
 - g) The Academic Affairs Committee Chair shall inform the instructor, the student, the Provost, the Associate Vice-President of Student Services, and the President, in writing of their decision.

Evidence:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy and the hearing officer may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chairperson shall exclude irrelevant, immaterial, and unduly repetitious evidence. The chairperson shall give effect to the rules of privilege recognized by law and custom.
2. At the hearing the student shall prove that the evidence supports the charges.
3. The instructor (faculty member) may not be compelled to testify.
4. The hearing committee shall decide the issue and appropriate recommendation solely on the basis of admitted evidence.
5. A tape recording shall be made of the hearing under supervision of the Provost. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

Types of Decisions:

The committee may impose one of more of the following recommendations:

1. Reevaluation of the complaint by the instructor.
2. Specific change to be implemented by the instructor.

3. Status quo.

Note:

Information about the student reviews, beliefs, and association acquired by the College personnel in the course of their work is confidential and shall not be disclosed to persons other than College officials acting in an official capacity, except with the consent-expressed or implied-of the student, or under legal compulsion.

A log will be maintained by the Provost of complaints and appeals.

Advising Improvement Team

Purpose:

The purpose of the Advising Improvement Team (AIT) is to define and implement measurable improvements to the advising process that improves overall student placement, goals, and satisfaction.

Responsibilities:

The AIT representing the lead participants for the advising process, will improve our process to improve overall student placement, goals, and satisfaction. We are responsible for the process, training materials, and tools as well as the allocation of human and capital assets that execute and support this process.

We shall evaluate our process in both qualitative and quantitative terms to focus on specific processes to be improved. In an open, but deliverables-focused environment, we shall:

- Agree on specific problems to be addressed.
- Brainstorm for possible solutions.
- Normalize our approaches by focusing on the most value-added and promising solutions.
- Define the appropriate process assets or deliverables needed to support institutionalized behavior.
- Support the training and performance of the improved process, then vigilantly.
- Measure the process performance, being careful not to blame people, but focus on process performance.

Campus Preparedness/Safety Committee

Purpose:

To review and make recommendations concerning College activities that will enhance the safety of employees, students, and visitors.

Committee Membership:

Vice President of Administration as the designated Chief Safety Officer

One member from each of the following groups:

- Administrative Team
- Ash Flat campus
- Mammoth Spring campus
- Mountain View campus
- Maintenance

- Automotive
- Science
- Nursing
- One at large member
- The chairperson shall be appointed by the President

Responsibility:

1. Assist in identifying hazards in respective areas of the College at all locations.
2. Provide safety guidelines pertaining to the safety of buildings, grounds, students, staff, faculty and the general public while on the Ozarka College locations.
3. Provide education opportunities to encourage safe practices on campus.
4. Hear and act upon safety concerns expressed to the committee.
5. Initiate and assist in the development of a Campus Preparedness Plan to cover possible crisis situations on campus.
6. Meet a minimum of four times per year to review and revise safety program and operational procedures and to determine effectiveness of measure.

Additional Guidelines:

1. All accidents, (major and minor) should be documented on the standard Ozarka College form.
2. A copy should be filed with the Vice President of Finance and with the Human Resources Manager.
3. The committee will review these accident reports during its meeting to determine if further accidents of the same type can be avoided, make recommendations as such, and enforce such recommendations.

Catastrophic Leave Committee

Purpose:

The Catastrophic Leave committee will review all catastrophic leave requests and make a recommendation to the President.

Committee Membership:

Five (5) members representing a cross section of the College and appointed by the President. The committee shall elect a chairperson.

Responsibility:

1. Review all catastrophic leave requests.
2. Ensure that all eligibility requirements are met in accordance with the current Ozarka College Catastrophic Leave policy.
3. Make recommendations to the President.
4. Make recommendation for revisions to the policy as necessary.
5. The committee will meet on an as needed basis.

Diversity Committee

Purpose:

Diversity is represented in many forms, ranging from differences in organizational mission and education levels to differences in ideas, viewpoints, perspectives, values, religious beliefs, backgrounds, race, gender, age, sexual orientation, human capacity, and ethnicity of those who attend and work in organizations. This committee will regularly review the mission, vision, values, as well as processes and practices of the institution to ensure the institution addresses issues of diversity when providing enriching educational experiences and services for students, community, and employees.

Responsibility:

The committee will assist the institution by identifying and supporting actions and experiences, including but not limited to, which

1. Provide diverse experiences for its constituencies which establish an environment in which greater intellectual development can occur, and from which constituencies can learn that focusing on commonalities, while understanding differences, binds peoples and cultures.
2. Encourages inclusiveness and discourages acts of insensitivity and disrespect.
3. Provide learning environments in which students can contribute and learn from the diversity that broad life exposure offers.
4. Create and maintain teaching and learning environments that provide educational opportunities for diverse individuals and groups.
5. Ensure the institution's operations are conducted in an equitable and just manner.

Financial Aid Appeals Committee

Purpose:

The Financial Aid Appeals committee will hear appeals that have been filed through the financial aid appeals process. The committee will follow the appropriate procedures as outlined in the respective policies.

Committee Membership:

- Two Professional Staff members
- One Faculty member
- Vice President of Student Services—non-voting facilitator
- Financial Aid officer—non-voting information provider

Responsibilities and Procedures:

1. Students with unsatisfactory academic progress are placed on financial aid probation. If the student continues with unsatisfactory academic progress for the semester which they are on financial aid probation, the student will be placed on financial aid suspension. Students who are suspended from financial aid due to lack of satisfactory progress may file a financial aid appeal.
2. The appeal will be submitted in writing to the financial aid office with the intent of documenting extenuating circumstances.
3. The Vice President of Student Services will convene the financial aid committee a minimum of one week prior to the beginning of registration each semester to consider financial aid appeals.

4. The committee may also be required to meet additional times to review appeals that are submitted during the registration period.
5. The financial aid officer will serve as an information provider to the committee.
6. The committee will either uphold the suspension or allow one additional semester of financial aid on probation.

Graduation Committee

Purpose:

The Graduation Committee will ensure that plans for graduation are completed in a timely and effective manner.

Committee Membership:

- Provost and Executive Vice President of Learning – Co-Chair
- Vice President of Student Services - Co-Chair
- Additional members appointed by the President

Responsibilities:

1. Secure a graduation speaker.
2. Ensure the ordering of caps and gowns.
3. Prepare diplomas and programs.
4. Prepare the auditorium.
5. A variety of other Tasks as required by the Graduation Checklist.

Institutional Improvement Committee

Purpose:

The Institutional Improvement Committee will actively promote improvements in and the appropriate uses of facilities and equipment.

Committee Membership:

- Three faculty members
- Three professional staff members
- Three classified staff members

Responsibilities:

1. Annually review condition of facilities and equipment for Ozarka College locations.
2. Receive input from faculty and staff in regard to needs to upgrade facilities and equipment.
3. Recommend uses and hours of facilities including the library and learning resource centers.
4. Recommend improvements for current and future campus facilities and grounds.

Planning and Assessment Council (PAC)

Purpose:

The Planning and Assessment Council monitors, reviews, coordinates, and suggests enhancements to Ozarka College's planning and assessment efforts for each of the following:

- College strategic planning

- Follow-up on actions of the strategic plan
- Use of assessment information to drive the planning process
- Use of assessment in improving student learning and institutional effectiveness
- Using planning to drive budgeting
- Identified measures of student learning
- Identified measures of institutional effectiveness
- Systemic process check
- Follow-up and documentation of measures of student learning and measures of institutional effectiveness

Membership:

Committee Co-Chairs: Provost and Executive Vice President of Learning and Associate Vice President of Planning and Institutional Research

- President
- Associate Vice President of Academics
- Administrative Council
- Division Chairs
- Faculty Council Chair
- Staff Organization President

Responsibilities:

The purpose of planning at Ozarka College is to methodically work toward our vision within the boundaries of our mission. We accomplish this through the continuous assessment and improvement of all of our processes. The purpose of assessment at Ozarka College is to facilitate the continuous improvement of student learning and institutional effectiveness. Ozarka College will gather and evaluate information, make informed and relevant changes, and assess the efficacy of those changes.

We shall evaluate our processes in both qualitative and quantitative terms to help us focus on improvement. In an open, but deliverables-focused environment, we shall:

- agree on specific problems to be addressed,
- brainstorm for possible solutions,
- normalize our approaches by focusing on the most value-added and promising solutions,
- define the appropriate process assets or deliverables needed to support institutionalized behavior,
- support the training and performance of the improved process, then vigilantly measure the process performance, being careful not to blame people, but focus on process performance.

The Planning and Assessment Council will meet on a regular basis, in general, once a month, to review progress on the planning and assessment activities. As a default, nominal involvement in the PAC means a commitment of meeting time and some meeting preparation time. Those who are assigned action items or initiatives may require a greater commitment of time dependent on the nature of and their role in the activity.

The PAC is a presidential appointed council created to take the foundational work of the Planning and Effectiveness Committee and advance it to the next level of planning and assessment oversight.

Scholarship Committee

Purpose:

A college committee charged with the review of scholarship and aid applications; and that determines the award of college scholarships and grants in accordance with college policies and scholarship/grant restrictions.

Committee Membership:

- Director of Advancement, Chairperson
- Vice President of Student Services
- Assistant Director of Financial Aid
- Admissions Counselor/Recruiter
- Admissions Administrative Assistant
- Two faculty members appointed by the President
- One professional staff member

Responsibilities:

1. Establish criteria for scholarships awarded by the college.
2. Review scholarship applications prior to each semester.
3. Approve the awarding of college scholarships in accordance with scholarship criteria each semester.
4. File a written list of awarded scholarships with the Financial Aid office prior to the beginning of each semester.

Student Appeals Committee

Purpose:

The Student Appeals Committee serves as the College's appellate board. The committee will hear appeals that have been filed through the code of student conduct appeals process. The committee will follow the appropriate procedures as outlined in the respective policies. The committee may hear other student appeal issues as designated by the President of the college.

Committee Membership:

- Two Faculty members
- Two Professional Staff members
- One Student
- The committee will elect a chairperson
- The Vice President of Student Services will facilitate the appeals process

Responsibilities and Procedures:

1. The appellant must complete all required forms in detail and return them to the Vice President of Student Services prior to a hearing date being set.
2. The appellant will be given prior notice of the hearing. If the appellant cannot attend, the hearing will be held in their absence with the committee basing their decision on the evidence available.

3. The hearing shall provide reasonable opportunities for involved parties to be heard. The hearing shall be closed.
4. The hearing shall also be recorded. Involved parties may request a copy of the recording. The recording will be provided by the Vice President of Student Services in a timely manner.
5. The hearing shall proceed as follows:
 - The appellant will present the appeal and reasons for the appeal (10 minutes).
 - An appropriate staff person will present the reasons for the initial decision (10 minutes).
 - The appellant will have the opportunity to respond (5 minutes).
 - The staff person will have the opportunity to respond (5 minutes).
 - The committee members will have an opportunity to ask questions if they would like.
 - The committee shall enter executive session and render a decision.
 - The committee shall decide by majority vote with all members having equal vote.
 - The committee chair shall inform the appellant in writing of the decision within two days.

Evidence:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply in a hearing under this policy. The chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs.
2. The chairperson will conduct the meeting and keep all involved parties on task and on time. Any discussions not directly connected to the appeal will be stopped. All parties will conduct themselves in a civilized manner.
3. The hearing committee will decide the issue and appropriate recommendation solely on the basis of admitted evidence.
4. A tape recording will be made of the hearing under the supervision of the Vice President of Student Services. Minutes of the hearing shall be made available to all parties involved in the hearing process upon request.

Notes:

The Vice President of Student Services is responsible for calling a meeting of the Student Appeals Committee following the receipt of written appeals. Once notified of the appeal, any member of the committee who believes a conflict may exist between them and the appellant should request that they be excused from the hearing involving said students.

A log will be maintained by the Vice President of Student Services of complaints and appeals.

Standing Committees Initiated by the Faculty

Appointment considerations:

- Faculty initiated standing committees exist through the by-laws of the Faculty Council.
- The Faculty Council is elected by the members of the Ozarka College faculty.
- Standing committee members are recommended by the Faculty Council and appointed by the Faculty Council Chairperson.

- Committee members will be comprised of representatives from all departments.
- The Provost and Executive Vice President of Learning may meet with the committee as a non-voting ex-officio member.
- See the Constitution and by-laws for additional information.

The Faculty Council and committees consist of:

- Faculty Council
- Curriculum
- Professional Development
- Student Affairs

Curriculum Committee

Purpose:

The Curriculum Committee shall develop and maintain offerings in keeping with the philosophy and objectives of the institution and shall identify those components essential for the implementation of such curricular offerings. All faculty members shall have the right to make proposals to the Curriculum Committee. The Provost and Executive Vice President of Learning shall serve as liaison to this committee.

All recommendations for the initiation of new policies and changes of policy shall be reviewed by the Presidents Consultation Council (PCC). All recommendations concerning program additions, deletions, and changes shall be made to the President. All other recommendations concerning the additions, deletions, and changes of curricular offerings shall be made to the Provost. Actions taken shall be reported to the Committee by the Chairperson of the Committee.

Committee Membership:

- Seven (7) faculty members appointed by the Faculty Council.
- The committee shall elect a chairperson.
- The Provost will serve as the administrative liaison to the curriculum committee.

Responsibilities:

The functions of the Curriculum Committee shall be as follows:

1. Evaluate periodically the objectives and philosophy of the College and make recommendations regarding them to the Faculty Council and Administrative Council.
2. Review and recommend to the Faculty Council program, degree, and graduation requirements.
3. Recommend additions and deletions of courses and programs.
4. Recommend criteria for the admission and retention of students in individual programs.
5. Initiate and periodically evaluate all curricular offerings.
6. Make recommendations regarding physical facilities and equipment needed for instructional purpose.
7. Participate in planning of facilities for instruction.
8. Coordinate with the Provost all aspects for student, peer, and professional review of faculty.

Professional Development Committee

Purpose:

The Professional Development Committee shall formulate and maintain an active professional development program.

Committee Membership:

The five (5) member Professional Development Committee shall be composed of five faculty members appointed by the Faculty Council. The committee shall elect a chairperson. The Provost and Executive Vice President of Learning shall serve as liaison to this committee.

Responsibilities:

All recommendations for initiation of new policies and changes of existing policies shall be made to the Faculty Council, then to the President's Administrative Council. Recommendations regarding budgetary needs shall be made to the President's Administrative Council. Reporting procedures pertaining to evaluation of faculty and administration shall be specified within the policy established for such evaluation.

The functions of the Professional Development Committee shall be as follows:

1. Identify the professional development needs each year.
2. Recommend and evaluate a professional development program in keeping with the identified needs.
3. Recommend to the President's Administrative Council budgetary needs for the implementation of the professional development program.
4. Develop and administer an evaluation program for Faculty members and administration.
5. Review and recommend fund allocations for professional development for individual faculty members to the President's Administrative Council.

Student Affairs Committee

Purpose:

The Student Affairs Committee shall assist in the development and maintenance of educational, financial, and cultural activities and services for Ozarka student body. The committee will also be responsible for promoting student life issues such as counseling, advising, placement, parking, student organizations, and recreation. The Student Government Association shall report any proposed activities to the Student Affairs Committee for approval. The Vice President of Student Services shall serve as the administrative liaison to this committee.

Committee Membership:

The Student Affairs Committee shall be appointed by the Faculty Council and shall be composed of the following:

- Three Faculty Members
- Three Student Services Professional Staff members

Responsibilities:

All recommendations for the revision of student activities and services shall be made to the Faculty Council. The functions of the Student Affairs Committee will include the following:

1. Recommend new policies and changes in existing policies concerning non-academic standards of students.
2. Promote the outreach efforts of the institution in all areas.
3. Promote and encourage the use of the library and its resources.
4. Assist in the coordination of the student advisory system.
5. Encourage the establishment and governance of student clubs and organizations.

Assessment, Effectiveness, Planning and Budgeting

The Assessment, Effectiveness, Planning, and Budgeting Process at Ozarka College is a dynamic, linked process of interrelated practices. The College assesses, plans, and budgets to provide continuous improvement and accountability in accomplishing its Mission of providing life-changing experiences through education.



Chapter 2

Operational Responsibilities and Procedures



Building Use Policies

Employees and students should not tape, nail, or tack pictures, flyers, or other materials to the walls or doors of classrooms or offices. Maintenance requests should be completed and approved by the employee's supervisor and appropriate vice president, so that materials can be hung without damaging the facilities.

Employees must have approval from their supervisor, appropriate vice president, and the Physical Plant Director prior to installing/using any electrical appliances such as coffee pots, hot plates, or space heaters that may create a fire hazard.

Neither employees nor students should bring children to campus for extended periods of time. Parents may not bring children to class or work, or leave them unsupervised on College property. Employees should immediately report such instances to the Vice President for Academic Affairs, Associate Vice President for Student Services, or Vice President for Finance as appropriate.

Business Hours

The College's administrative offices are open 8:00 AM to 4:30 PM Monday-Friday the fall and spring semesters. Summer hours typically begin the Monday after graduation and continue until the first week in August. Offices are open 7:00 AM to 5:30 PM Monday-Thursday.

Bookstore hours are consistent with the College's normal hours of operation.

Fall and spring Library hours are Monday through Friday from 8:00 AM to 4:30 PM. Summer hours are 7:00 AM to 5:30 PM Monday through Thursday.

Access to facilities when the College is closed for business during weekends and holidays is restricted. Employees wishing to work on campus must have approval of their vice president or director who is responsible for providing access and for locking the buildings when employees leave.

College Environment

Ozarka provides a collegial learning environment for students and employees that is friendly and supportive. Because friendly interactions with College instructors and staff positively impact student retention, employees are encouraged to develop amiable relationships with students. However, care should be taken to ensure that relationships center upon the teaching and guidance of students and do not become so personal that employees can be accused of favoritism or be subjected to sexual harassment complaints.

Civility and Courtesy

All individuals working for the College should treat other employees and those persons accessing the College's services and programs as customers deserving of respect, courtesy, consideration, and prompt assistance or response. Behavior which is rude or disruptive will not be tolerated, nor will behavior be tolerated which is discriminatory in that it creates a hostile working or learning environment. Collaboration and collegiality should take precedence over competition and individual advancement at others' expense. Employees and students who exhibit inappropriate behavior are subject to disciplinary proceedings.

Dress Code

The following guidelines apply to all Ozarka employees. Employees' immediate supervisors are responsible for the enforcement of this policy.

Ozarka employees are encouraged to adopt a "business casual" form of dress. It is up to the individual to dress in a manner which is appropriate to his/her duties and schedule.

Appropriate clothing should always be clean, pressed, and in good condition. Inappropriate clothing may be defined as wrinkled, torn, or excessively tight or revealing.

While contemporary "business casual" dress is appropriate for most occasions, other occasions may require "traditional business" attire. Such occasions would include, but are not limited to, formal meetings with the public or business executives and off-campus conferences or workshops.

The appropriate supervisor should be informed of and asked to approve any deviations from the policy due to special circumstances such as medical or health problems. Supervisors are responsible for enforcement of this policy with their staff. Any disagreement over enforcement of this policy should be worked out first, between the employee and the appropriate supervisor; second, among the employee, supervisor, and the appropriate vice president based on the Grievance Procedures of the College outlined in Chapter Three.

Identification Name Tags

Name tags may be ordered by purchase order request. Contact the Finance Office for more information

Photo ID

Photo ID cards may be obtained in the Library.

Computer Use

The Computer Usage Policy can be viewed in the Ozarka Catalog and/or on the Information Systems web page. All employees should become familiar with these guidelines. Persons who violate this policy may be subject to disciplinary action.

Intellectual Property Rights

Any electronic or print materials/resources which are developed by employees as part of their paid employment at Ozarka or with the support of College equipment, materials, or facilities are the property of the College. Any employee who intends to copyright, patent, or merchandise those materials or objects must obtain prior approval from the President.

Facilities Use by Employees, Student or External Groups

College employees, students and external agencies should contact the Vice President of Administration at 870-368-2058 or facilities@ozarka.edu to request the use of College facilities for meetings or other activities. Events which require support resources, such as maintenance setups, technical support, or catering must be approved and may incur associated fees charged to the employee's department or to the external agency.

Mailboxes/Phone and Messages for Employees

Personnel have mailboxes located in the mailroom for incoming mail. All full-time employees have voice mail to record telephone messages.

Faculty who are teaching on the Ash Flat, Mammoth Spring, and Mountain View campuses, can send materials to the Melbourne campus via inter-department mail envelopes. The empty envelopes are located in the mailroom area. Outgoing envelopes should be taken to the Receptionist Office in the main building. The Courier will leave the Melbourne campus at 11:30 AM daily.

All personnel have access to e-mail. On-site addresses for College employees can be accessed through the Outlook Program by clicking on the Address Book icon on the toolbar at the top of the screen.

College Vehicles

College vehicles may be used for College business only, unless otherwise authorized by the President. Unauthorized trips for personal reasons or transporting unauthorized persons in a College vehicle is a misuse of College property which may lead to disciplinary action, up to and including termination of employment. The form requesting vehicle use can be found on the Ozarka website under Forms.

Only properly licensed and insured employees approved by the President or the Provost are allowed to operate College vehicles. College vehicles should be considered the same as college property and subsequent campus rules apply.

Graduation Ceremony

Faculty and professional staff will be required to attend the graduation and wear appropriate gown and regalia. Classified staff are encouraged to attend. If classified staff do attend and choose to march and sit in the designated area for Ozarka employees, they must also wear appropriate gown and regalia. Requests for graduation attire should be made to the Bookstore by March of each graduation year.

Disability Services

Employee requests for disability accommodations should be addressed to the Vice President of Finance. Student requests for physical access-accommodations and/or for academic and auxiliary aids should be addressed to the Vice President of Student Services.

Ozarka values, and has an institutional commitment to provide, equal employment opportunities for qualified employees with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504). Disability is defined as any physical or mental impairment that limits one or more of an individual's major life activities. To ensure equality of access for employees with disabilities, reasonable accommodations and auxiliary aids shall be provided to enable the employee to perform the essential functions of his/her job and to participate in all College programs and activities.

Drug-Free Workplace

Ozarka College is committed to an environment which is free from the influence of unlawful drugs. Possession, use, and/or distribution of alcoholic beverages in any form, and the use, manufacture, distribution, or possession of drugs, narcotics, and/or chemicals without medical prescription or medical supervision are prohibited on College property and at College activities. All employees are required to formally acknowledge their adherence to this policy by signing the appropriate form upon employment. If an employee is suspected of Drug/Alcohol usage, Ozarka may request he/she submit to an immediate Drug/Alcohol test. Any employees violating this policy will be subject to discipline up to and including termination.

College Safety

All employees should refer to the Ozarka Crisis Manual for emergency, fire, and weather alert procedures for campus safety information.

In order to reduce or eliminate accidents in the workplace, the College has committed several resources, including the appointment of a campus safety committee, to ensure compliance with federal standards and provide a safe workplace for all staff, students, and the public.

Each employee is responsible for the condition of the College premises and is accountable for identifying, correcting, or reporting unsafe conditions in office areas, classrooms, laboratories, work areas, or grounds.

Employees who are injured on the job or who witness accidents or injuries to other personnel or students must report such incidents immediately. Accidents and injuries which may involve a workman's compensation claim must be reported as soon as possible to the employee's supervisor, and the employee should contact the Director of Human Resources to fill out the required paperwork.

Firearm Policy

No firearms are allowed on any Ozarka College campus with the exception of officers of the law contracted to serve as security for the college; qualified law enforcement officers; for educational purposes with prior approval from the Office of the President; or any other possession authorized by law. Law enforcement officers are required to clearly display their badge and make their presence known to administrators.

Public Employees' Chemical Right to Know

In compliance with Act 556 of 1991 entitled "Public Employees' Right to Know Act", Ozarka College provides information on hazardous material through the Crisis Manual training program. This manual is made available to all employees and employees are required to complete quizzes pertaining to the information through the Campus Preparedness and Safety Committee. Material Safety Data Sheets are kept on all chemicals and hazardous materials and made available to employees.

Inclement Weather Policy

The Ozarka College service area encompasses four counties, and bad weather may occur in one area while other areas remain clear. Staff should make every effort to be at school on

questionable days. However, they should exercise good judgment so as not to jeopardize their safety.

In the event of severe inclement weather conditions, the President of the College will determine whether the inclement weather policy will be placed into effect and will publicly announce any closure or delay if warranted. During inclement weather when the college remains open, all employees who can get to work without undue personal risk are expected to do so. Employees not reporting to work will be charged for the amount of time they are absent. Time may be made up or taken from vacation as determined by the respective supervisor.

Information will be available on the Ozarka's web site, myOzarka, and on local radio and television stations.

Lost and Found

Articles found on campus should be turned into Student Services, located in the Student Services Center, where they can be identified and claimed.

Media and Publicity

Ozarka College has an obligation to keep the public fully informed and to practice open disclosure. At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. Employees and student groups should contact the Director of Public Relations and Marketing regarding any media coverage which mentions the College. The following guidelines and procedures shall be followed in the release of public information.

Interviews

The Director of Public Relations and Marketing shall coordinate all prearranged interviews with the media. If an individual is contacted directly by the media, the Director of Public Relations and Marketing shall be immediately notified.

News Releases

Members of the faculty, staff, and administration will periodically have information and materials for release through mass media. However, employees shall not submit releases directly to the media. All such information or materials shall be submitted in writing to the Director of Public Relations and Marketing a minimum of ten days prior to the planned publication or broadcast data for review and approval by the President or his designee.

The Director of Public Relations and Marketing shall review, edit, amend as necessary, and release the item(s) to local, regional and state media, as appropriate. Such items include, but are not limited to, information about faculty and student accomplishments, campus activities, courses, registration and other such announcements. A News Information Form can be found under the forms listing on the Ozarka website.

All requests from the media for information concerning legal or controversial issues shall be referred to the President.

Public Mailings, Flyers, Advertisements

The College's initial impression on the public is often based on promotional materials or correspondence issued by its employees. The Marketing department has published guidelines to provide for appropriate use of the Ozarka logo, etc. To ensure acceptable quality in terms of visual appearance, accuracy, and conformance with approved usage of the College's logo, class schedule, brochures, flyers, surveys, bulk letters and other materials for public distribution must be approved in advance by the President, the appropriate Vice President, and the Director of Public Relations and Marketing prior to distribution.

Speaking Engagements

Employees, who are asked as formal representatives of the College to speak to external groups, should obtain prior approval from their supervisor and appropriate Vice President or Director and inform the Director of Public Relations and Marketing.

Notices, Solicitation and Distribution of Literature on College Property

No one may post or distribute materials which are libelous or obscene which violate or encourage the violation of federal, state or local laws or which attempt to exploit the name, image, or reputation of the College for commercial purposes. Anyone wishing to distribute literature on campus must inform and obtain approval from the President.

Solicitations by External Agencies

Requests by external agencies to distribute flyers, post notice, or otherwise advertise their services, programs, or products must be approved in advance by the President.

Tobacco Policy

Ozarka College is a tobacco-free institution, including buildings, grounds, and parking lots. The use of any tobacco products and electronic cigarettes is prohibited on all college property and in any vehicle owned or leased by the college.

Student Information and Messages

Emergency Calls

Telephone calls or direct requests for students which are designated as an emergency should be referred to the Vice President of Student Services. The administrator will determine whether or not the student is to be contacted.

Requests for Students

Under no circumstances should an employee take or direct non-college personnel to a student who is on campus. Anyone requesting to see a student must be referred to the Vice President of Student Services, to another Vice President, or to the security personnel in charge during the evening hours. When necessary, the student will be informed who the party is and brought to an administrative office to see the person.

Requests for Students' Educational Records

Students' educational records are confidential and are not released to unauthorized persons without the student's consent. Within the College community, only those members acting in the students' educational interest are allowed access to students' educational records. A copy

of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office. Questions concerning the act and Ozarka student record policy may be referred to the Registrar.

Neither faculty nor staff should release information about students' attendance in classes or grades in classes to third parties or over the telephone to students. All such requests for information should be forwarded to the Registrar's Office.

Parking Policy

Handicapped spaces must be reserved for handicapped persons; violations are subject to fine by state/local authorities 24 hours a day, 7 days a week, without exception. Vehicles parked in handicapped spaces must properly display a state-approved handicap parking permit as issued through the Arkansas Department of Motor Vehicles or by authorized agencies of other states.

Arkansas Whistle-Blower Act

The policy of Ozarka College regarding the Arkansas Whistle-Blower Act is consistent with Arkansas Code Annotated 21-1-601 through 609.

It is the policy of Ozarka College that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee in the following situations:

1. If an employee alleges a violation under this Act and does so in good faith;
2. If an employee alleges a violation under this Act, and does so in good faith and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
3. If an employee alleges a violation under this Act, and does so in good faith, and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An adverse action is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee's employment, including compensation, job location, rights, immunities, promotions, or privileges.

Good faith is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to one of the employee's superiors or to an appropriate authority, such as:

1. A state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.

2. A member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organization; or
3. The office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

The report by the employee of such waste or violation must be made prior to any adverse action by Ozarka College. Additionally, the report is to be made at a time and in a manner which gives Ozarka College reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that Ozarka College has acted adversely towards him/her because of the allegations, may utilize approved grievance or mediation procedures. The employee may subsequently bring a civil action in circuit court within 180 days of the alleged violation of the Arkansas Whistle Blower-Act. Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, Ozarka College shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

Chapter 3

Personnel, Employment, and Benefits



Equal Employment/Affirmative Action

It is the intention of Ozarka College to ensure that all applicants receive equitable consideration through the search committee process. All employees are treated equally during employment, without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Pertinent areas of equal opportunity shall include recruitment, selection, appointment, advancement, transfer, layoff, downgrading, compensation, selection for training, or any other personnel action of the College.

The College shall, in exercising such responsibilities, consider only the availability and qualifications of individuals involved. All employees shall conduct themselves in accordance with this policy in all day-to-day relationships with fellow employees and shall not deprecate another individual or interfere with the performance of job assignment because of race, color, religion, sex, national origin, age, disability, or veteran status.

Attendance and Working Hours

All employees must work with their supervisors to determine a work schedule which meets the needs of the College. Employees are expected to call in and provide an explanation to their supervisors when they are tardy or absent during scheduled work hours. Such calls must be made before the employee is scheduled to arrive on the day that the tardy/absence occurs or as soon as possible when an emergency situation prevents advance notification. All employees are required to submit leave forms to their supervisor for illness or vacation days. Employees will not be approved to work from home unless approved to do so by their supervisor and the President.

Faculty are expected to attend all classes at the scheduled times. The Provost and Executive Vice President of Learning should be informed in advance of time/location changes or faculty absence. Classes are not to be canceled without permission of the Provost and Executive Vice President of Learning. All faculty members should have a one-class contingency plan for each course taught for use in case of absence.

Employees with instructional responsibilities must submit a work schedule which lists class times, locations, and office hours for students to the Provost and Executive Vice President of Learning by the end of the first week of each semester or when any other change in work hours occurs.

Classified Personnel

The normal work schedule for Ozarka 12-month classified personnel is 8:00 AM to 4:30 PM, Monday through Friday, with 30 minutes for lunch. Lunch times are not included in the 40-hour total.

However, since it is necessary that some Ozarka offices be covered beyond the normal work schedule, variations in work hours may be assigned according to the needs of specific offices and programs. Specific work hours should be determined by the employee and his/her supervisor and approved by the appropriate vice president or director.

As long as employees work 40 hours a week, preferably eight hours a day, five days a week, they are in accord with Governor's Policy Directive #5; therefore, a supervisor may establish any

combination of beginning and ending work hours, lunch period, and the 15 minute morning/afternoon break(s) which are necessary for a department to run efficiently.

Once a classified employee's work hours have been approved, no changes should be made without first discussing the requested changes with the immediate supervisor.

Compensatory time (classified employees only) will be time and a half for each hour worked in excess of 40 hours. Flex time for non-classified and classified employees will be hour for hour. All compensatory and flex time must be approved by the appropriate Administrative Council supervisor.

Non-Classified Personnel

Non-classified employees are required to complete a minimum of 40 hours weekly and full-time faculty a minimum of 30 hours weekly. These requirements do not include breaks for meals. Non-classified personnel do not earn overtime or compensatory but may be approved (in advance) for flex time by their Director or Vice President. Flex time is an approved adjustment to a non-classified employee's daily or weekly schedule.

Any employee assigned credit courses in a given semester must inform the appropriate vice president within the first five days of the semester. This information should include class designations, times, and locations; office hours for student availability; other campus hours, and meal breaks. Staff members who teach only one or two classes as part of their regular responsibilities should also inform the appropriate vice president of their schedule.

The normal instructional load, for full-time faculty is 15 credit hours per semester or 30 credit hours over two semesters. Generally, classes must have a minimum of ten students to be considered in the teaching load. Division Chair teaching load is 12 credit hours per academic year, with exceptions made by the Provost. The maximum overload for faculty is 6 credit hours per semester unless there are special circumstances.

As curriculum is revised, faculty may be reassigned to other courses/activities with professional development aid provided by the college as funds are available. Instructors teaching 14 credit hours or more are required to designate 8 regularly scheduled office hours per week for availability to students. Those teaching less than a full load are required to designate two office hours per week per course taught for availability to students. Personnel who teach evening classes shall list evening office hours (5:00 PM or later).

When full-time faculty are assigned to a specific location or duty on a regular basis (e.g., in the Student Success Center), these campus hours should be designated on their schedule. Unassigned campus hours are to be used for activities such as, but not limited to, committee meetings, advising, student life activities, recruiting, college events, grading, course development, data analysis, and report writing. Activities and campus hours may vary so faculty must keep the Provost informed about their activities and location during work hours.

Additional information about campus hours, personal leave, and sick leave for full-time faculty is provided under Leaves of Absence from Duty in this chapter.

Adjunct Faculty

Adjunct faculty shall meet their assigned classes as scheduled, and attend in-services, orientations, and workshops specifically designated for or to include adjuncts.

Benefits for Full-Time Employees

A brief description of benefits is provided below. Employees are encouraged to contact the Director of Human Resources for copies of policies or appointments which provide detailed information. The College reserves the right to amend the provision of benefits. The rates below are effective as of July 1, 2015.

Dental and Health Insurance

Individual and family dental coverage is available through the Delta Dental Plan of Arkansas, Inc. The College provides individual dental coverage to employees while family coverage is available at employee expense. Individual and family medical insurance is available through the Arkansas Higher Education Insurance Consortium through QualChoice of Little Rock, Arkansas. The College provides a portion of the employee medical coverage. Employees who choose to insure dependents are responsible for paying additional premiums. Coverage eligibility begins on the first day of the month following employment.

Public Law 99-272, known as COBRA, mandates that the College health insurance plan be offered to individuals who are currently enrolled in the program when one of the following qualifying events occurs:

- A. Termination of insured employee
- B. Death of insured employee
- C. Divorce from insured employee
- D. Children of insured employee who no longer meet coverage eligibility requirements.

Information concerning employee rights under COBRA is available from the Director of Human Resources.

Life Insurance

All full-time employees are eligible for term life insurance and receive \$20,000 in coverage paid by the College. Employees have the option of buying additional term life insurance in elected units of \$5,000 up to a maximum of \$200,000. Supplemental term life insurance is also available for dependents in increments of \$2,000 up to a maximum of \$20,000. The cost of optional insurance, whether for the employee or dependents, must be paid in full by the employee.

Long-Term Disability

The college pays the cost of a long-term disability policy for each full-time employee. After the qualifying disability occurs and the appropriate waiting period has passed, the policy provides for 60% of the employees' gross pay (not to exceed \$6,000 per month) to be continued during the length of the disability until eligibility for Medicare is attained.

Cafeteria Plan

The Cafeteria Plan is designed to allow eligible employees to choose one or more of the benefits offered through the Plan and, using funds provided through employee salary reduction, to pay

for the selected benefits with pre-tax dollars. It is established for the exclusive benefit of participants.

Retirement Plans

All full-time employees are required to participate in one of the several retirement plans offered by the College. Ozarka College participates in a variety of retirement contribution plans. Employees may choose among the following:

Arkansas Teacher Retirement System (ATRS) - Ozarka College contributes to ATRS, a cost-sharing multiple-employer defined benefit pension plan for employees who do not elect a qualified alternative retirement plan. ATRS has contributory and non-contributory plans. Contributory members are required by law to contribute 6% of their salaries. Each participating employer is required by law to contribute at a rate established by the Arkansas General Assembly. See the Director of Human Resources for the current employer rate.

Arkansas Public Employees Retirement System (APERS) – Ozarka College contributes to APERS, a cost-sharing multiple-employer defined benefit pension plan. APERS have contributory and non-contributory plans. Contributory members are required by law to contribute 5% of their salaries. Each participating employer is required by law to contribute at a rate established by the Arkansas General Assembly. See the Director of Human Resources for the current statutory employer rate of annual covered payroll.

Variable Annuity Life Insurance Company (VALIC) - The plan is a 403(b) program as defined by Internal Revenue Service Code of 1986 as amended. VALIC is an insurance company offering participants a traditional annuity with guaranteed principle and a specific interest rate plus the opportunity for additional growth through dividends. VALIC is an investment company which offers a variable annuity. Employees contribute 6% of earnings to the plan. The institution contributes 12% of earnings.

Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF). The plan is a 403(b) program as defined by Internal Revenue Service Code of 1986 as amended. TIAA is an insurance company offering participants a traditional annuity with guaranteed principle and a specific interest rate plus the opportunity for additional growth through dividends. CREF is an investment company which offers a variable annuity. Employees contribute 6% of earnings to the plan. The institution contributes 12% of earnings.

Career Service Recognition

Non-faculty employees with ten (10) or more years of state service in a regular full-time position or positions receive career service bonuses.

Years of Service	Annual Payment
10-14 years of state service	\$600
15-19 years of state service	\$700
20-24 years of state service	\$800
25+ years of state service	\$900

Upon eligibility, career service bonus payments will be made the month of the employee's anniversary date of state service.

Workers Compensation

Workers' Compensation is a benefit provided to injured workers or their dependents in the event of the worker's death. It provides compensation when employees are unable to work because of job-related disability, no matter who was at fault.

All employees are covered by the Workers' Compensation System. The cost of this protection is completely paid by the employer. No contributions are made by the employees. Benefits are tax free and not subject to Social Security deductions.

Any employee who is injured during working hours while performing job duties must report injury accidents to the Director of Human Resources immediately. Failure to report an accident could result in loss of workers compensation consideration. An accident form is to be filed with the Director of Human Resources within two (2) days. Incident/accident report forms can be found under the forms listing on the Ozarka website.

Compensation Schedule

Ozarka College issues checks to employees in 26 pay periods on a biweekly basis. Summer stipends are paid by appointment. Classified Employee timesheets are available in myozarka on the Ozarka website.

Wellness Program

Employees are encouraged to participate in the voluntary Wellness Program. To help promote a healthier lifestyle, full-time employees will be permitted to use the Ozarka Fitness Center or fitness center of their choice for 30 minutes per day up to a maximum of 3 times per week during normal working hours. Scheduling of exercise must be preapproved by the supervisor and must be taken at the beginning of the day, immediately prior to or after lunch, or at the end of the day. Any abuse of this privilege may cause the employee to be ineligible for further participation.

All employees utilizing the Ozarka Fitness Center will need to schedule an orientation with the Fitness Center Coordinator. Because this is a voluntary wellness benefit, employees injured while participating in the Wellness Program are not eligible for workers' compensation benefits.

Participation in the voluntary Wellness Program and the use of the Ozarka Fitness Center is free to full-time employees, their spouse, and dependent children. Part-time employees and adjunct faculty are encouraged to participate in the Wellness Program and will be allowed to use the Ozarka College Fitness Center at no cost; however, this benefit does not extend to their family members.

Employee Standards of Conduct

The conduct of every employee plays an important part in maintaining the well-being of, and continuing respect for, the College. Corrective or disciplinary action, including termination, may be taken whenever an employee conducts himself or herself in a manner that is not consistent with the best interests of the College, its students, and other personnel. Examples of actions which may result in corrective or disciplinary action are as follows:

- Failure to meet acceptable standards of conduct

- Failure to work on assigned tasks and job duties
- Failure to complete work in a timely fashion
- Failure to meet acceptable standards of performance
- Excessive absenteeism
- Excessive tardiness
- Failure to report accident or injury to the appropriate person
- Failure to comply with the Ozarka Employee Handbook
- Failure to comply with the Ozarka College Catalog
- Engaging in activity during working hours that is not closely related or part of the employee's work
- Insubordination
- Failure to comply with fire and safety rules of the College
- Excessive waste of materials or supplies
- Carelessness resulting in the damage to or destruction of tools, equipment, supplies or other property belonging to the College
- Carrying unlicensed firearms on premises
- Bringing intoxicating liquor or narcotics onto the premises, or being under the influence of intoxicants or narcotics while on duty or operating College vehicles
- Unauthorized alteration or modification of student, personnel, or financial records
- Sabotage of College computer or alarm systems or records
- Giving false information in making application for employment
- Pilfering or hiding any property belonging to or in the care of the College
- Disorderly or immoral conduct on the premises of the College
- Carelessness resulting in serious injury to fellow employees or students
- Falsifying records, invoices, documents, any College record, or student record
- Unauthorized or personal use of College equipment, vehicles, and supplies
- Instigating a fight with another employee or student
- Willful violation of state or federal rules, regulations or laws
- Failure to maintain a positive work atmosphere with co-workers, students and clientele of the College
- Accepting gifts from any person, group, or entity doing business or desiring to do business with the College. All business-related gratuities are specifically prohibited except widely distributed advertising items of nominal value
- Violating the confidentiality of College records by releasing information to unauthorized persons. Student records and applicant status are examples of such information

No attempt is made here to specify all the possible reasons for corrective or disciplinary action. Corrective or disciplinary action may be initiated by the immediate supervisor with the knowledge of the appropriate Vice President or President. The corrective or disciplinary action may be a verbal warning, a written reprimand, probationary period, suspension with or without pay, demotion, reassignment, or termination.

Employee Professional Review

Annual professional reviews are intended to serve as a vehicle for professional development and not as a punitive exercise. The process varies depending on the employee's job description

which may include criteria established by the College and is designed to conform to guidelines developed by the State Office of Personnel Management and/or the Department of Higher Education (Employment Performance Evaluations Forms)

Written evaluations will be maintained on each Ozarka College employee as long as the person is employed (unless removed by the supervisor or in accordance with a legal/grievance proceeding) and for at least five years after he/she is terminated. As a minimum, employees should be evaluated prior to the end of the first ninety (90) days of full-time employment and annually thereafter, prior to March 15.

Employment

The President of the College, as authorized by the Board of Trustees, has final approval for all employment decisions on behalf of the College.

No person who is required to register with the Selective Service System shall be eligible for employment unless the person has signed a statement of selective service status.

The Governor's Executive Order 98-04, effective July 1, 1998, established mandatory guidelines and procedures to be followed in the areas of employment, appointments, grants, and purchasing. State agencies, boards, commissions, and institutions of higher education are subject to the Executive Order which is intended to prevent waste, abuse, or the appearance of impropriety. Ozarka is required to inform potential contractors and employees of the disclosure provisions required under Executive Order 98-04 and provide the forms necessary for compliance. Employees are required to disclose any contractual or other employment arrangements they, or their immediate family members, may have with state agencies.

Orientation of New Employees

All new employees are required to attend an orientation meeting with the Director of Human Resources to discuss benefits, policies, and procedures.

Non-Classified Personnel

These positions are typically those of administrative, faculty and managerial/professional. Non-classified employment categories for Ozarka College include the following:

Administrative – Administrative appointments serve at the discretion of the President and typically are for a 12-month period, July 1 to June 30 inclusive. Administrative salaries are recommended by the President to the Board of Trustees for approval. Upon approval by the Board of Trustees, the President will issue appointments. Normally the process will be completed during April or May.

Faculty – Full-Time Faculty – Faculty salaries and terms of employment will be recommended by the President to the Board of Trustees for action. Upon approval by the Board of Trustees, the President will issue appointments. Normally, this process will be completed during April or May. Salary compensation is based on the current salary matrix. Faculty appointments are for a specified period of time, i.e., full-time faculty (9 months) may be employed for 180 days. Tenure is neither implied nor observed.

Summer Employment – Summer terms are typically scheduled for two (2) sessions of five (5) weeks each. Work agreements are issued for each session. Salary compensation is based on adjunct faculty rates.

Ten-Month Appointments/Eleven-Month Appointments – These appointments include those persons in select assignments which are not defined as the typical academic year.

Twelve-Month Appointments – These appointments include those faculty members assigned to non-teaching duties which require year-round responsibilities. Persons on twelve month appointments are authorized annual leave.

Managerial/Professional – Managerial/Professional employees are usually employed for a 12-month period, although some employees may be employed for a 9-month period, depending on the needs of the institution. The 12-month employment period is on the basis of a fiscal year, July 1 to June 30 inclusive.

Classified Personnel

Staff members normally are employed for a 12-month period, although some staff members may be employed for a 9-month period, depending upon the needs of the institution. The 12-month employment period is on the basis of a fiscal year, July 1 to June 30 inclusive.

Act 410 of 1977 prescribes a uniform compensation plan for all classified employees. This institution follows the classification plan in determining starting salary, eligibility dates for salary increases, and amounts of those salary increases. Salaries are paid in bi-weekly increments.

Termination of Employees

(Administrative, Faculty, Managerial /Professional and Classified)

Ozarka College will make every effort to avoid unwarranted dismissals; however, in order to maintain high quality programs and enforce standards of performance in a fair and consistent manner or due to necessary budget reductions, personnel changes or reductions may be necessary. Personnel may be terminated when it is determined that the employee's job performance or behavior is below acceptable and customary standards of performance, including, but not limited to, the following reasons:

- Excessive tardiness
- Excessive absence
- Inadequate job performance
- Unwillingness to respond to supervision (insubordination)
- Dishonesty, theft, fraud, etc.
- Reporting for work under the influence of drugs or alcohol
- Moral turpitude

Involuntary Terminations

The College receives an appropriation of State funds in Allotment "A", "B", and "C." In the event the distribution of State funds falls below 100% of Allotment "A," the College reserves the right to lay off or terminate employees in order to absorb shortfalls in revenues.

In order that an efficient operation be maintained, the College reserves the right to terminate employment in areas which are over-staffed based on budgeted student enrollment.

Should the decision be made to phase out a program area, activity, or service provided by the College, the institution reserves the right to terminate employees affected by the phase out.

Resignations

Classified employees who resign their employment with Ozarka College are expected to give notice of their resignation at least 10 working days prior to leaving the campus. Failure to give notice may result in a forfeiture of accrued annual leave.

Faculty and administrative staff employed under the provision of a written work agreement are expected to coincide with expiration of work agreement, with notice being given when new work agreements are issued, normally in April or May of each year.

External Employment of Employees

The following procedures shall govern the outside employment of full-time employees of the College:

1. Prior to engaging in outside employment with another Arkansas State agency or serving as an adjunct instructor at any (in-state, out-of-state, public or private) Higher Education Institution (HEI), a full-time employee must notify his or her Administrative Council Member in writing by completing an External Employment Request Form indicating the nature of the activity and the expected commitment of time. The Administrative Council Member shall determine whether the proposed employment is consistent with policies of the College and forward the employee's External Employment Request Form with their recommendation to the President who will approve or disapprove the request. In the event that it is determined that the employment is inconsistent with College policies or interferes with the execution of the employee's responsibilities to the College, the individual will be notified in writing to that effect.
2. The proposed outside employment
 - must not interfere with assigned duties and responsibilities;
 - must not constitute a conflict of interest or compete with the education, research, or public service programs of the College;
 - must have prior written approval of the President;
 - must not be undertaken with the claim that the individual is an official representative of the College unless the employment is so designated by the President.

Employee Recruitment and Selection

Ozarka College will make all personnel decisions without regard to race, color, gender, religion, ethnic origin, age, marital status, or mental or physical disability. The following guidelines will be used in all hiring for the College to ensure compliance with federal equal employment opportunity and affirmative action regulations and guidelines, and to provide an effective system of monitoring procedures for affirmative action purposes:

1. The employment process begins when academic faculty, administrative, professional or classified staff area position is vacant. Requests to fill a position will be made to and approved by the President.
2. When authorization to fill a faculty, administrative, professional or classified staff vacancy is granted, for either a new or vacant position, the requesting supervisor shall, in consultation with the Director of Human Resources prepare the job description which will contain, as a minimum, the following information:
 - Title of position
 - Position assignment
 - Description of position duties
 - Date position duties will commence
 - Qualification requirements
 - Closure date

In addition, a list of any person(s), by name and date solicited, to whom notice and applications are to be submitted separate from advertisements.

3. The job description will be sent to the President for final approval. The Director of Human Resources will then
 - Prepare a position file
 - Advertise the position
 - Receive and file in the position file all inquiries, letters, applications, and other materials relating to the position
 - Request from each applicant the necessary Affirmative Action information
4. All faculty and administrative staff vacancies will be advertised and are expected to reach qualified candidates of all races, gender, or handicapped status. All advertisements will carry, in a distinct type, the phrase "Ozarka College is an Equal Opportunity/Affirmative Action Employer." The President may in special circumstances make a direct hire to fill critical positions without advertising a position.
5. The Director of Human Resources in the capacity of Affirmative Action Officer shall review the applications of the candidates recommended for interviews and all procedures used in the hiring process. The Affirmative Action Officer may direct re-advertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines were not followed or no acceptable applicants were found.
6. The President will appoint a candidate screening committee which will review all materials received, determine those candidates who meet stated minimum requirements of the position, and identify applicants to be invited for an interview. The Director of Human Resources will schedule interviews. Upon completion of the interviews, the interviewers will recommend to the President one or more candidates for final consideration. The President will authorize an offer of employment to be made to the most qualified applicant. Upon final approval, the applicant will be employed.
7. All costs for interviewing a candidate are to be paid from money budgeted for this purpose. All out-of-state finalist candidates brought to campus for interview may be reimbursed for actual expenses according to College travel regulations and restrictions. If an out-of-state candidate is offered employment and rejects the offer, the College will not reimburse for any interview expenses. It is the

responsibility of the Director of Human Resources to notify the candidate of this policy prior to invitation to interview.

8. The screening process must take steps to ensure that no overt or subtle discrimination on the basis of race, color, gender, religion, ethnic origin, age, marital status, mental or physical disability, or veteran's status is applied.
9. The procedure for announcing classified positions varies from that of academic faculty, professional or classified staff and administration. Positions for clerical, custodial, and secretarial positions may be advertised locally. However, all other requirements set forth in this policy apply.
10. For each position advertised, the College must maintain records of all inquiries in accordance with the requirements described herein.
11. When vacancies occur which may cause major disruptions in the College operation, an emergency may be declared by the President. The President will then move as expeditiously as possible to fill the position. Every effort will be made to provide for the consideration of equal opportunity and affirmative action while filling the vacancy(s).

Leaves of Absence from Duty

Any accrued leave cannot be used until the first (1st) day of the following month.

Annual Leave – All classified and administrative staff are eligible for annual leave with full pay. Annual leave shall accrue each month in accordance with the following schedule:

Employment	Monthly	Annually
0 – 3 years	8 hours	12 days
4 – 5 years	10 hours	15 days
6 – 12 years	12 hours	18 days
13 – 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

Faculty members will receive all scheduled academic recesses in lieu of annual leave.

Any annual leave in excess of thirty (30) days/240 hours must be used by December 31 or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

A leave request form is available under the forms listing on the Ozarka website.

Sick Leave – The College provides protection for those days an employee is unable to work because of health concerns. Sick leave allows for paid time off to care for personal health and the health of an immediate family member.

Classified full-time employees earn sick leave at the rate of eight (8) hours for each completed month of service, with a maximum accrual of 960 hours. All faculty and division chairs earn sick leave at the rate of six (6) hours per month based on 9-month, 10-month, or 11-month

assignments, with a maximum accrual of 720 hours. In addition, faculty may convert one day per semester and on-half day per each summer term (maximum of 3 days per year) into “personal leave” to conduct personal business and other activities as may be required.

All other non-classified personnel accrue leave at the rate of six (6) or eight (8) hours per month with a maximum accrual of 720 or 960 hours respectively. The rate of accrual is contingent upon the normal work schedule for each position and may vary from positions of the same or similar title due to the length of an employee’s contract and the funding source of the position.

Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used.

Sick leave may be used by employees because of illness, injury, or for medical, dental, or optical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family means father, mother, sister, brother, spouse, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee.

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. The minimum sick leave amount a classified employee can use is fifteen (15) minutes. When an employee is unable because of illness or injury to report for work, he or she must notify the immediate supervisor by 9:00 AM or within one hour of the usual time to begin to work. Failure to observe this requirement may result in loss of sick pay or disciplinary action.

Absence due to illness, except in the case of maternity leave, is charged against earned leave in the following order: (1) earned compensatory time (2) earned sick leave, (3) earned annual/holiday leave, (4) catastrophic leave, and (5) leave without pay. If an employee does not qualify for catastrophic leave, the employee may request leave without pay.

Classified and non-classified employees may be eligible to receive up to a maximum of \$7500 compensation for unused sick leave upon retirement from the College. Eligibility requirements are available from the Director of Human Resources based on Act 447 of the 86th Arkansas General Assembly which amends Arkansas Code 21-7-501. Employees must have accrued at least 50 or more days for compensation.

For purpose of compensation for unused sick leave upon retirement from the College, retirement shall be determined by meeting the following criteria:

Employee is leaving Ozarka College employment at the age of 55 years or above AND the employee’s actual age plus the actual number of years of service to Ozarka College at the time of retirement combine to a total of 75 or more.

Catastrophic Leave – PURPOSE: This policy establishes a Catastrophic Leave Bank Program to be administered by Ozarka College as authorized by Arkansas Code Annotated (A.C.A.) 21-4-214-

and 6-63-602. The Ozarka College Catastrophic Leave Bank Program creates no expectation or promise of continued employment with Ozarka College and is intended simply to assist employees during medical emergencies.

Catastrophic Leave Bank

A catastrophic leave bank is a pool of accrued annual and sick leave voluntarily donated by employees which may be approved for use by employees who meet catastrophic illness eligibility requirements during medical emergencies and for maternity purposes. Applications are located in the Human Resource Office.

Eligibility Requirements for Catastrophic Leave:

- a. The applicant must be a benefits-eligible, full-time, employee of Ozarka College to be eligible to participate in the Ozarka College Catastrophic Leave Bank Program. A person who works less than full time or is in an extra-help position is ineligible to participate.
- b. The employee must have been employed by Ozarka College for at least one (1) year in a regular, full-time position.
- c. Employees with a medical emergency must have exhausted all accumulated sick, annual, holiday and compensatory leave, and, at the “onset of the illness or injury”, had to his/her credit at least eighty (80) hours of combined sick and annual leave. For maternity purposes, the eighty (80) hours of combined sick and annual leave credit is not required at the time of application for catastrophic leave.
- d. The “80-hour requirement” for a medical emergency due to illness/injury may be waived for an otherwise eligible employee if an “extraordinary circumstance” is declared by the President of Ozarka College due to the applicant providing documentation that one of the following conditions has occurred:
 1. The employee applying for catastrophic leave had, during the previous one (1) year period, another medically documented illness or injury which was not compensated under the Ozarka College Catastrophic Leave Bank Program, but was documented under the Family and Medical Leave Act FMLA) as a qualifying event, and caused the exhaustion of all sick and annual leave, or
 2. The employee applying for catastrophic leave had during the previous one (1) year period, exhausted his/her sick and annual leave as a direct result of supplementing workers’ compensation benefits, which were received as a result of an on-the-job illness or injury with Ozarka College.
- e. If the medical condition is due to illness/injury or for maternity purposes and the employee is covered by workers’ compensation, the compensation based on approved catastrophic leave, when combined with the weekly workers’ compensation benefit received by the employee, shall not exceed the compensation being received by the employee at the onset of the illness/injury or maternity leave.

- f. The employee has not received a documented disciplinary action for leave abuse during the past one (1) year period from the date of application. This requirement does not apply for maternity purposes.
- g. An employee shall not be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay (LWOP) status as a result of the catastrophic illness/injury. This requirement does not apply for maternity purposes.
- h. An employee is eligible for approved catastrophic leave due to injury/illness for a maximum of six (6) months (1,040 hours) within a five (5) year period. Additional requests within the five (5) year period may be submitted for review and determination by the Ozarka College Catastrophic Leave Bank Committee and the President of Ozarka College. This requirement does not apply for maternity purposes.
- i. The combination of catastrophic leave for the stated medical conditions, due to illness/injury or for maternity purposes, received by an employee may not exceed on thousand, two hundred (1,200) hours in a calendar year (1,040 hours for illness/injury and 160 for maternity purposes).
- j. The Ozarka Catastrophic Leave Bank Committee shall not grant an employee catastrophic leave beyond the date certified by a physician or other appropriate healthcare provider for the employee to return to work.
- k. An employee shall not be approved for catastrophic leave for a medical emergency unless that employee has provided an acceptable medical certificate from a physician or other appropriate health care provider supporting the continued absence and setting forth that the employee is, and will continue to be unable to perform the employee's duties due to a catastrophic illness/injury of the employee or a qualifying family member. The employee is responsible for providing information regarding his/her assigned job duties to the physician in order to have a more accurate medical certification. This request does not apply for maternity purposes.
- l. An employee shall not be approved for catastrophic leave for a maternity purpose unless the employee has provided acceptable proof of the birth or placement. For the birth of an employee's biological child, acceptable proof includes a hospital announcement with the mother's name and/or the biological child's name, hospital discharge papers with the mother's name and the biological child's name, or a birth certificate of the biological child. For the placement of an adoptive child in an employee's home, acceptable proof includes the following:
 - 1. Formal document from the placement entity with the mother's name and the child's name, or
 - 2. Legal guardianship papers with the mother's name and the child's name.

Catastrophic Illness means a medical condition of an employee or spouse, parent, or child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician that requires an employee absence from duty for a prolonged period of

time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, and holiday.

Catastrophic Leave for Maternity Purposes means an eligible female employee may receive up to four (4) consecutive weeks of paid leave within the first twelve (12) weeks after the birth of the employee's biological child or placement of an adoptive child in the employee's home.

Prolonged Period of Time means a continuous period of time (minimum of thirty (30) working days) whereby a medical condition prevents the employee from performing the employee's duties.

Medical Condition means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member which cause the employee to be unable to perform their job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other individual as provided in A.C.A. 21-4-201 et seq. Disabilities resulting from elective surgery do not qualify for catastrophic leave.

For maternity purposes, the birth of the employee's biological child or placement of an adoptive child in the employee's home is the medical condition. Approved catastrophic leave will be granted for the birth of the employee's biological child effective the date of the birth or after and approved catastrophic leave will be granted for the placement of an adoptive child in the employee's home effective the date the child is placed in the home or after, but both within the first twelve (12) weeks after the birth or placement.

Dependent Child Certification Complete the "Dependent Child Certification Form," sign and attach form to the catastrophic leave request. If the child was acquired after the most current income tax filing, provide other proof, i.e., birth certificate, adoption order, etc.

Substantial Loss of Income means a continuous period of time where the employee will not be compensated by Ozarka College due to a medical condition after the exhaustion of all earned sick, annual, holiday and compensatory leave.

Donations of Leave to the Ozarka College Catastrophic Leave Bank

The President of Ozarka College shall screen leave donated by the employees of Ozarka College to ensure that the following criteria are met:

- a. Accrued leave may only be donated to the Ozarka College Catastrophic Leave Bank in one (1) hour increments. Donations of leave shall be granted hour-for-hour and not dollar-for-dollar.
- b. No employee of Ozarka College shall be allowed to donate leave to the Ozarka College Catastrophic Leave Bank if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating employment.
- c. Annual and/or sick leave which has been donated to the Ozarka College Catastrophic Leave Bank will not be restored to the employee who donated the leave time.
- d. Approved donations of leave will be transmitted to the Ozarka College Catastrophic Leave Bank by submitting the Donation of Annual and Sick Leave form.

Catastrophic Leave Bank Administration: The Ozarka College Catastrophic Leave Bank will be administered in accordance with the following guidelines:

- a. Donations to or applications for the Ozarka College Catastrophic Leave Bank shall be submitted to the Director of Human Resources for review of the accuracy and completeness of the donation or application for eligibility. Once reviewed the applications for eligibility will be forwarded to the Chair of the Ozarka College Catastrophic Leave Bank Committee and upon review of the application by the full committee, a recommendation will be made and forwarded to the President of Ozarka College for approval.
- b. The Chair of the Ozarka College Catastrophic Leave Bank Committee will be responsible for the review and record keeping of annual and sick leave balances submitted by donors and for the review and record keeping for the return of accrued annual and sick leave and approved unused leave.
- c. The President of Ozarka College shall review determinations by the Ozarka College Catastrophic Leave Bank Committee and approve or deny any recommendations made. The President's decision is final and binding on all parties.
- d. Catastrophic leave shall not be granted to an employee prior to final approval by the President of Ozarka College.
- e. Only eligible employees may participate in the Ozarka College Catastrophic Leave Bank Program.
- f. Catastrophic leave may be granted or donated in one-hour increments only, not on a monetary basis.
- g. Catastrophic leave shall not be awarded retroactively; for maternity purposes, catastrophic leave may be awarded up to twelve (12) weeks after the birth of a biological child or placement of an adoptive child and shall not exceed four (4) continuous weeks.
- h. Catastrophic leave which would result in a negative balance in the Ozarka College Catastrophic Leave Bank shall not be approved.
- i. Employees in a catastrophic leave status, for a medical emergency due to illness/injury during a period of ten (10) or more days in a month, will have the accrued annual and sick leave for the month returned to the Ozarka College Catastrophic Leave Bank. If the employee in a catastrophic leave status, for a medical emergency due to illness/injury, accrues holiday and birthday leave during that time, the accrued holiday and birthday leave will be paid on the day the leave is earned.
- j. Employees in a catastrophic leave status, for maternity purposes, during a four (4) week period will have the accrued annual and sick leave for the month returned to the Ozarka College Catastrophic Leave Bank. If the employee in a catastrophic leave status, for maternity purposes, accrues holiday and birthday leave during that time, the accrued holiday and birthday leave will be paid on the day the leave is earned.
- k. Employees receiving catastrophic leave for a medical emergency due to illness/injury or for maternity purposes will receive his/her normal rate of pay and normal benefits, such as College contributions to insurance and retirement.
- l. The use of catastrophic leave for a medical emergency or maternity purposes will not change an employee's merit eligibility date.
- m. In the event that an employee receiving catastrophic leave for a medical emergency due to illness/injury, returns to work, terminates, retires, or dies prior to expiration of

previously approved catastrophic leave, all approved unused catastrophic leave shall be returned to the Ozarka College Catastrophic Leave Bank.

- n. An employee may be dismissed if such employee fails to report to work promptly at the expiration of the period of approved catastrophic leave. Nothing, however, shall prevent Ozarka College from accepting satisfactory reasons provided by the employee, in advance of the date the employee is scheduled to return to work, and from granting leave without pay status to an employee prior to or after the expiration of such catastrophic leave if, in the view of the President of Ozarka College, such action is warranted. Supervisors should not take disciplinary action for such leave until the application has been formally approved or denied.
- o. Alleged or suspected abuse, misrepresentation or fraud of the Ozarka College Catastrophic Leave Bank Program shall be investigated, and on a finding of wrongdoing, an employee shall repay all of the leave hours awarded from the Ozarka College Catastrophic Leave Bank and shall be subject to such other disciplinary action as is determined by the President of Ozarka College.
- p. Approved catastrophic leave for a medical emergency or for maternity purposes shall be applied concurrently with the Family and Medical Leave Act, if the employee is eligible.
- q. Recommendations of the Ozarka College Catastrophic Leave Bank Committee and/or the President of Ozarka College are not subject to grievance, arbitration or litigation.

Record Keeping: The Ozarka College Catastrophic Leave Bank record keeping procedure will track the following:

- The amount of leave donated by each employee, the rate of pay and dollar value of such donated leave at the time of donation.
- The amount of Catastrophic Leave awarded, including the name of the recipient, position number, rate of pay and personnel number.
- Records on catastrophic leave activity will be available in the Ozarka College Finance Department Payroll Office.

Prohibition of Coercion: An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, another employee for the purpose of interfering with that employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the President of Ozarka College. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

Family and Medical Leave

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the College for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

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

1. To care for the employee's child after birth, or place for adoption or foster care. Both women and men can take FMLA leave for birth and adoption.

2. To care for the employee's spouse, child, or parent, who has a serious health condition. Extended family members do not meet the eligibility requirements for FMLA.
3. For a serious health condition that makes the employee unable to perform his or her job.

Requirements:

- The employee ordinarily must provide 30 days' advance notice when the leave is foreseeable.
- The College may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the College's expense) and a fitness for duty report to return to work.
- While on FMLA leave, the employee must first use all available sick leave allowance. The employee then has the option of using all or a portion of available vacation days.
- For the duration of FMLA leave, the College will maintain the employee's health coverage under its group health plan. In addition, as long as the employee is in pay status, vacation and sick leave will continue to accrue.
- Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- The College will not interfere with, restrain, or deny the exercise of any right provided under FMLA.
- The College will not discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
- The U.S. Department of Labor is authorized to investigate and resolve complaints.

Additional information is available from the Director of Human Resources.

Bereavement Leave

A full-time employee may request up to three (3) days of sick leave without loss of pay for the death of a family member. Such requests must be approved by the President and shall be deducted from the employee's accumulated sick leave.

Maternity Leave

An employee requesting maternity leave will receive the same leave for sickness or disability, except that the employee may elect to take leave without pay without first exhausting any accumulated annual or sick leave.

Leave Without Pay

Under certain conditions, an employee may ask for an unpaid, personal leave of absence without pay. All such leave must be approved in advance by the President and may be granted

for a period of one year or less. Leave without pay status will not take effect until all accrued annual and sick leave has been expended.

During a leave of absence the employee must pay all of the monthly group insurance premiums for self and any eligible dependents through the College's extended benefits. If the employee fails to pay the full monthly premiums, the insurance will be canceled. The employee will then have the option to reinstate the policies at Open Enrollment with a January 1st effective date. Employees having kept their group insurance in effect while on LWOP are to be fully reinstated in the insurance programs when they return to duty. However, if an employee is on FMLA, Workers' Compensation, or Military related leave, the College will remit the employer's matching portion of coverage. Sick and annual leave time do not accrue while on leave of absence. An employee who accumulates 10 consecutive or nonconsecutive days of Leave Without Pay (LWOP) during any one calendar month loses the leave accrual, annual and sick, for that month only.

The College cannot guarantee re-employment for employees returning from a leave of absence. It will, however, consider such an employee for job openings suitable to the employee's skills and experience.

Disciplinary Leave Without Pay

Serious violation of school policy or repeated infractions of regulations may result in an employee being placed on disciplinary leave without pay. This action will be taken only upon written recommendation from the employee's supervisor and with the approval of the President.

During a period of disciplinary leave without pay, the employee will not earn vacation or sick leave but will be eligible to continue participation in the group insurance program if participating prior to the disciplinary action. Total cost of the insurance program will be the responsibility of the employee.

Legally Required Absences

Voting – The College encourages employees to exercise their voting rights in all national, state, and local elections. The College, therefore, allows one hour in pay status for voting. If additional time is needed to vote, the President may approve up to three (3) more hours in non-paid hours off.

Jury or Witness Service – The College gives full-time employees time off with pay for jury duty required by the courts. If an employee is subpoenaed for legal testimony, he/she will be paid when there is no direct interest in the outcome of the trial. An employee will need a statement from the court to be paid for the period of absence. Full pay is also authorized if the College directs the employee to be present in the courts. Time off for court appearances of a personal nature must be taken as vacation or time off without pay.

Military Service – A yearly short-term leave of absence may be granted to full-time employees who are members of the National Guard or any Reserve branch of the Armed Forces. An employee must request a short-term military leave by completing an Application for Leave of Absence and including a copy of the military orders. The President must approve the leave and

the employee will be paid during the period of the leave. A long-term military leave of absence is without pay and may last up to four years. The President must also approve the application.

An employee who is discharged under honorable conditions and asks for a reinstatement within ninety (90) days of release from active duty will be re-employed in the same or comparable position.

Children’s Education Activities Leave (CEAL)

All full-time Ozarka employees with an eligible child or grandchild shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities of a child.

Children’s Educational Activities leave that is unused may not be carried over to the next year and is not compensable to the employee at the time of retirement or departure from the institution for any reason.

Compensatory Leave

Nonexempt employees may not work overtime and claim compensatory time without prior approval from their supervisors. When College needs require additional hours, the supervisor will obtain the approval of the appropriate vice president or director and the President in writing before approval of work beyond the normal work day or week.

The Fair Labor Standards Act stipulates that non-exempt employees who work in excess of forty (40) hours in the work week are eligible to earn compensatory time at the rate of one and one-half hours for each hour worked in excess of 40 hours within a work week. A total of 240 hours of compensatory time may be accumulated and must be taken as soon as possible. Compensatory time must be taken before annual or sick leave is used. Professional employees do not earn overtime or compensatory time but may be authorized 'Flex' time if approved in advance by their Director or Vice President. 'Flex' time is an approved adjustment to non-classified and classified employee's daily or weekly schedule. All compensatory and flex time must be preapproved by the appropriate supervisor and Vice President.

Paid Holidays

All offices will be closed on holidays, unless directed by the President. Employees providing essential services may be required to work on any holiday. Employees who work must be approved to do so and shall earn equivalent compensatory time. Ozarka College recognizes the following holidays:

- | | |
|----------------------|---|
| New Year's Day | Thanksgiving |
| Memorial Day | Friday after Thanksgiving (Governor's Proclamation Holiday) |
| Independence Day | Christmas Eve |
| Labor Day | Christmas |
| Employees' Birthdays | Dr. Martin Luther King Jr. |
| Veteran's Day | Washington's Birthday |

Additional days may be required during Christmas break that are not covered by paid holidays for which employees will take annual leave or leave without pay when sufficient annual leave is not available.

Nepotism

The College may employ qualified persons related to another employee. Family members include spouse, parent, child, a brother or sister, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, step-relative or half-relative, and in-laws. No family member may be under the administrative control and direction of another family member, either directly or indirectly without special approval of the Board of Trustees. No employee can initiate, participate in, or influence in any way, College decisions regarding a related applicant or employee. Completion of the state Form F-4 must be completed and approved before hiring a family member. Form F-4 is available in the Human Resources Office.

Sexual Harassment

It is the policy of Ozarka College that sexual harassment (as defined under 29 CFR Ch XIV, subsection 1504.11, Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985) is intolerable and unconscionable and will not be tolerated. Persons who commit and/or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Definition:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
2. Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

Procedures:

Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within five (5) days of the occurrence of the alleged harassment.

Informal Resolution. Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a supervisor higher in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Director of Human Resources. The person receiving the complaint shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been

obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

Formal Resolution. If a problem cannot be resolved through informal attempts at conciliation and if the complainant wishes to pursue the matter further, he or she must file a formal complaint with the Director of Human Resources, in accordance with the Grievance Procedure which follows. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

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

Employee Grievance Procedures

General

The College seeks to treat each employee fairly. All employees are encouraged to bring to the attention of their immediate supervisor legitimate complaints perceived by them. Supervisors will provide time for such complaint conferences as soon as possible and within one (1) week of notice of the employee complaint at the latest. The intent of these conferences is early and informal discussion of the issue in order to reach a timely and mutual resolution.

An employee who believes that a discussion with the employee's immediate supervisor would be futile may elect to request a complaint conference with a higher line supervisor, which conference will be held as soon as possible and at least within one (1) week of notice of the complaint. Such conferences are to be conducted in proper sequence of supervisors. Grievances may cover matters such as the application of College policies and practices to the grievant, but the existence or content of the policies may not be grieved.

Disciplinary Procedures

Supervisors are concerned with preventing personnel problems from occurring, as well as correcting misconduct or poor performance. Generally, an informal reminder is all that is necessary for an employee to correct a behavioral or job performance problem. However, if informal counseling is unsuccessful in solving a problem, or if the problem is severe, formal disciplinary steps may be necessary. These formal disciplinary steps include, but are not limited to:

- A verbal reprimand
- A verbal reprimand with a letter of warning
- A written reprimand with a letter of warning
- Suspension without pay
- Termination

If the employee feels that he/she has been treated unfairly, and all attempts for an informal resolution have been exhausted, a grievance may then be filed.

Personnel Records and Employee Access

The College respects the privacy of its employees and ensures the best effort in limiting the use and distribution of private information to those with legitimate business needs for the information. In certain circumstances, the College may be required by law to provide confidential employee information to outside entities.

An employee may review his or her official personnel file after giving written notice to the Director of Human Resources. Such review must take place within five (5) business days from the date of the request in the presence of the Director of Human Resources to assure the file is not altered in any way.

Library and Media Services

The Paul Weaver Library, located in the Administration Building, functions as a study and research center for the college, supporting the curriculum and offering a variety of services. The library provides a quiet, well-lighted area for study, research or recreational reading. Two quiet rooms provide areas for study or video viewing. The Paul Weaver Library houses a variety of Internet-accessible computers, both on its main floor and on an upstairs balcony which also provides small-group study space. Research materials include books, videotapes and DVD's, periodicals and newspapers. Services include interlibrary loan, Internet access, on-line testing and word processing facilities, photocopying, as well as access to audio/visual equipment such as overhead projectors and screens, audio players, and video recording and playback equipment.

The Paul Weaver Library's book, videotape and DVD collections are cataloged using the Library of Congress classification system. Access to the fully automated catalog is available through the college Web site. The growing collection presently consists of over 14,000 books and videos. More than 100 periodical and journal titles are available in print, as are some 15 local, state, and national newspapers. Through a variety of subscription databases accessible through the Ozarka Website, library users on any Ozarka campus can access some 6000 periodical titles (with about 2/3 of those in full text or full image form) and over 1000 newspapers.

The Paul Weaver Library is open to all students, staff and faculty, with each patron's student, staff, or faculty I.D. card serving as their library card. Full-time college employees and students may withdraw circulating books for two weeks, subject to one (1) renewal. Videotapes and DVD's circulate for one week, while periodicals, newspapers, and books in the library's "reference" section typically do not circulate.

The check-out times do not apply to faculty. Items withdrawn for instructional purposes or for research may be kept for an entire semester, provided the materials are returned when the semester ends.

The Paul Weaver Library's hours of operation are as follows:

Fall and Spring semesters:	Monday – Friday:	8:00 AM – 4:30 PM
----------------------------	------------------	-------------------

Summer semesters:	Monday – Thursday:	7:00 AM – 5:30 PM
	Friday:	Closed

Any departure from these hours will be posted in the library and made known throughout the campuses.

Professional Development

Continuing professional development contributes to the overall growth of the institution and is a positive contributor not only to the morale of Ozarka employees but also to the College's quest for excellence in programs and services. The College administration both supports and encourages participation in activities that promote better efficiency, improvement in curriculum and instruction, job development, enhanced customer service, and development of the infrastructure. At the same time, deadlines, workloads, and limited human resources require that some constraints be placed on the number and timing of leaves from duty to participate in professional development opportunities.

Funds for Professional Development/Business Travel

Full-time Ozarka employees may request financial support for College-related business travel or professional development. Adjunct faculty and other part-time employees may also be eligible for particular professional development opportunities related to their areas of responsibility. Funds may be available through the following means:

Department/program area budgets: Funds for attendance at local and state meetings related to the employee's area of responsibility, for participation in professional development events off-campus, or enrollment in job-related Ozarka non-credit courses may be accessed through department budgets. Enrollment in Ozarka is supported by tuition waivers for full and part-time employees. The employee who is interested in using funds to support grant-related travel should consult with his or her supervisor.

Professional Memberships

All faculty members and professional staff are expected to be individual members in good standing of at least one professional organization at the state or national level.

Classified Employee Development

Ozarka College employees are encouraged to continue their educational development by taking college course work.

The following guidelines apply to all classified employees:

1. No more than six credit hours may be taken per semester.
2. Pre-approval of course work by the President is required.
3. Only course work from a regionally accredited institution will be recognized.
4. One course may be taken during working hours, if required for improved performance on the present job and offered on the Ozarka campus. Ozarka tuition is normally waived for employees.

5. Full or partial tuition reimbursement will be based upon course grades (“C” or above for undergraduate; “B” or above for graduate level) and available funds. This program requires approval from the President on an individual basis.

Note: Exceptions to the guidelines above may be approved by the President.

Faculty Professional Development

Continuing faculty professional development is an essential part of staying current in a field as well as strengthening existing knowledge and skills. Further education, regular association with peers, and professional participation are all parts of this development. The goal of professional development is to improve the teaching and learning environment and to provide for student success.

The Faculty Professional Development Committee recommends that at least 25% of Ozarka’s faculty attend the Association of Two-Year Colleges’ annual conference.

By September 15th faculty should submit a list of meetings, courses, conferences, and workshops that they might attend during the year to their Division Chair to include in the planning and budgeting process. It should be understood that this list may not be inclusive due to late notification of some meetings, conferences, etc.

Procedure for Faculty Professional Development Requests

- Complete the Faculty Professional Development Request Form
- Attach a copy of the agenda if available
- Submit form to the Provost and Executive Vice President of Learning
- Requests will be reviewed by the Provost and Executive Vice President of Learning

If funds are to be provided through the Faculty Professional Development budget, the Professional Development Committee will also review the request for approval. If the Faculty Development Committee reviews the request, the form should be submitted before the 10th of the month.

Requests will be acted upon and returned within two weeks of submittal. An evaluation form should be completed after the professional activity to provide other employees information about the professional conference/workshops/meeting attended.

Appropriate documentation must be submitted in order to receive reimbursement for completed Faculty Professional Development.

Requests to the Faculty Professional Development Committee will be subject to available funding.

Reimbursement Policy

The Faculty Professional Development Committee will follow travel regulations established by the State of Arkansas and approved for use by Ozarka College. To receive reimbursement for Committee approved activities, submit the following documentation to the Committee Chairperson. The following should be submitted to the Provost office:

Tuition Reimbursement – Transcript showing a grade of C or better for undergraduate courses and B or better for graduate course – Receipt for tuition payment. (Employee Tuition Reimbursement Guidelines Form under the forms listing on the Ozarka website.)

Conferences, Workshops, etc. - Receipt for lodging, registration fee, and meals, etc. Mileage is reimbursable at the state approved rate when using your personal vehicle. (Travel Expense Reimbursement Form under the forms listing on the Ozarka website.)

Employee Tuition Waiver

Full time employees will be eligible for an employee tuition waiver after they have been employed for a minimum of six months. The employee tuition waiver applies to the employee, employee spouse, and the employee's dependent children (as verified by the most recent tax return) while the employee is employed by Ozarka College. The employee tuition waiver does not apply to in-laws, grandchildren, etc.

The employee tuition waiver covers the tuition cost for courses taken at Ozarka College, all fees will be the responsibility of the employee/student. Eligible employees will receive a 100% tuition only waiver for a maximum of six hours per semester. Additional hours may be taken at the employee's expense. All courses must be scheduled outside of the employee's normal working hours.

Spouses and dependent children of eligible employees will receive a 50% tuition only waiver. The remaining tuition and all fees will be the responsibility of the employee. The individual who requests the employee tuition waiver must be in good academic standing with the institution.

The eligibility to receive the employee tuition waiver is the same eligibility as other forms of financial aid such as scholarships and Pell grants. A person whose academic standing has caused them to be ineligible for other forms of financial aid will also be ineligible for the employee tuition waiver until the academic standing has been satisfied. (Faculty/Staff Tuition Scholarship Forms under the forms listing on the Ozarka website.)

See Board Policy 2.62 for a list of classes the employee tuition waiver cannot be used for.

Employee Tuition Reimbursement

Employee tuition reimbursements may be authorized when the administration of the College identifies an "institutional need" is present. An "institutional need" will be defined by the educational requirement expectations of the position for which a person is employed by the College. When an "institutional need" is present, the completion of the advanced degree and the timeline to completion will be a condition of the employment contract.

The acceptance of a tuition reimbursement includes the commitment to continue working at the institution for one contract year, as defined by your position, after the most recent reimbursement period unless the employee is terminated for reduction in force. If employment ends before the one contract year period, the employee is responsible to reimburse the College for all tuition reimbursements received. Repayment is due by the final day of employment.

The amount of reimbursement as stated below is constant regardless of the cost or location of the institution where employees choose to continue their education. No transportation or mileage reimbursement will be provided.

- \$200 per credit hour for undergraduate/\$2400 yearly maximum
- \$300 per credit hour for graduate/\$3600 yearly maximum

The general guidelines and application form are available on the Ozarka College website.

Chapter 4

Financial Services



The Budget Process

The purpose of an institutional budget is to present the financial plan for a fiscal year. The budget attempts to project income and expenditures and it separates items into expense and income classifications. Student fees and state general revenues make up approximately eighty (80) percent of Ozarka College's income budget. In the expenditure budget, approximately seventy (70) percent of the institutional budget is allocated to salaries and benefits.

The budget process begins in February of each year. Each department is responsible for submitting a budget request for maintenance and operating expenses for the upcoming year that clearly identifies the priority level of funding and assigns the appropriate strategic plan core priority to the requested expenditure. By identifying and assigning the strategic plan core priority to the requested expenditure, the College is effectively linking organizational planning to the budget. Departmental budget requests are reviewed by the appropriate division chair, director or vice president and submitted to the Finance Office. The departmental budget requests are combined with revenue, salary, benefit, and fixed costs projections prepared by the finance staff and presented to the President and Administrative Council for review and revisions. The Board of Trustees approves the final budget at their quarterly meeting in May. The Vice President of Finance serves as Fiscal Agent and is responsible for maintaining overall institutional operations within projected income and expenditure levels. The Ozarka College budget system shall accomplish the following objectives as a minimum:

- Provide administration and fiscal agents with an effective means to develop both long-term and short-term measurable objectives.
- Distribute available resources to provide for achievement of measurable objectives.
- Provide means for evaluating the institution's progress toward achieving the measurable objectives.

Purchasing

All purchases will be made through the Finance Office on requisition forms provided for that purpose. Purchase requisitions must contain complete information, including the following, in order to be processed:

1. Department charged
2. Quantity, description, price
3. Specifications
4. General ledger code to be charged
5. Name, address, and contact information of recommended firm
6. Signature of person making request
7. Approval of supervisor

All purchase requests must be approved by the Vice President of Finance or Business Manager. In addition, purchase requests exceeding \$1,000 must also be approved by the President. Incomplete requisition forms will be returned to the originating area. Obligating funds of the institution without proper authority may result in personal liability for the individual placing the order.

Act 600 of 1981 established the State Purchasing Law of Arkansas, and Ozarka College follows the procedures outlined in the law. Requests for purchases which exceed \$10,000 but are less

than \$50,000 require "Quotation" bids prior to purchase. Requests exceeding \$50,000 require "Formal" bids. Sufficient lead time must be allowed on all requests for purchases to permit the Purchasing Section to comply with these requirements.

Inventory

Each instructor is responsible for all equipment items on his/her inventory and is responsible for conducting a physical inventory of all equipment items annually. Instructors are encouraged to make periodic inventories of equipment items during the academic year. A detailed inventory is available in the Finance Office for reference.

Equipment items are generally considered to be those items costing \$2,500 or more and having a useful life of three or more years. The Finance Office will attempt to identify all equipment received on campus and place property tags on the items.

Travel

Ozarka College follows travel regulations established by the State of Arkansas. These regulations provide, in part, for reimbursement of travel expenses while on official college business. All travel, including that within the borders of Arkansas, will adhere to the reimbursement rates listed at www.gsa.gov/portal/gsa/ep/contentview.do?contentid=17943&contenttype=gsa_basic. In-State meals will not be reimbursed without overnight lodging. Receipts will be required for all meal reimbursements. Maximum meal allowance rates may be obtained by contacting the Finance Office. There are no exceptions to the maximum meal rates. Exceptions to lodging maximums may be allowed only with good justification.

Private car mileage is reimbursable as defined by the State of Arkansas Department of Finance and Administration.

Requests for Key Assignment

Employees requesting keys to rooms and/or offices should contact their immediate supervisor. The supervisor will contact the Director of Physical Plant to request the appropriate key or keys. Upon termination or when the key is no longer needed, it must be returned to the Director of Physical Plant. Final payroll checks following the termination of employment will not be issued until all keys are returned. For more information, please review Ozarka College Administrative Procedure 3.42.

Request for Telephone Service

Existing employees who relocate within the College must request telephone service by e-mailing IS and copying their supervisor and appropriate vice president. IS will move or delete services as required. The supervisor of new employees should e-mail IS and copy their appropriate vice president for IS to set up initial service for the employee. Charges for the telephone and long distance calls will be allocated to the appropriate departments on a monthly basis. Employees may not make personal long distance calls.

Special Funds

Employees may voluntarily contribute to the Ozarka Foundation through payroll deduction. An institutional goal of 100 percent participation by our full-time employees has been established.

These funds are used to promote Ozarka activities and provide scholarships for many Ozarka students.

Chapter 5

Academic Information



Academic Advising

Designated full-time faculty and staff serve as academic advisors to students in helping them plan their academic careers and class schedules. Academic advisors must be knowledgeable about program requirements, course pre-requisites, and articulation agreements with transfer institutions, so participation in advisor training is required. Effective advisors take a personal interest in students, taking time to learn about their job and family commitments, their career goals, and their academic preparation. The Admissions Office will assign students to advisors.

Financial Aid

Students who need financial aid information should consult the Financial Aid Officer prior to completing the admissions application and being assigned an advisor.

Advisement Procedures

The advisors and advisees will be provided a handbook that details the advising process. The student will meet with the assigned advisor and complete a schedule of classes. Returning students may register online after securing permission from their advisor. If a conflict exists, the student will return to his/her advisor to modify the schedule. The student will make arrangements with the business office for payment of tuition and fees.

Academic Freedom

College teachers are members of a learned profession and representatives of an educational institution. When they speak or write as professionals, they should be free from institutional censorship, or discipline, but their special position in the community imposes obligations. As a people of learning and education, they should remember that the public may judge professionals and their institution by their appearances and public performance. Hence, they should at all time be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking on behalf of the institution.

Academic Misconduct

Faculty members are responsible for communicating Ozarka College's policies on cheating to their students. Faculty will clarify and interpret for the students matters of academic dishonesty, such as plagiarism.

Procedures:

- A statement regarding the College's expectations for academic honesty will be included in the Catalog and in the course syllabus.

Adjunct Faculty Support

Adjunct faculty may request desk and filing space in the building in which they are teaching by contacting the Office of the Provost.

Duplication Requests

The Administrative Assistant to the Provost can provide adjunct faculty with assistance in duplicating materials for their classes. However, adjunct faculty may also be issued account numbers for using designated copy machines in the appropriate building.

Classroom Keys

Adjunct faculty may request a classroom key from the Office of the Provost.

E-Mail Accounts

Each semester, accounts are established for adjunct faculty. E-mail is the primary means of communication at Ozarka, so adjunct faculty are encouraged to check not only the mailboxes, but their messages daily. Accounts may be established by contacting IST at the Ozarka web-site.

Attendance Records, Rosters, and Course Loads

Adjunct faculty will not teach more than nine (9) credit hours per semester. Depending on need, there may be occasions when more than nine hours would be necessary. In this case, any deviation must be approved by the Provost and Executive Vice President of Learning.

The grade book, print or electronic version, is the key to record keeping. It should be kept up-to-date at all times and contain student names, attendance, and be clear and well-organized.

Regular attendance is essential if a student is to receive maximum benefit from any course. Students are therefore expected to attend all scheduled meetings of a class or laboratory. The student must confer with individual instructors about absences due to illness, emergency, or college business. It is the responsibility of faculty members to notify their classes, in the syllabi, of their attendance policies. After a student has missed the equivalent of two weeks of class or laboratory sessions, the instructor has the prerogative of assigning a grade of "F" for the course. Instructors must consider extenuating circumstances.

Procedures:

- A statement regarding the College's expectations for class attendance is included in the Catalog.
- Faculty will supply students with a written statement at the beginning of the term which identifies attendance expectations.
- Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.
- Faculty will submit an Early Alert whenever a student is absent from classes/activities a sufficient number of times to jeopardize successful course completion.

The Registrar/Certifying Officer will provide a list of students receiving VA benefits to instructors at the beginning of each semester. If a veteran is absent an excessive number of classes, the instructor must notify the Office of Registrar/Certifying Officer, who will then notify the veteran of the potential loss of benefits upon missing 42 hours of instruction in a semester (21 hours in a

summer term), regardless of progress. Upon missing 60 hours (28 in a summer term), veteran's benefits will be terminated.

Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.

Changes in Class Times and Locations

Instructors must notify the Division Chair by phone or e-mail in advance when they cancel or suspend a class meeting or when they change the location or time of a class meeting. Such changes in location include library assignments, field trips, etc. This information is needed to answer student inquiries and to contact students for an emergency.

Requests for room changes should be made and approved in advance to eliminate conflict.

Classes should begin on time and should last for the time period specified in the schedule of classes. In the rare instance that a class is dismissed early for a research assignment or other instructional activity, the instructor should inform the Academic Affairs Office and remain in the classroom to be available to students who need assistance. Three-hour classes are scheduled to include 10 minute breaks halfway through the class period, and instructors should insure that breaks do not last longer than scheduled. College classes should rarely be canceled. However, if an instructor cancels class for any reason other than an official weather-related school closing, he/she must notify his/her Division Chair at the earliest opportunity. In the event of illness or emergency, telephoning the Division Chair at the earliest opportunity is sufficient. If such an event occurs after the administrative offices are closed at 4:30, faculty should also notify the security officer on duty. The Division Chair will notify the Provost Office of all changes as soon as possible.

Classroom Maintenance

Posters, flyers, or other materials should not be taped or stapled to the walls or doors. Instructors should see that classrooms are left in order for subsequent use. Chairs and desks should be returned to their original positions and boards wiped clean for the next class. Instructors teaching in computer classrooms should ensure that all students have left the rooms and that the doors are closed and locked. Instructors should ensure that all computers and projectors are turned off before they leave a classroom. Facility and equipment repair and maintenance needs should be reported to the Academic Affairs Office or the Physical Plant Office.

Classroom Misconduct

Instructors have the primary responsibility for control over classroom behavior and can order the temporary removal or exclusion from the classroom of students who disrupt the class or violate the general policies of the College. Disruptive conduct shall include, but is not limited to, any intentional interference with the normal classroom procedure, the presentation of the instructor and/or other students, or in other students' rights to pursue course work. If necessary, instructors may ask for assistance from a security officer. The instructor shall report the incident to the AVPSS and to the Provost and Executive Vice President of Learning. The instructor will meet with the AVPSS and Provost to determine the appropriate action before the

next class period. If there is disagreement regarding the student's readmission to class, the student will be excluded from the classroom pending a hearing before a disciplinary hearing committee appointed for that purpose. Extended or permanent exclusion from the classroom can be affected only through the appropriate procedures of the College.

Copyright Regulations

It is the intent of Ozarka College to comply with the U.S. copyright law. This policy represents a sincere effort to observe this law.

Employees are prohibited from copying copyrighted work unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.

Employees are prohibited from “performing” copyrighted works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110 (1), (4), or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner’s agent. Employees who willfully disregard this policy do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.

Disability Accommodations for Students

Students with disabilities are asked to notify the AVPSS prior to enrolling for a semester so that appropriate and reasonable accommodations can be made to support their academic success. The AVPSS will notify all instructors regarding requested and approved accommodations. Whereas Ozarka encourages all instructors to be sensitive to students’ needs, instructors should verify students’ disability status before making unauthorized accommodations. A verbal statement from a student indicating a disability is insufficient reason to make special accommodations for that individual.

Electronic Delivery of Courses

Full-time faculty who teach online courses as part of their regular loads are required to be on campus a minimum of 30 hours a week and provide the appropriate number of office hours for availability to students. Instructors teaching online courses on an adjunct or extra-pay basis are not required to hold on-campus office hours, but must schedule the appropriate number of virtual office hours for each course taught. Instructors may be asked to provide on-campus hours if student performance indicates a need for such support.

All instructors teaching online courses should either complete an online teaching course or have sufficient experience in online instruction.

Directed Study

As a small institution, Ozarka College must necessarily limit the number and times of course offerings. When a student who is working on a diploma, certificate, or associate degree is unable, because of scheduling conflicts, to enroll in a required course within the normal time required to complete the program, the Provost, Division Chairs, course instructor, and student's advisor may work out a plan to provide a directed study or substitute course. Directed studies should be used only if the student will not otherwise be able to graduate on time.

Inventory

Each instructor is responsible for all equipment items on his/her inventory and is responsible for conducting a physical inventory of all equipment items annually. Instructors will receive a print-out of equipment from the Finance Office each year and are encouraged to make periodic inventories of equipment items during the school year.

Equipment items are generally considered to be those items costing \$2,500 or more and having a useful life of three years or more. The Finance Office will attempt to identify all equipment received on campus and place property tags on the items. Requests for loan of equipment between campus departments or divisions are the responsibility of the Finance Office, who will develop procedures for the division. Instructors are encouraged to maintain adequate records of equipment loans in order to track equipment. Requests for loan of equipment to off-campus organizations will be directed to the Vice President of Finance who will make the necessary arrangement for equipment to be picked up and returned.

Evaluation of Instruction

The primary responsibility of the faculty is to provide high-quality instruction so that their students can acquire information and develop skills necessary to succeed in their chosen fields. Whether the instruction is developmental, vocational, technical, or academic and whether it is lecture, seminar, or laboratory, the faculty is charged with delivering the information and assisting each student in developing the skills needed for mastery of the subject. To ensure faculty are meeting these expectations, the Division Chairs and the Provost and Executive Vice President of Learning have three methods to determine faculty are facilitating a quality, learner-centered learning environment:

- 1) Classroom Observation – The Provost and Division Chairs visits classrooms throughout the semester to evaluate faculty utilizing the Classroom Evaluation forms. The results are shared with the faculty member after the class and during the annual Performance Review. Online classes are reviewed through the semester by accessing the class through myOzarka.
- 2) End of Course Evaluations – Students are provided evaluation packages, in-class and online, from the Provost office so that they can evaluate the class utilizing Likert-scale based questions. Results are reviewed by the Provost and the Division Chairs and provided to the faculty member at the end of the semester.
- 3) Annual Performance Review – The faculty member is evaluated annually by the Division Chair who utilizes the Classroom Observation, End of Course evaluations and other inputs to provide feedback of overall performance, (in the classroom and out), goals, and opportunities for improvement.

Student Evaluation

Student evaluation of instruction shall be conducted for each faculty member both full-time and adjunct, each semester of the academic year, using a standard evaluation form.

Evaluations will be conducted by the Provost and Executive Vice President of Learning during the last one-third of the semester but not during final exam week through the myozarka Learning Management System. Completed results will be shared with the Division Chairs and

instructors by the Provost after student grades have been turned in. Students will be afforded absolute anonymity in the process.

Self-Evaluation

Each instructor will complete a self-evaluation of his/her performance annually using the Professional Improvement and Review Form and submit it to the Division Chair by February 15. This evaluation provides each instructor an opportunity to assess his/her performance, to list accomplishments, and to define goals and areas where he/she wishes to improve.

Classroom Observation

Each faculty member will be observed in the classroom by the Provost and Executive Vice President of Learning or Division Chair at least once annually. If only one classroom observation is conducted, it must be an unannounced visit. Classroom observations will be made between the third and fourteenth weeks of the semester (during the second or third week of summer term). Additional visits (announced or unannounced) may be made at the request of the Provost or the faculty member. At least the first 30 minutes of the class will be observed.

Professional Improvement and Review Process

The Division Chairs will hold a conference with each full-time faculty member between February 15 and March 15. This review will be based on the information collected through Section I of the Professional Improvement and Review form, Employee Assessment, classroom observation, and personal contact.

The Division Chair will take the form, review it, and complete Section II Reviewer's Assessment. After reviewing the comments with the faculty member, the review document will be submitted to the Provost for review, who will then submit it to the President by March 15. The President will review the form, sign it, and submit it to the Director of Human Resources for further processing. After review and approval by the Board of Trustees, the President will prepare appointments for the next academic year. Any full-time faculty who is recommended for probation or dismissal will be brought to the attention of the Board by the March board meeting.

Appeal

If a full-time faculty member believes that a final evaluation is unfair, every effort should be made to resolve the disagreement with the Division Chair and Provost. If a resolution cannot be reached, any other appeal must be made through the Employee Grievance Procedures.

Probation

A full-time faculty member who consistently receives poor student evaluations, professional reviews, and/or classroom observations within an academic year will be placed on probation.

The Division Chair will prepare a Professional Improvement Plan for any probationary faculty by April 15, including specific goals for improving performance. A copy of the Professional Improvement Plan will be provided to the faculty member, the Provost, and Director of Human Resources.

Between April 15 and March 1st of the following year, the Division Chair will hold regular conferences with the probationary faculty member. By March 15, the Division Chair will recommend one of two possible actions:

1. Removal of probationary status. If the probationary faculty member has met or exceeded the goals of the Professional Improvement Plan, the probationary status may be removed upon recommendation of the Division Chair and approval of the Provost and Executive Vice President of Learning. A formal letter from the Provost office removing the faculty member from probationary status will be provided to the faculty member, Division Chair, and Director of Human Resources. At this time, the normal evaluation process will be reinstated.
2. Recommendation of Dismissal. If, by March 15, the probationary faculty member has shown little or no progress toward meeting the goals of the Professional Improvement Plan, the Division Chair will recommend dismissal to the Provost. After review by the Provost, a recommendation is sent to the President. The President will notify the probationary faculty member that their appointment will not be renewed for the following year and dismissal for cause proceedings will be initiated.

Guest Lecturers

Instructors are encouraged to invite guest lecturers to enrich their courses. However, advance approval is required by the Provost and Executive Vice President of Learning.

Grading Policies

Grades are reported twice during the term – at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are posted on the Ozarka website at <https://www.myozarka.edu>. Upon request, a copy of the final grade report will be mailed to the student.

Faculty are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course.

The College uses a four-point (4.00) grading scale. Grade points are awarded on the following basis: A – 4 points, B – 3 points, C – 2 points, D – 1 point, and F – 0 points. No other grade designations carry quality points.

The purpose of the College's grading policies and procedures is to differentiate between grades and status, to provide guidelines regarding their interpretation, and to identify actions and procedures which influence grades or status designation.

- The College grading system will consist of letter grades A-F and status conditions which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
- Reports reflecting grades and status conditions are issued by the College to students for the Fall Semester, the Spring Semester, and the Summer Term(s).
- Developmental Education courses are assigned grade designations, but no quality points or quality hours are generated unless the course fulfills requirements for a technical certificate or an Associate of Applied Science degree.

- No grade other than “I” may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Registrar.

Instructional Duties and Responsibilities

1. Before the semester begins, have on file an official application for employment, a transcript sent directly from your college(s), a current federal and state withholding certificate and names of state agencies at which you have been employed. For adjuncts, immediately after the enrollment requirements for your class have been met, a signed appointment (including retirement) must also be on file. Adjuncts should also ensure a current resume and transcripts are on file in the personnel office.
2. Provide a copy of the course syllabus for each student in the course(s) during the first week of the semester and post it online through *myOzarka*.
3. Meet each class for the full scheduled time.
4. Keep accurate, up-to-date records of students’ attendance and grades.
5. Follow student procedures and policies for all aspects of class management.

Syllabi

A syllabus is a design for teaching. Sound and thorough preplanning promotes confidence. One of the greatest obstacles to effective teaching is a lack of clarity of purpose for any course. Properly constructed, a syllabus is a guide which aids the student in achieving selected learning objectives. The major division of a syllabus will include the following:

- Mission Statement
- Identifying material: course title, course number, location, semester, instructor, college phone number, and college fax number
- Office hours, office location, e-mail address and Ozarka’s web page address or the course web page address
- Course description: the description found in Ozarka’s catalog
- Rationale: why the class is being offered, why such classes exist
- Prerequisite: what courses must be taken or skills mastered to succeed in this class. If there are no prerequisite, this should be stated
- Textbooks and other required materials
- Student outcomes: the concepts, skills, knowledge, etc., students should have after successful completion of this course
- Methods of instruction: how information will be presented, e.g., lecture, discussion, hands-on activities, etc.
- Evaluation: how the grade is determined
- Grading scale: College grading should reflect the quality of performance and achievement of competency by students who complete one or more courses. Although Ozarka College does not require fixed grade percentages in individual classes, equitable grading requires certain rough proportions which should, in normal cases, approximate the normal grade curves
- Academic dishonesty policy
- Make-up policy
- Attendance policy

- Diversity policy
- ACTS Course Transfer Policy