

FLINT HILLS TECHNICAL COLLEGE POLICIES & PROCEDURES

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Effective Date: 09/15/2021

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1.01 Gifts, Grants, and External Funds

POLICY:

The President/CEO, in conjunction with guidance from the College Foundation Board of Directors, shall develop appropriate procedures for the acceptance and receipt by the College of gifts, donations, and bequests. Please refer to the FHTC Foundation Gift Acceptance Policy.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Flint Hills Technical College Foundation Gift Acceptance Policy

The Flint Hills Technical College Foundation has established the following gift acceptance policy for the purpose of outlining a process detailing the types of allowable gifts and the manner by which gifts will be reviewed and accepted or rejected.

1. The foundation will serve as the conduit for donations to the college and its educational centers. As the sole depository of gifts, the foundation will accept gifts on behalf of the college without the FHTC Board of Trustees approval, except in the case of real estate and certain other property, expediting the process of gift acceptance and acknowledgement. As a 501 (c) (3) corporation, the foundation offers tax deductibility benefits to the donor.
2. Coordinated solicitation efforts will allow for gifts to be received by the foundation for the benefit of the college and its students.
3. In the event the gifts, i.e. donated equipment, are received through administration, faculty and/or Division Chairs, the gift will be tentatively accepted, utilizing established gift acceptance procedures, by the Vice President of Advancement on behalf of the college with final review and approval given at the next earliest foundation board meeting.
4. Gifts will be accepted with no restrictions. Limited restrictions and gift agreements will be handled on an as needed basis. The donor must present verification of value as determined by IRS guidelines. An in-kind gift report, which will identify the donated item, fair market value and appropriate signatures, will accompany acknowledgement of the gift.
5. Acceptable gifts may include the following:
 - 5.1. Cash and personal checks
 - 5.2. Credit card payments
 - 5.3. Publicly traded securities
 - 5.4. Closely held securities

- 5.5. Tangible personal property, i.e. art, coins, equipment, etc.
- 5.6. Certificates of deposit, mutual funds, U.S. Treasury notes and savings bonds
- 5.7. Other types of gift vehicles such as bequests, charitable remainder trusts, charitable gift annuities, pooled-income funds, life insurance policies, and life estate gifts will be handled on a case by case basis with approval coming from the finance committee.
- 6. Gifts that don't fall within these guidelines will not be accepted.
- 7. Established endowment and investment and spending policies will be followed once gifts are accepted. A nominal and reasonable amount of the total value of all assets of the fund as determined, at fiscal year-end, will be assessed annually as an administrative fee of the Flint Hills Technical College Foundation. The administrative fee is paid from income that is earned annually. Coordination between the foundation and the Vice President of Business Services will insure that appropriate inventory and insurance coverage is maintained.
- 8. The FHTC Board of Trustees, prior to acceptance by the foundation, must accept a gift of real estate and certain other property. The foundation will not accept gifts of property without prior approval of the FHTC Board of Trustees and without the college acknowledging and accepting any cost or liability associated with the property.
- 9. All gifts will be acknowledged upon receipt and within the required IRS guidelines.

Gift Acceptance Procedure

- 1. Completion of Gift Acceptance Form
- 2. Submit Gift Acceptance Form to Vice President of Advancement
- 3. Tentative acceptance of gift
- 4. Approval of Flint Hills Technical College Foundation Board of Directors
- 5. Transfer of asset to college through Vice President of Business Services

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

1.02 Visual/Brand Identity Standards and Procedures

POLICY:

Flint Hills Technical College is a quality institution that stands for excellence and innovation in higher education. Representing FHTC as such requires a set of guidelines that position the college's identity under a unified set of high-quality graphic standards. The visual identity guidelines are designed for implementation in all internal and external publications, and both print and electronic communications, apparel and any way that identifies and promotes FHTC.

Effective Date: 03/11/2019

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

1.02.01 Color Palette

The official color of Flint Hills Technical College is Pantone 293 Blue and secondary colors are Pantone 142 Gold and 60 percent screen of black.

1.02.02 Seal + Watermark Usage

The seal + watermark is the official logo of Flint Hills Technical College. It may be used for diplomas, certificates and official documents. The logo should be used in Pantone 293 Blue. For instances when Pantone 293 Blue is not an option, it can be used in black or reversed in a solid block of color as white.

1.02.03 Wordmark Usage

The Flint Hills Technical College wordmark is used for advertising and marketing materials, signage, stationery, apparel, college uniforms and IDs, specialty items and other printed material. The wordmark should be used in Pantone 293 Blue. For instances when Pantone 293 Blue is not an option, it can be used in black or reversed in a solid block of color as white.

1.02.04 Add a Division or Program to the Logo or Wordmark

The logo and wordmark are also used to specify divisions such as FHTC Foundation or programs. In these instances, the division name is added with the separation of a horizontal or vertical rule. Please contact the Marketing Department for more information and to obtain print ready files.

1.02.05 The Wrangler Mark and Wrangler Icon

The Flint Hills Technical College mascot is the Wranglers. This mascot is used as a spirit mark to represent the college and to enhance student, faculty, staff and community engagement. The Wranglers mark should be printed in full color, Pantone 293 Blue, Pantone 142 gold and Pantone or screened black. For instances when full color printing is not an option, it can be used in Pantone 293 Blue only, black or reversed in a solid color as white.

1.02.06 Specialty Items

Flint Hills Technical College marks may be used for apparel or specialty items. Our apparel and promotional items are an extension of our brand. Logos placed on other promotional items should follow guidelines regarding size, spacing and color. When possible, branded apparel should be produced in our brand colors.

All designs for apparel (including uniforms and IDs), specialty items, and signage that are used to promote or identify the college must be approved through the Marketing Department before ordering. To submit a design for approval, email the proposed design, along with the intended purpose, target audience, and distribution information to the Marketing department.

Effective Date: 03/11/2019

Date Last Amended:

Date Last Reviewed:

2.00 Finance -- Fiscal Year

POLICY:

The fiscal year for Flint Hills Technical College shall be the twelve-month period beginning on the first day of July in each year and ending on the last day of June in the succeeding year.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.01 Finance -- External Audit

POLICY:

In accordance with sound fiscal practices, the financial activities of the College shall be subject to external audit each fiscal year by a firm of certified public accountants recommended by the President/CEO and approved by the Board. Such audit shall be submitted by the external auditors to the President/CEO for review prior to acceptance by the full Board. The final audit shall be filed with the Division of Accounts and Reports of the State of Kansas.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.02 Finance -- Work Week and Business Day

POLICY:

The workweek for the College shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday.

Business day means any day other than Saturday, Sunday or designated as a holiday by the Congress of the United States, by the legislature or governor of this state or by the respective political subdivision of this state.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.03 Finance -- Unencumbered Balance Reporting

POLICY:

Each quarter, the College administration shall provide a report of general fund unencumbered expenditure management budget balances to the Board. These budget balances shall include the difference between estimated and actual costs of goods and services encumbered during the current fiscal year.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.04 Finance – Budgeting

POLICY:

The President/CEO and designated staff shall prepare a management budget of estimated income and expense on a fiscal year basis for presentation to the Board.

The Board shall approve the management budget on or before the last day of the fiscal year preceding the budget year or prior to the Board of Regents submission date. The adoption of the management budget by the Board indicates that approval is given to the President/CEO of the College to make salary adjustments and purchase goods and services provided for in the budget.

The President/CEO shall have the authority to approve reallocations within the approved management budget. The Board treasurer shall semi-annually submit to the Board a report identifying such reallocations.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.04.01 Finance -- Budgeting - Use of Year-End Funds

POLICY:

Budget reallocations greater than \$10,000 made between cost centers in the general fund shall not be made after May 31 of each fiscal year without prior approval of the Board. Budget reallocations made before June 1 will be submitted to the Board for ratification in accordance with policy.

At the June 30 fiscal year-end, unexpended general fund budget balances will “expire” and such budget balances will carry forward into the beginning cash of the general funds.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.04.02 Finance -- Budgeting - Management Budget

POLICY:

The Board shall have the option to establish a notice of time and place of a public hearing on the proposed management budget to be published in the official newsletter of the College and the local newspaper. Publishing of such notice shall take place at least ten (10) days prior to the date set for the public hearing.

Subsequent to the public hearing, the Board shall adopt the legal budget in the form prescribed by the Division of Administration, Division of Accounts and Reports of the state of Kansas. The clerk of the board shall file with the Board of Regents, copy of the adopted budget, with proof of publication, on or before the twenty-fifth day of August of each year.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.05 Finance -- Tuition and Fees Policy

POLICY:

Tuition and fees are public monies within the jurisdiction and responsibility of the Flint Hills Technical College Board under the laws and regulations of the state of Kansas and must be administered by the Board. The Board reserves the right to change tuition and fee charges when necessary without notice.

All students may be classified for tuition purposes under one of the following residency classifications:

1. Kansas Resident
2. Out-of-State Resident
3. International Student
4. Migrant Student

Guidelines used to determine residency for tuition purposes are a combination of state statutory law and regulations of the Kansas Board of Regents and administration policy.

All tuition, fees, assessments, and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Flint Hills Technical College Board. Enrollment is not complete until tuition and fees are paid or deferred.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

2.05.01 Cost Per Credit Hour

The President/CEO shall annually, or at such other times as may be necessary, recommend to the Board a cost per credit hour/per clock hour for Kansas residents, non-residents and international students. The Board shall approve a cost per credit/clock hour for Kansas residents, non-residents and international students.

2.05.02 Student Activity Income

The President/CEO shall annually, or at such other times as may be necessary, recommend to the Board a portion of the total cost per credit hour to be used to finance approved student activities, programs and events at the College

The Board may approve a portion of the total cost per credit hour to be used to finance approved student activities, programs and events at the College.

2.05.03 Payment Plan Agreements

Students who request deferred payment of their tuition and fee charges may enter into a payment plan agreement with the College business office. The Vice President of Student Services and the Vice President of Business Services will establish specific guidelines for the processing of payment plan agreements. These guidelines will be published in the College catalog, the student handbook and other appropriate College publications.

2.05.04 Special Fees

Tuition costs may include special fees as established by the College. Special fees may vary according to program.

2.05.05 Returned Checks

Checks offered in payment of tuition, fees and other College services that are not honored by the bank shall constitute unpaid tuition and will be subject to the late fee plus the return check fee.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

2.06 Finance -- College Commons/Parking/Debt Retirement Income

POLICY:

The President/CEO may annually, or at such other times as may be necessary, recommend to the Board a portion of the total cost per credit hour to be used to finance the costs of constructing, improving, furnishing, equipping, and retiring related issues of indebtedness for buildings and facilities to be used as a student commons addition, a student commons annex and parking facilities.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.07 Finance -- College Insurance Program

POLICY:

The President/CEO or designee shall establish and maintain an appropriate level of property, casualty, equipment, automotive, crime, inland marine, general, and garage liability, automotive worker's compensation Board liability and all other insurance program needs deemed necessary to provide adequate protection to the College from catastrophic liability claims and to protect the College property and equipment against perils such as fire, windstorm, and accident. Theft and casualty losses shall be insured to at least 80%.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

2.07.01 Finance -- College Insurance Program - Summary of Insurance Coverages

The administration shall annually present, as a report to the Board, a summary of insurance coverages maintained by the College.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

2.08 Finance -- Framework for Investments

POLICY:

The President/CEO may authorize the investment of temporary idle cash to be administered by the President/CEO or his designee. The President/CEO or designee may represent the College as an agent in matters relating to the purchase of investments and acceptance of safekeeping receipts.

The objective of the investment policy is to ensure that all revenues received are promptly recorded and deposited. Those funds not immediately required to meet payment of obligations will be placed in an interest bearing account according to the following objectives:

Safety: Investments will be made in a manner which ensures preservation of principal.

Liquidity: Investments will be made after careful consideration of future expected liabilities. The cash position of the College will be maintained at a level adequate to meet these requirements. Maturities on these investments will be selected in such a way as to provide income stability.

Yield: Investments will be made with the expectation of a reasonable rate of return while maintaining prudent investment principles. A competitive bid process will be used to encourage a favorable yield.

Fiduciary Trust: Investments will be managed with a degree of professionalism that is worthy of the public trust. Investment officials will avoid any transaction that might erode the public confidence. Investment activities will be made within the generally accepted accounting principles of separation of function. The official in charge of accounting for the College shall not make investments. Conversely, the official making investments shall not be responsible for the accounting function of the College.

Investments will be made in only those instruments authorized by Kansas statutes K.S.A. 9-1402, 12-1675 through 12-1678a, and 17-5002.

1. Time deposits and open accounts
2. Certificates of deposit
3. Repurchase agreements
4. Temporary notes or no-fund warrants
5. U.S. Treasury notes or bills
6. The Municipal Investment Pool

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.09 Finance -- General Purchasing Policy

POLICY:

The expenditure of Flint Hills Technical College funds should be handled in a manner that assures the greatest ultimate value per dollar expended.

Where an item has been approved either expressly or by inclusion in the budget the Board has adopted for the College, the President/CEO or the President/CEO's designee is authorized to solicit purchase quotations, bids, and/or request for proposals (RFP), or process such purchases in accordance with policies and procedures of the College.

The Board of the College retains the right to deviate from any and all of the provisions of Section 2.09 (Purchasing), as the Board shall determine from time to time, for the acquisition of products, goods and services or a combination thereof.

The President/CEO or designee shall develop purchase requisition procedures that enforce Board purchasing policy and ensure the efficient and ethical use of College funds.

Effective Date: 04/05/2010

Date Last Amended: 02/14/2011

Date Last Reviewed:

PROCEDURE:

2.09.01 Finance -- Purchasing - Board Approval and Competitive Requirements

When procuring products, the following dollar thresholds, based on the estimated total transaction amount, shall serve as the guidelines for the requirements of competition and for the Board's approval prior to committing the College. Exceptions to the requirements for seeking competitive solicitations are defined in Policy 2.09.03.

\$0 - \$2,499.99 – Selection of supplier may be made by unrestricted open-market processes. Quotations may or may not be solicited, as determined by the director of purchasing.

\$2,500 - \$19,999.99 – Quotations shall informally be obtained from three (3) or more qualified sources of supply.

\$20,000 & Up – Competitive sealed bids or Requests for Proposals for the procurement of products shall be solicited from at least three (3) qualified sources

of supply and such bids shall be advertised in College approved newspaper(s) and/or the College website at least three (3) days prior to the scheduled bid opening if the estimated cost is less than \$50,000 and at least ten (10) days prior to the scheduled bid opening if the estimated cost exceeds \$50,000.

2.09.02 Finance -- Purchasing - Approval of Purchases and Exceptions

After appropriate administrative evaluation for the purchase of products and/or services, a recommendation for approval shall be submitted to the Board prior to the issuance of an order or execution of a contract or agreement.

Purchases between \$10,000 and \$20,000 that are exceptions to this policy and are defined in policy 2.09.04 shall be approved by the President/CEO, who shall report same to the Board.

For procurements less than \$10,000, the Vice President of Business Services may select a vendor without three (3) or more qualified suppliers being verified if recent purchase information or cooperative purchasing plans or agreements provide assurance of competitiveness.

2.09.03 Finance – Purchasing - Competitive Solicitations

In order to ensure that purchases are administered in a manner that maximizes open and free competition, the following solicitation methods shall be utilized unless otherwise provided for by Board policies.

Awards of competitive bids and quotations shall be made to the lowest acceptable bidders meeting specifications unless it is determined not to be in the College's best interest.

Requests for Quotations (RFQs) may be used to solicit offers from vendors in order to establish pricing and terms and conditions. RFQs may be solicited informally via facsimile, electronic mail, written documentation, or verbally.

Requests for Bids (RFBs) may be used to solicit offers from vendors in order to establish pricing and terms and conditions. RFBs that are estimated at more than \$20,000 are solicited formally with a written RFB document through a sealed bid process. All formal bid openings shall be open to the public and the results of bids shall be considered public information after a bid is awarded or all bids are rejected.

Requests for Proposals (RFPs) may be used where and whenever the College determines that because of the nature and complexity of the goods and/or services to be acquired, it would be in the best interest of the College to seek proposals rather than quotations or bids. In this event, the College reserves the right to accept or reject any and all proposals, in whole or in part, to take exception to any

RFP specifications, to make an award based solely on the proposals received, or to negotiate further with one or more vendor. The College also reserves the right to negotiate a contract with the selected vendor, which is at variance with the RFP initially prepared by the College and/or responded to by the vendor.

The selection by the College of any proposal as ultimately negotiated will be at the College's entire discretion, which discretion shall extend to purely subjective considerations solely exercisable by the College without regard to a claimed lowest cost by any proposed vendor.

Nothing contained herein shall be construed as precluding the right of the College to negotiate with the lowest qualified bidder or to issue change orders modifying any bid received or from rejecting any and all bids.

In the event other criteria are equal, purchase will be made from the firm providing the best services to the College. Preference may be given, when quality and price are comparable, to the purchase of products and services offered for sale by firms, corporations, or individuals with offices or physical plants located in the Flint Hills Technical College service area.

2.09.04 Exceptions to Competitive Solicitation Requirements

All items will normally be purchased in a manner that maximizes open and free competition utilizing a competitive bid, quotation, or RFP process except as hereinafter provided.

Sole source purchases that are available only from a single supplier including:

1. Items for which competition is precluded because of the existence of patents or copyrights;
2. Films, manuscripts, works of art, or books;
3. Utility services including electricity, gas, or water;
4. Items required to meet specific educational objectives; and
5. Items that ensure compatibility with existing equipment.
6. Products that are offered for purchase under K.S.A. 75-3317 to 75-3322, and any amendments thereto, if the Board desires to purchase any of said products therein described.
7. Articles or products that are produced, manufactured or provided by inmates under the prison-made goods act of Kansas if the Board desired to purchase any of such products.
8. Materials, goods, or wares required for reconstructing, remodeling, repairing or equipping buildings when such purchase are necessitated by the occurrence of a loss against which the Board has purchased property or casualty insurance.
9. Motor fuels required to provide or furnish transportation.

10. Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the President/CEO. Such procedures may include the delegation of emergency purchasing procedures to appropriate College personnel.
11. Items that are acquired for resale.
12. Items that are used that become available and are subject to immediate sale.
13. Items that are acquired when the College is serving as a facilitating agent or trustee.
14. Items where negotiation would render a more favorable pricing and product condition for the College.

The President/CEO or the President/CEO's designee shall have the option to purchase at the unit or contract prices stated in current contracts and agreements such as those of the state of Kansas. G.S.A., Educational and Institutional Cooperative, or others established by purchasing cooperatives that are deemed to be in the College's best interest. The President/CEO or the President/CEO's designee shall also have the option to make purchases, not to include capital items \$20,000 or more, from internal sources of supply when it is determined to be in the best interest of the College.

The College may contract for goods and services provided by state of Kansas agencies, or by federal agencies, political subdivisions of Kansas, agencies of other states or subdivisions thereof, or private nonprofit educational institutions.

2.09.05 Finance -- Purchasing - Unauthorized Transactions

The power to enter into contracts on behalf of the College is vested in the Board. No agreement shall be made which names the College as a party, unless authority is otherwise delegated by the President/CEO. As such, no individual has the authority to enter into purchase contracts unless specifically authorized by the Board or the President/CEO. Any such purchases are considered unauthorized and become a personal obligation to the vendor by the individual making the purchase.

2.09.06 Finance -- Purchasing - Conflict of Interests

The College shall not enter into any contract for the purchase of property or non-instructional services of any person, or from any members of the immediate family of any person who is:

a member of the Board,

or an officer of the College,

or an employee of the College directly involved in the requisitioning or purchasing of property or services, or the approval thereof, or in the selection of

prospective bidders or in the awarding of contracts on behalf of the College, or from any firm in which any of the above mentioned classes of persons or any members of their immediate families have a financial interest.

Ownership of less than five percent (5%) of the outstanding stock of any corporation shall not constitute a financial interest within the meaning of this section.

For the purpose of this policy, “immediate family” will be interpreted to mean spouse, child, or a person living in the same household.

2.09.07 Finance – Purchasing – Purchase Cards and Charge Account Usage

The use of College purchase cards and charge accounts is strictly for College-related expenses only. Supporting documentation for all charges must be turned in to the Business Office within 10 business days of charging, otherwise the purchase will be considered as personal use. Personal use of College purchase cards and charge accounts are prohibited. Any such purchases are considered unauthorized and become a personal obligation to the vendor by the individual making the purchase.

Effective Date: 04/05/2010

Date Last Amended: 02/14/2011

Date Last Reviewed:

2.10 Finance -- Disposition of Surplus Property

POLICY:

When personal property of the College is no longer needed by any unit of the College, the President/CEO shall be authorized to conduct the sale of such property after the public notice of such sale to the general public and to accept the best bid, either by Internet or local auction provided that the estimated sale value of any individual item or items to be sold as a single lot does not exceed \$10,000. A list of surplus property will be submitted to the Board of Trustees.

If the estimated sale value of the surplus personal property exceeds \$10,000, the President/CEO shall submit a recommendation to the Board.

The President/CEO may, however, sell surplus items to other educational or nonprofit organizations without benefit of public sale. Property deemed to be of insignificant value may be donated to other educational or nonprofit organizations or, when appropriate, may be sold as scrap to advertised dealers.

The sale, conveyance, or long-term lease of any real property owned by the College shall be effective only when authorized by an affirmative vote of the Board.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

2.10.01 Records Retention Policy

POLICY:

The College shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. The College shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

The College procedure is to maintain all records for a minimum of seven fiscal years unless documentation is required to be stored permanently. In order to eliminate accidental or innocent destruction, the College will follow the General Records Retention and Disposition Schedule as adopted by the Kansas Local Records Management in accordance with K.S.A. 75-3504.

Effective Date: 10/03/2005

Date Last Amended: 11/09/2009

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.11 Finance -- Contracts and Leases

POLICY:

No individual has authority to enter into contracts and/or leases, or in any other way obligate Flint Hills Technical College for procurement indebtedness, unless specifically authorized to do so by the Board.

The intent of this policy is to cover contracts not covered by the Board policies on purchasing, personnel, or other areas where formal policy exists.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.12 Finance -- Production & Claim Vouchers Projects

POLICY:

Tuition, fees, production projects or any other generated revenue which are billed to outside agencies or individuals should have a claim voucher form completed. These forms are available from the business office.

State and local taxes will be collected from all non-exempt customers. These taxes will be remitted to the State Division of Revenue monthly from the appropriate account.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.13 Finance -- Reimbursement of Expenses – Faculty and Staff Expenses

POLICY:

The College will reimburse employees for pre-approved expenses incurred in the conduct and performance of their official duties in accordance with the provisions of Kansas statutes (K.S.A. 75-3201 to 75-3223) and within relevant administrative procedures.

Effective Date: 10/03/2005

Date Last Amended: 07/09/2018

Date Last Reviewed:

PROCEDURE:

2.13.01 Reimbursement of Expenses - Local Travel

Reimbursements for pre-approved local travel by private automobile may be made for actual miles traveled on College business. Effective each July 1, the College will utilize the IRS standard mileage reimbursement rate in effect on the preceding January 1. Local travel shall not include distance to and from home of residence to daily work site to include satellite campuses, and/or job-building sites unless specifically approved by the President or Vice President of Business.

2.13.02 Reimbursement of Expenses - Out-of-Area Travel

The President/CEO or their designee may authorize special trips on College business or to attend conferences deemed to be in the interest of the College and its students. Reimbursement for such travel is to be based upon actual expenses incurred for transportation, conference registration fees, lodging, meals, and miscellaneous expenses subject, however, to established maximums provided by the Vice President of Business Services or designee. Airfare, lodging, additional transportation, and conference registration fees should be booked in advance using the approved FHTC booking procedures. Only if this is not available or possible shall an employee use personal funds for such travel and then expect reimbursement. Prior authorization for such reimbursement **MUST** come from the Business Office in order for reimbursement to take place. Detailed receipt(s) for meals must be included in order to be reimbursed.

2.13.03 Reimbursement of Expenses - Reimbursement Procedures

The President/CEO or their designee shall establish procedures for obtaining travel expense reimbursement for local, in-state, and out of state official College travel.

2.13.04 Reimbursement of Expenses - Meals Reimbursement – Overnight Travel

Employees who are traveling overnight for College business are to receive meal reimbursements. Meal allowances are to be reimbursed in the following ways:

Meal allowance on the day of departure for overnight travel:

<u>Time of Departure</u>	<u>Meals Allowed</u>
Prior to 7:30 AM	Breakfast, Lunch, Dinner
7:31 AM - 12:00 Noon	Lunch and Dinner
12:01 PM - 6:00 PM	Dinner
6:01 PM – 12:00 Midnight	No Meals Allowed

****NOTE:** If travel is for more than one night, Breakfast, Lunch, and Dinner for all days gone for College purposes will be reimbursed by FHTC if they are not included in hotel stay or conference pricing.

Meal allowance on the returning day.

<u>Time of Return</u>	<u>Meals Allowed</u>
Prior to 7:30 AM	No Meals Allowed
7:31 AM- 12:00 Noon	Breakfast
12:01 PM – 6:00 PM	Breakfast and Lunch
6:01 PM – 12:00 Midnight	Breakfast, Lunch, Dinner

The meal allowance for each meal will be reimbursed up to the following:

<u>Meal Rates</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In - State	Rates to be determined by Vice President of Business services or designees according to the US General Services Administration Rates		
Out - of- State	Rates to be determined by Vice President of Business services or designees according to the US General Services Administration Rates		

If a meal is supplied at the conference or meeting, the College will not reimburse employees for that meal. Employees must attach detailed receipts to the travel reimbursement form and submit it to their supervisor for approval prior to submitting to the Business Office for payment. Deviations from the schedule of allowed meals must be approved by the employee's supervisor with a reason as to why meals were allowed outside of normal purchasing procedure. Alcohol purchases will not be reimbursed. Receipts with a summary of expenses, only, will not be accepted and such items will not be reimbursed to the employee. All

meals may be purchased by using the pre-authorized travel card. Detailed receipts must be returned with the travel card. Any charges not accounted for will be charged to the employee using the card.

2.13.05 Reimbursement of Expenses - Meals Reimbursement – Single Day Travel

Employees who are traveling for a single day for College business *may* receive meal reimbursements. Meal allowances are to be reimbursed in the following ways:

ALL DAY CONFERENCE

<u>Time of Departure</u>	<u>Time of Return</u>	<u>Meals Allowed</u>
Prior to 7:30 AM	After 6:00PM	Breakfast, Lunch, Dinner
7:31 AM - 12:00 Noon	After 6:00PM	Lunch and Dinner
12:01 PM - 6:00 PM	After 6:00PM	Dinner

PARTIAL DAY CONFERENCE

Meals for Partial Day Conferences will only be approved by Supervisors on a case by case basis.

The meal allowance for each meal will be reimbursed up to the following:

<u>Meal Rates</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In - State	Rates to be determined by Vice President of Business services or designees according to the US General Services Administration Rates		
Out - of- State	Rates to be determined by Vice President of Business services or designees according to the US General Services Administration Rates		

If a meal is supplied at the conference or meeting, the College will not reimburse employees for that meal. Employees must attach detailed receipts to the travel reimbursement form and submit it to their supervisor for approval prior to submitting to the Business Office for payment. Deviations from the schedule of allowed meals must be approved by the employee's supervisor with a reason as to why meals were allowed outside of normal purchasing procedure. Alcohol purchases will not be reimbursed. Receipts with a summary of expenses, only, will not be accepted and such items will not be reimbursed to the employee. All meals may be purchased by using the pre-authorized travel card. Detailed receipts must be returned with the travel card. Any charges not accounted for will be charged to the employee using the card.

Effective Date: 10/03/2005

Date Last Amended: 07/09/2018

Date Last Reviewed:

2.14 Finance -- Membership Fees

POLICY:

College funds may be used to pay relevant institutional memberships only. The College does not pay for individual membership fees unless pre-approved for relevant local service organizations. Memberships may only be paid in the fiscal year in which the membership begins and must be approved by the President/CEO.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.15 Facilities & Operations -- Facilities and Equipment Use

POLICY:

The College may restrict the use of facilities and grounds as it deems necessary. The administration will establish rules and regulations and a schedule of fees for the use of College facilities and may assign priorities to groups wishing to use College facilities. The College administration has final decision-making authority over all proposed use of College facilities.

It is the intent of the Board of Flint Hills Technical College that College facilities and equipment be used for the educational programs and services central to the mission of the institution. Use of College facilities by community groups is encouraged when it does not conflict with the College educational mission or schedule and College policy or regulations. Groups and individuals who use College facilities and equipment must adhere to all local, state, and federal laws while doing so. The College may charge facilities and equipment usage fees to any organization, group or individual using College facilities or equipment.

Use of facilities and equipment by College employees or students must relate to the instructional mission or work assignment and not to support other personal or commercial activities.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.16 Facilities & Operations -- Recycling

POLICY:

The College, in order to promote environmental responsibility, supports the collection of high-grade paper and aluminum cans for the purpose of recycling.

The President/CEO or designee shall have authority to develop cost effective and efficient procedures, which are necessary to facilitate the implementation of this policy.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.17 Facilities & Operations -- Construction - Change Orders

POLICY:

Construction change orders in amounts up to \$20,000 must be approved by the President/CEO or designee.

Construction change orders in amounts over \$20,000 must be approved by the Board at a regularly scheduled or special meeting.

Any construction change order exceeding the balance available from the construction project contingency fund requires approval by the Board at a regularly scheduled or special meeting.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.18 Facilities & Operations -- Lease of Roof-Top Space

POLICY:

Flint Hills Technical College reserves the right to lease rooftop space to private or public concerns for purposes consistent with public welfare and the mission of the College. Any funds received from these leases shall be placed in the Capital Outlay Fund and used for capital outlay maintenance purposes.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.19 Facilities & Operations -- Naming of College Facilities - General Statement

POLICY:

The naming of buildings and facilities for the groups or individuals that have made outstanding contributions to higher education facilities is a time-honored tradition. Authority to name buildings and facilities lies within the College Board. This policy, as adopted by the Flint Hills Technical College Board, establishes the criteria and process for naming buildings and facilities within the institution governed by the College Board. The policy may not apply to instructional service centers not owned by the institution as defined by accreditation standards.

Typically, naming considerations come from contributions to the institution's foundation. The Flint Hills Technical College Foundation (College Foundation) was incorporated as a 501C(3) non-profit charitable organization to receive and accept property to be administered exclusively for educational, scientific or charitable purposes for the benefit of Flint Hills Technical College and its students. Contributions to the College Foundation are deductible under Section 170C(2) of the Internal Revenue Code. Major consideration will be given to contributions to the College Foundation and recommendations from the College Foundation Board of Directors in regard to naming of buildings and facilities.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

2.19.01 Facilities & Operations -- Naming of College Facilities - Criteria

Consideration shall be given to:

1. Contributions to the institution and/or the College Foundation in the areas of financial support or outstanding service.
2. The relationship between the individual and/or group with the building or facility to be named.
3. Each situation will be assessed individually and will look at financial contributions over a period of time or a lump sum donation or example of outstanding service to the college.

2.19.02 Facilities & Operations -- Naming of College Facilities - Procedure

The Vice President of Advancement will present the naming recommendation to the President/CEO's Council for approval or denial. The President/CEP will

present naming recommendations to the College Board of Trustees, along with the initial report and any additional supporting information for approval. No publicity will be given to the recommendation initial report and any additional supporting information for approval. No publicity will be given to the recommendation for naming until the College Board of Trustees approves it and marketing/publicity procedures have been met.

2.19.03 Facilities & Operations -- Dedication Ceremony and Plaque

An appropriate ceremony of dedication may take place upon approval of the College Board. A plaque may also be placed upon approval of the naming by the College Board. A building plaque may be placed on any new or newly renovated building or facility.

2.19.04 Facilities & Operations -- Naming of College Facilities - Naming Opportunities

Naming approval of the following will require College Board approval:
Entire Building

Naming approval of the following will require President/CEO Council approval and College Board notification:
Building additions and renovations
Portions of buildings
Rooms

2.19.05 Naming Policy and Guidelines - Suggested Levels of Contributions

The Flint Hills Technical College Foundation Board of Directors reserve the right to define the amounts to establish a naming opportunity.

2.19.06 Facilities & Operations – Name Changes

In matters of corporate names, the College will work with the corporation to ensure that any change to the corporation's name is considered by the College. Similarly, for individual name changes, the College will work with the individual to appropriately address changes in a manner that is appropriate for both the donor and the College.

2.19.07 Facilities & Operations – Removal of Names

The College Board of Trustees per recommendation of the President/CEO may revoke a naming if any of the following conditions occur:

1. The pledge obligation is unfulfilled and/or written off (if partial funding was received that is sufficient for an alternative naming opportunity, the terms of the Policy shall govern any renegotiation for a suitable naming.)
2. The College determines that its association with the donor will materially damage the reputation of the college.
3. A change in circumstances causes the donor or other affected individual(s)/organizations(s) to request a name change or revocation.

Revocation decisions shall require President/CEO Council and College Board of Trustees approval. The President/CEO and/or Vice President of Advancement shall make all reasonable efforts to inform the original individual or their heirs/designee, organization or corporation in advance of any revocation or change.

Effective Date: 3/08/2021

Date Last Amended:

Date Last Reviewed:

2.20 Facilities and Operations -- College Vehicles

POLICY:

The College shall maintain a fleet of vehicles for use by College personnel as needed. The College maintains liability insurance only. No medical insurance is carried on the driver or passengers. The College does not carry insurance for an employee driving their personal vehicle on College business.

Every individual driving a College vehicle must be a College employee and must have a valid driver's license.

Only FHTC employees and students are to be transported in a College vehicle. Family members are not to be transported in a College vehicle. No one is allowed in a College vehicle unless on official College business.

Employees are accountable for the College vehicle they are assigned, how it is driven, where it is driven, and where it is parked. The driver will be personally responsible for any and all traffic or parking citations, tickets or fines received, at the fault of the driver, while operating the College vehicle. State law requires drivers and passengers in College vehicles to wear seat belts.

The administration shall develop procedures to ensure proper use of College vehicles.

Effective Date: 10/03/2005

Date Last Amended: 12/8/2014

Date Last Reviewed:

PROCEDURE:

The business office will annually develop vehicle use procedures and set rates for mileage, which shall be billed to programs/divisions on a per mile basis, plus any turnpike tolls charged on the K-Tag assigned to each vehicle. Vehicles must be returned with $\frac{3}{4}$ tank or more of fuel. Faculty and staff are expected to use the College motor pool vehicles for official College business. The business office will set mileage reimbursement rates for faculty and staff choosing to not use a College car or if a vehicle is unavailable.

College vehicles shall be returned and parked in the designated parking area.

2.20.01 Facilities and Operations -- Care of Vehicles

Employees and students will not smoke or use smoke-less tobacco products in College vehicles. Employees shall not leave personal items, trash or individual College items/equipment upon return of vehicles. No College vehicle shall ever be used after consumption of alcohol. No controlled substances or paraphernalia shall be transported in College vehicles. This excludes medical prescriptions for individuals.

2.20.02 Facilities and Operations -- Overnight Vehicle Policy

By checking a vehicle out the night before leaving on a trip and taking the vehicle home, the employee may incur an income tax liability. The current rate is \$1.50 of taxable income for each trip between campus and the employee's residence. The traveler must report if a vehicle was kept overnight at the place of residence, when the vehicle is returned to the motor pool. The Board discourages the keeping of a College vehicle overnight at an individual's place of residence. Only the driver in whose name the vehicle is reserved will be allowed to pick up a vehicle. All College vehicles will be checked out and managed by the business office or designee. The business office shall develop policies and procedures to ensure the maintenance and security of College vehicles.

2.20.03 -- Facilities & Operations - 15-Passenger Van Policy

Due to the increased risk to passengers with the use of 15 passenger vans, the Board designate that all faculty and staff comply with the following policies.

1. Van drivers must be full-time or part-time employees of the College. Students may not be van drivers. An exception is granted for on-campus use and trips less than 5 miles from the College main campus. An exception is also granted for undergraduate drivers provided: a staff/faculty member who is also an approved trained driver is present in the van; and the undergraduate driver is at least 21 years of age.
2. Prior to driving a van, drivers must complete a National Safety Council class on van driving and safety.
3. No driver shall operate a van more than 10 hours in any 24-hour period. The van driver must take a mandatory 30-minute rest break every 4 hours.
4. The van driver will be personally responsible for any and all traffic or parking citations, tickets or fines received while operating a van.
5. All occupants of the van must use a seat belt at all times of operation.
6. No van will be used to transport or carry more than 12 passengers (including the driver) at any one time.
7. No luggage may be stored on top of a van.
8. This policy is applicable to the usage of all vans, whether owned, rented or leased by the College.

2.20.04 Facilities & Operations -- Vehicle Defensive Driving/Safety Courses

The President/CEO or designee may develop drivers training certification programs for all faculty and staff. Such training may be made mandatory if designated by the President/CEO prior to use of College vehicles.

Effective Date: 10/03/2005

Date Last Amended: 12/8/2014

Date Last Reviewed:

2.21 Facilities & Operations – Parking

POLICY:

The President/CEO or designee shall establish policies and procedures for parking to include the levy of tickets and towing for illegal parking, payment of fees for reserved parking and conference/visitor parking.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.22 Facilities & Operations -- Key Issuance

POLICY:

The following policy is to be followed by College employees in acquiring and accounting for keys to College buildings.

Faculty and staff: The administrative head of the division/program will prepare and sign a key authorization form for each employee he/she gives permission to receive a key. The employee will take the properly completed card to the business office who will then issue the appropriate key(s) and record the assignment.

Each key issued will be the responsibility of the employee to whom it is assigned with the exception of desk and file cabinet keys. Divisions cannot purchase door keys, nor can keys be issued without being assigned to a specific individual.

New faculty and staff may make arrangements with the business office to have the keys picked up after acquiring the proper key authorization. The employee may be responsible for the cost to re-key a lock and/or building.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.23 Facilities & Operations -- After-Hours Use of Facilities

POLICY:

Facilities will be supervised and maintained by College staff during after-hour operations. The President/CEO or designee may develop procedures to ensure proper use of all College facilities after normal hours of operation.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.24 Facilities & Operations -- Use of Campus Facilities for Political Events

POLICY:

College facilities are not available for fund raising events for candidates or political parties. Facilities may be made available for the purpose of holding political meetings provided:

1. there is no interference with regularly scheduled functions
2. there is not otherwise available a reasonable facility in the community
3. students are permitted to hear the speakers without charge
4. sponsors pay in advance the regular fees for use of the facilities

Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event which they are attending. The distribution of political handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.25 Facilities & Operations -- Mail and Postage

POLICY:

Official College mail is handled by the College Mail Center. Personal mail will not be accepted for metering by the Mail Center. College business envelopes should not be used for personal mail even when stamps are used. Campus mail should be addressed with the name of the person or division and box number. Room numbers should not be used.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.26 Facilities & Operations -- Phone Policies General Use

POLICY:

The administration shall develop phone procedures to govern the use and ongoing expenses of telephone service, cellular phones and telecommunication systems for the College and employees.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Programs or administrative departments are responsible for determining when an employee needs to have access to telephone service and the type of service required in order to fulfill job responsibilities. (Types of service include: single-line phone, multiple-line phone, calling card, cellular phone, local service only, restricted long distance service, unrestricted long distance service, authorization code required to activate phone service, etc.) All costs related to such services are borne by the administrative division or program. Examples of related costs may include: acquisition, installation, and ongoing fees related to use of the equipment or services.

2.26.01 Facilities & Operations -- Phone Policies - Personal Long Distance Telephone and Cellular Phone Policy.

Personal phone calls made on College equipment should be kept to a minimum. Long distance personal phone calls are the responsibility of the employee. In the event an employee is abusing this policy, the employee's division is responsible for taking corrective action. If an employee needs to make a personal call which, if dialed direct, would result in a long distance phone charge to the division, he or she should either: 1) call collect; 2) charge the call to their home phone; or, 3) charge the call to a personal calling card. If, due to an emergency or through inadvertence, a personal long distance telephone call is charged to a College account, the caller will be required to reimburse the College by check within 30 days of notice by the business office. An employee may need to reimburse the College for cell phone use on a pro rata basis if personal minutes result in additional charges. Personal misuse of College long distance may result in disciplinary action. The College will conduct periodic reviews of long distance usage to ensure compliance with this policy.

Divisions are responsible for retaining documentation indicating employees have reviewed the monthly long distance or cellular telephone charges made from

College equipment. This requirement could be addressed by having an employee initial each statement approving the charges as legitimate business expenses. The division for three complete fiscal years must retain documentation supporting these charges.

2.26.02 Facilities & Operations -- Phone Policies - College Phone Restrictions

All College phones are restricted from making operator-assisted calls (9+0), third number calls billed to a College number, or from receiving incoming collect calls.

2.26.03 Facilities & Operations -- Phone Policies – College Cellular Phone Policies

College employees are required to obtain divisional/program and President/CEO approval prior to using College cell phones for College business purposes. Cell phone use for personal business should be limited to only necessary and immediate incidental needs or be reimbursed fully. It is the responsibility of the employee's program or administrative unit to monitor cell phone use and reimbursements for compliance with this policy.

2.26.04 Facilities & Operations -- Phone Policies - Reimbursement for Assigned Personal College Cell Phones and College Paid Plans

Employees may use College cell phones for personal use and may or may not need to reimburse the College or division/program if:

1. If personal usage (local calls) does not cause the packaged minutes to be exceeded, no reimbursement is necessary.
2. If personal usage causes the packaged minutes to be exceeded, then the personal usage is assessed at the rate of the excess-minute rate. This reimbursement will be applied to the amount of personal use or the amount of excess minutes usage, whichever is less.
3. If personal usage incurs roaming or long-distance charges, the employee shall reimburse the College for these charges within the 30 day billing cycle.

2.26.05 Facilities & Operations -- Phone Policies - Periodic Review of Billing Options

The administrative supervisor shall periodically review the choice of billing options, considering:

1. The demonstrated need for cellular telephone for each specific user;
2. The most economical billing option for each specific user; and
3. Documented review of personal use and business use that is reconciled on a monthly basis.

2.26.06 Facilities & Operations -- Phone Policies - Employee Purchase of Cellular Phone Equipment for Use with College Calling Plans

Employees may purchase or use personal cellular phones with College paid plans only if:

1. The College will not be responsible for: equipment repair, replacement or improvement.
2. The College will not be responsible for purchase of supplementary items such as earphones, extra batteries, bags etc. The employee shall retain such equipment upon end of employee contract.
3. The billing continues to be directly sent to program/division or business office.
4. The College does not incur costs above base plan if College were to purchase/issue cell phone equipment.

Modification of College Plans

No employee may modify College plans without permission of the College business office. Any changes/additions from base plans resulting in increased costs shall be at the expense of the employee.

Requesting Cellular Phone Service

Programs/divisions requesting phone service shall send written request using the appropriate form with appropriate supervisor signature approval to the business office. The requesting division or program shall be responsible for all costs incurred for cellular phone use. Divisions are encouraged to seek all other avenues of communication before requesting cellular phone service.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

2.27 Facilities & Operations -- Flag Policy

POLICY:

In the event of death of a current College student, staff member, or faculty member, the College flag will be flown at half-staff on the day of the funeral or memorial service. Individuals having knowledge of a student or employee death should present that information to the President/CEO's office. The flags will only be lowered to half-staff upon order from the President/CEO's office. The state flag shall be lowered to half-staff upon directive from the Governor. The United States Flag will only be flown at half-staff upon federal directive.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.28 Facilities & Operations

-- Faculty and Staff Computer System and Network Usage Policy

POLICY:

This was replaced by Policy 3.26 and adopted by the Board of Trustees on 03/09/09.

Effective Date: 11/14/2011

Date Last Amended:

2.28.01 Payment card industry data security standard policy

POLICY:

Policy Objectives

The purpose of this security policy is to establish rules to insure the protection of confidential and/or sensitive information stored or transmitted electronically and to ensure protection of Flint Hills Technical College information technology resources. This security policy has been written to specifically address the security of data used by the Payment Card Industry. Credit card data or the account number of a checking or savings account that is stored, processed or transmitted by Flint Hills Technical College must be protected and security controls must conform to the Payment Card Industry Data Security Standard (PCI DSS). Confidential and/or sensitive payment information is defined as the 16 digit payment card number, the payment card expiration date, the payment card 3 digit security code or the account number of a checking or savings account. Critical payment information must be protected and the handling of this information must follow industry standards. If these standards are not adhered to, consequences include loss of trust with students, employees, the community, fines, remediation costs to handle notification, costs associated with external audits and other penalties. Measures must be taken to protect payment card information from unauthorized storage, access and processing. This policy establishes a commitment to following published standards with regards to payment card and banking information and will be reviewed at least annually to reflect changes to business objectives or the risk environment.

Policy

All payment card processing activities and associated technologies must comply with the Payment Card Industry Data Security Standard (PCI DSS) in its entirety. Card processing activities must be conducted in accordance with Flint Hills Technical College PCI DSS Standards and Procedures. No activity may be conducted nor any technology employed that might obstruct compliance with any portion of the PCI DSS.

Responsibility

The Business Office has responsibility to:

1. keep a current copy of the PCI DSS in their office for reference;
2. develop, implement, and maintain the Flint Hills Technical College PCI DSS Standards;
3. develop and maintain procedures to be used and referenced by College employees;
4. educate the campus community regarding PCI DSS and its impact; and
5. review contracts related to handling College payments for vendors, contractors, and business partners to ensure required language is included.

The department of Information Technology has responsibility to:

1. implement necessary technology-related controls;
2. assist the Business Office with the education of the campus community regarding the College's PCI DSS Policy.

Scope

This policy applies to all employees and representatives working for FHTC that have responsibility for handling critical payment information.

Enforcement

The President or designee is responsible for monitoring and reporting compliance with this policy. In all cases, information will be disclosed as required by controlling law.

Exceptions

The President or designee must approve any exceptions to this policy.

Effective Date: 11/14/2011

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.29 Facilities & Operations – Alcoholic Beverages

POLICY:

Flint Hills Technical College (FHTC) permits the service or consumption of alcoholic liquor on campus subject to the following policies:

Effective Date:

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

1. Upon approval of the president/CEO, Flint Hills Technical College permits the service or consumption of alcoholic liquor on campus subject to the following guidelines. For purposes of this policy, "alcoholic liquor" includes all beverage alcohol. The form to request permission to serve/consume alcohol is available in the FHTC Office, and must be completed in order to initiate the request for approval process. A thirty (30) day lead time is required. Call (620) 343-4600.
2. The sale of alcoholic beverages is prohibited. For organizations or individuals desiring to serve alcohol,
 - 2.1. Events must be by invitation only;
 - 2.2. Those served must be at least twenty-one years of age; and
 - 2.3. Alcohol must be included in the price of the ticket for the event.

The sponsor of the event is responsible for obtaining the permits and/or licenses necessary for that event from appropriate governmental agencies. Call the FHTC office for information on obtaining applicable licenses and appropriate forms. Service or consumption of alcohol is intended to be limited to specific events, i.e., luncheons, dinners, or receptions which honor individuals and which occur in connection with official College events, fund-raising activities for College programs, or special permission of the President.

3. Promotional materials and/or invitations must state the actual times the bar will be open. The bar will close at least 30 minutes prior to the scheduled conclusion of the event.
4. The sponsor of any event involving alcoholic liquor shall implement precautionary measures such as checking ID or refusing to serve to reasonably assure that alcoholic liquor is not accessible or served to persons under the legal drinking age or persons who appear intoxicated.

5. FHTC follows all Kansas, Federal and local laws regarding the service and consumption of alcohol. Event sponsors as well as the individual consumers are to adhere to the law. Sponsors, and not FHTC, will be responsible for determining and fulfilling all Federal, State, and local requirements for their event.
6. Event sponsors are responsible for the purchase of beverage alcohol to be served.
7. Complementary non-alcoholic beverages and food shall be available in the same place as the beverage alcohol and featured as prominently as the alcohol.
8. Consumption of alcohol is permitted only in the following non-classroom areas and outside grounds immediately adjacent thereto.

Conference Center	Student Commons
Private Dining Room	Other areas approved by the President

9. All non-college events at which alcohol is served will be assessed a \$100.00 charge. Damages or clean-up beyond that of normal use will be charged at the rate of \$30 per hour. Clean up beyond that of normal use is at the determination of the facilities manager.
10. The College reserves the right to intervene, control, prohibit, or stop any event or activity it deems unlawful or hazardous to the health, safety, or security of its students, patrons, or clients, or may cause damage to the building or premises.
11. Organizations may not use the College building for the promotion of alcoholic or cereal malt liquor.
12. The sponsor of the event is responsible for obtaining the temporary permits necessary for that event from appropriate governmental agencies.

****NOTE:** All applications for temporary alcoholic liquor license shall be made thirty (30) days prior to date of event.

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.30 Facilities & Operations -- Tobacco Usage on Campus

POLICY:

Please refer to policy 6.36 for Campus-Wide tobacco Usage Information.

Effective Date: 10/03/2005

Date Last Amended: 04/09/2018

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.31 Auxiliary Services

POLICY:

Auxiliary services, such as food services, bookstore, central stores, and other similar services, may be a part of the College's effort to provide facilities, services, and activities for educational and personal development.

It is the intention of the College to offer these services as a complement to the instructional programs or as a service to students and staff. It is not the intention of the College to compete with or detract from merchants offering such services to the general community.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.32 Digital Sign Advertising Policy

POLICY:

This policy is designed to help set and maintain standards of honesty, truth, accuracy, fairness and propriety in the programming and display of advertisements on the digital sign. It does not prohibit the promotion of legal products or services or their portrayal in circumstances of normal use.

Effective Date: 03/07/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

1. Advertisers must abide by this Policy. Failure to comply with this policy may result in advertising being cancelled with no refund.
2. The Flint Hills Technical College digital sign will not depict:
 - 2.1. any messages in contravention of the law;
 - 2.2. any abusive statement or abusive pictorial representation that, when taken in context, tends to or is likely to expose an individual or a group or class of individuals to hatred or contempt on the basis of race, national or ethnic origin, color, religion, sex, sexual orientation, age or mental or physical disability;
 - 2.3. any advertisement that appears to exploit, condone or incite violence; nor directly encourage, or exhibit indifference to, unlawful or reprehensible behavior;
 - 2.4. any advertisement that undermines human dignity, or appears to encourage or be indifferent to conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
 - 2.5. any obscene or profane wording or pictorial representation; or any false or misleading ads.
3. All advertisements will be legal, decent, honest and truthful.
4. All advertisements will be prepared with a sense of responsibility to consumers and to society.
5. All advertisements will respect the principles of fair competition generally accepted in business.
6. No advertisements should bring advertising into disrepute.
7. Flint Hills Technical College has the right to deny any company or business from advertising on the digital sign.

8. Advertisements must not contain inaccurate or deceptive claims, statements, illustrations or representations, either direct or implied, with regard to a product or service. In assessing the truthfulness and accuracy of a message, the concern is not with the intent of the sender or precise legality of the presentation. Rather, the focus is on the message as observed and perceived, i.e., the general impression conveyed by the advertisement.
9. Advertisements must not omit relevant information in a manner, which in the result, is deceptive.
10. Essential details of an advertised offer must be clearly and understandably stated.
11. All advertising claims must be supportable both in principle and practice.
12. The advertiser in an advocacy advertisement must be clearly identified as the advertiser.
13. No advertisement shall be presented in a format or style which conceals its commercial intent. Advertisements must not contain any subliminal messages.
14. No advertisement shall include deceptive price claims or discounts, unrealistic price comparisons or exaggerated claims as to worth or value.
15. Advertisements must not misrepresent the consumer's opportunity to purchase the goods and services at the terms presented. If supply of the sale item is limited, or the seller can fulfill only limited demand, this must be clearly stated in the ad.
16. Advertisements must not discredit, disparage or attack unfairly other products, services, advertisements or companies, or exaggerate the nature or importance of competitive differences.
17. No advertiser shall imitate the copy, slogans or illustrations of another advertiser in such a manner as to mislead the consumer.
18. Advertisements must not without reason, justifiable on educational or social grounds, display a disregard for safety or depict situations that might encourage unsafe or dangerous practices or acts.
19. Licensed establishments or manufacturers may advertise their name and/or details of a sponsored event, e.g., a sports or cultural event, but may not promote name brands or prices.
20. No tobacco or alcohol advertising is permitted.
21. Advertisements must not exploit superstitions or play upon fears to mislead the consumer.
22. No religious or faith-based messages are allowed.
23. No political or campaign messages are permitted on behalf of candidates for public office or for measures on election ballots during municipal, regional district, school district, or federal elections or referendum periods.
24. Flint Hills Technical College reserves the right to refuse to display any advertisement if it deems it political in nature and/or the message is contrary to any of the principles contained in this policy.
25. Advertisements must not "flash" or oscillate on the digital sign in stark rapid succession so as to unduly distract passing motorists.

26. Flint Hills Technical College will appoint a staff member to ensure that advertisers and the public have a contact should they wish to complain about any sign advertising issues.
27. Where this policy does not address other advertising issues or provisions, local, state and federal advertising rules, regulations, and guidelines apply.
28. No more than three outside advertisements at any one time will be allowed, unless approved by the president.
29. The ads will be cycled with other FHTC announcements.

Submission Guidelines—Text ads may be up to three lines of ASCII text wrapped to 12 characters per line (this equals approximately 36 total characters, including spaces). Advertising is between 6:00 a.m. and 10:00 p.m. seven days per week.

Effective Date: 03/07/2005

Date Last Amended

Date Last Reviewed:

2.33 Fixed Asset Policy

POLICY:

Under GASB Statement No. 35, fixed assets will be depreciated using methods established by the Board of Trustees. The Board of Trustees retains the responsibility to authorize the procurement and disposition of general fixed assets. This includes specific authorization of purchase orders procuring general fixed assets, authorizing sales, trade-in, scrapping, or excusing inventory shortages.

The President/CEO of the College shall be responsible for identifying all general fixed assets and determining their capitalized value, assigning the responsibility for their custody for inventory purposes, formulating record forms and inventory schedules, and avoiding duplication and inefficient use of fixed assets.

The Board of Trustees has set a minimum dollar amount of \$5000.00 for the accounting of fixed assets.

Effective Date: 09/06/2005

Date Last Amended: 10/10/2011

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.34 Petty Cash Account Policy

POLICY:

The maximum dollar amount for a petty cash check is \$500.00.

Effective Date: 02/07/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

2.35 Sale of Construction Technology House

POLICY:

The Emporia Realtors will sell the Construction Technology house upon completion. The outlined procedures will be followed:

Effective Date: 07/06/06

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

1. Construction Technology Instructors – Create an information sheet describing the house and floor plans.
2. Board of Trustees – Appoint the president to handle all negotiations for the sale of the house and to sign contracts subject to Board approval.
3. President – Set date and time for viewing by the realtors.
4. Board of Realtors – Contact realtors about date and time for viewing.
5. President – Meet realtors at assigned time to view house and establish listing price. Answers questions and resolves any concerns before listing: terms, responsibility for lockbox and signage, persons authorized to accept/reject/negotiate proposal, exchange names/phone numbers for contact people, and establish best times to contact people.
6. Board of Realtors – View completed house and establish listing price based on market value, places realtor lockbox and signage on property, selling broker handles all necessary paperwork, and selling agency puts up “sold sign” after contract is accepted and contingencies met by buyer.
7. Regular or Special Board Meeting – Board approves contract in a public meeting.
8. President - Signs contract approved by the Board.

Effective Date: 07/06/06

Date Last Amended

Date Last Reviewed:

2.36 Finance – Journal Entry Procedures

POLICY:

Any accounting entry that needs to be reclassified must be entered on a specific form and approved prior to posting in the College accounting system. The form used for journal entries must have a designated area for approval by someone other than the preparer. The Vice President of Business Services will review and approve the journal entry data prepared by Business Office employees.

Effective Date: 04/05/2010

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.00 Human Resources -- General Policy Governmental Laws and Regulations

POLICY:

If a provision(s) of these personnel policies is (are) found to be inconsistent with a law(s) or a regulation(s) duly promulgated by a local, state, or federal agency(ies), the provision(s) of such law(s) and/or regulation(s) shall prevail, but all other provisions of the personnel policies shall remain in full force and effect.

Judicial Opinions

If any provision(s) of these policies is (are) determined to be invalid and non-enforceable by a court having jurisdiction of the College, such provision(s) shall be considered void, but any and all other valid provision(s) shall remain in full force and effect.

Effective Date: 07/13/2004

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.01 Human Resources -- Staffing Policy

POLICY:

All employees of the College will be employed by action of the Board upon recommendation for employment by the President/CEO. The Board action will specify the position and rate of pay. Records of employment shall be kept and maintained by the office of Human Resources.

The office of Human Resources shall develop hiring, evaluation, termination and renewal procedures for all employees to be approved by the President/CEO.

Effective Date: 07/13/2004

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

Ordinarily, for vacancies for positions, a notice of vacancy shall be prepared and distributed for public posting by the office of Human Resources. Such notice of vacancy will provide, if possible, for an application deadline of no fewer than five (5) working days from date of posting. This procedure is not applicable to student employees.

Each candidate for employment will be required to make written application indicating his/her qualifications for a position. Ordinarily, "written application" shall mean completion of a College-supplied application form and supplying references and credentials. Variation of this shall be noted on the individual posting of vacancy. The office of Human Resources shall coordinate the processing of all applications for employment.

The office of Human Resources shall be responsible for establishing and following procedures for screening all applications for vacancies on the basis of bona fide occupational qualifications. "All applications" shall be interpreted to mean those received in the manner stipulated in the posted notice of vacancy. The President/CEO may at his/her discretion screen applications for any position.

On the basis of a screening of applications, employment interviews will be granted. The office of Human Resources shall be responsible for establishing and following procedures for scheduling and conducting employment interviews. The appropriate search chair will recommend to the President/CEO candidate(s) for employment.

The President/CEO may at his/her discretion require a personal interview of any candidate before making an employment recommendation. No person shall be

recommended for employment at the College who has not had an employment interview with the appropriate dean/director and/or the President/CEO. Prior to hire, and as a condition of employment, a background check shall be conducted and successfully completed on any applicant.

President/CEO Recommendation

The President/CEO will recommend to the Board all candidates to be approved for hire stating rate of pay, classification and status. The President/CEO may at his/her discretion, appoint an internal candidate. A candidate will be considered hired only upon approval of the President/CEO.

Enrollment Forms

Upon being hired, a new employee may be required to complete at least the following enrollment forms provided through the office of human resources:

1. Authorizations for approved voluntary payroll deductions.
2. Enrollments for College-provided employee benefit programs.
3. Oath of Office (as required by law).
4. Personal data sheet including but not necessarily limited to residence, address and telephone number.
5. Withholding forms for taxes.
6. INS Form 9 (as required by law)
7. Driver's Verification
8. Emergency Contact Information
9. Vita/Resume
10. Transcript

From time to time an employee may be required to update the above enrollment forms. After an applicant for employment has received an offer of employment and before beginning his/her duties, the College may require a medical, psychological, or psychiatric examination, and may condition the offer of employment on the results of such examination. If such an examination is required, it will be required of all entering employees in the same position regardless of disability.

Examinations

The College may require employees to undergo medical, psychological or psychiatric examinations, if such examinations are job-related and consistent with business necessity. The College may require a release from liability in regard to prior illness, injury or conditions. This may include drug-testing and TB testing for specific College positions.

Employee Status

The College may require an applicant for a position at the College or current employees of the College to submit to a polygraph or background test/check, the cost of which will be at the College's expense. A refusal to submit to such exam may be grounds to preclude employment or grounds to suspend, terminate or non-renew.

Oath of Office

Each employee, before entering upon the duties of his/her job, shall be required to subscribe in writing to an Oath of Office as required by the laws of the State of Kansas. The College will keep appropriate records as required by law.

Certification/Licensing

For those positions for which state or federal law or appropriate professional agencies impose certification/ licensing requirements or provisional requirements, the College may consider such requirements to be necessary and bona fide occupational qualifications. It shall be the responsibility of the applicant/ employee to provide evidence that he/she meets the current requirements.

It shall be the responsibility of the employee to keep his/her certification/licensing current and produce written evidence of same to the business office to be put in employee's personnel file.

Inability to meet or continue to meet certification/licensing requirements or possible evidence of the same may be considered sufficient grounds for termination.

3.01.01 Human Resources -- Job Classification/Job Audits

The College shall have the right to make and change job assignments, to establish and modify job classifications, and to establish and amend work rules and workloads. All full-time employees of the College will ordinarily be requested to work a regular forty (40) hour week, except as otherwise provided in these policies. Full-time salaried employees are expected to complete their duties and obligations of their position and may be required to exceed forty (40) hours per week.

Classified positions at the College shall be classified by job group based on duties, responsibilities, and related job criteria. Each job group will be assigned to a salary/wage range for pay purposes. A request for job audit may be submitted by a division administrator as a result of job restructuring due to a vacancy or based on significant market factors impacting College recruitment/retention initiatives. Requests for job audits must be approved by the appropriate administrator, prior to review by business office. Any change recommended as a result of job audit must be authorized by the Board prior to implementation.

From time to time, the College shall retain the services of an external consultant to conduct an overall review of a classification group(s), pay system(s), and/or the internal audit process. Such consultant shall be retained as authorized by Board action, and any changes as a result of the external audit process shall only be final upon approval by the Board.

Effective Date: 07/13/2004

Date Last Amended: 11/14/2016

Date Last Reviewed:

3.02 Human Resources -- Equal Opportunity

POLICY:

The Board will make every attempt to hire its employees on the basis of ability and the needs of the College.

The College shall be an equal opportunity employer and shall not unlawfully discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, handicap, sexual orientation, or national origin.

Inquiries regarding compliance with any federal or state program may be directed to the Director of Human Resources, at 3301 W. 18th Ave, Emporia, Kansas, 620-343-4600, or to the Director of the Office of Civil Rights, Division of Education; Washington, D.C. The College shall maintain a working environment free from discriminatory insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, sexual orientation or handicapped status.

Any incident of discriminatory insult, intimidation, or harassment in any form should promptly be reported to the immediate supervisor or other level of management for investigation and corrective action.

Any employee who engages in discriminatory insults, intimidation, or harassment shall be reprimanded and counseled to refrain from such conduct. Any employee who continues to engage in such conduct shall receive progressively severe discipline.

Equal Opportunity for Individuals with Disabilities

The College is committed to providing equal opportunities for qualified individuals with disabilities to participate in College services, programs, activities and employment. The College will provide reasonable accommodations to qualified individuals with disabilities to ensure access to programs, services, activities and employment as required by law.

Definitions

An individual with a disability

1. Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that substantially limits one or more major life activities.
3. Any person who is regarded as having such an impairment which means:
 - 3.1. Has a physical or mental impairment that may not substantially limit major life activities but that is treated by others as constituting such a limitation;

- 3.2. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment;
- 3.3. Has no impairment but is treated by others as having such an impairment.

Qualified Individual

A person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, College, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Reasonable Accommodations

Reasonable accommodations may include modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens. Reasonable accommodations do not include elimination of an essential function of a job.

Personal Devices and Services

Examples of personal devices and services include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

Request for Medical Documentation

College may require an individual who requests an accommodation to provide medical documentation indicating the limitations of the individual and the need for an accommodation.

Effective Date: 07/13/2004

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.03 Human Resources -- Evaluations

POLICY:

The College will conduct periodic performance reviews of employees from time to time and in such manner as the President/CEO shall determine. Failure to complete or perform such performance reviews shall not deter, delay or affect any non-renewal, demotion, suspension or termination of any employee.

Effective Date: 07/13/2004

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.04 Human Resources -- Employment Procedures

POLICY:

The Administration shall develop and document hiring procedures for employees.

Effective Date: 07/13/2004

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

Step 1. Authorization to Begin Recruitment

Prior to beginning recruitment, the supervising administrator submits a completed *Staffing Request* to the office of Human Resources, along with a position description outlining the duties and qualifications of the position to be filled. For faculty searches, a summary statement of position responsibilities and qualifications may be submitted in lieu of a formal position description.

Funding for the position will be verified by the business office. If the position is new, the business office and office of Human Resources will work with the supervisor to establish a position. If the position already exists, the recruitment process can proceed to Step 2.

Step 2. Establishment of a Search Committee

The primary responsibility of the search committee is to develop a qualified, diverse applicant pool; to screen the pool based on the requirements of the position, and to interview/recommend qualified candidates to the President/CEO.

The President/CEO or designee will select an employee to serve as chair of the search committee. The designated chair will establish a search committee ensuring that the committee represents diverse interests. Union representatives will be contacted to get nominations for search committee participation.

1. Search committee composition for faculty searches will have at least:
 - 1.1. one administrator (one designated as committee chair)
 - 1.2. two faculty members
 - 1.3. one student (if available)
2. Search committee composition for administrator positions with campus-wide significance will have at least:

- 2.1. two administrators (one designated as chair)
 - 2.2. two faculty members
 - 2.3. one classified staff
 - 2.4. one student (if available)
3. Search committee composition for classified positions will have at least:
- 3.1. One administrator (designated as chair)
 - 3.2. One faculty member
 - 3.3. One classified staff
 - 3.4. One student (if available)

Step 3. Preparation of Job Posting

Creating a broad and diverse pool of candidates is one of the most important components of the search process. It is the task of the search committee chair to ensure publication of a position in a manner which will bring it to the attention of a large number of potential candidates.

The job posting is a recruitment tool which is used to notify potential applicants of a job opening within the college. Prior to placing advertisements in local or national publications, the supervisor prepares and the human resources office reviews and approves this document.

Step 4. Development of Evaluation Criteria

Once the recruitment plan and job posting have been approved, the search committee shall meet to develop forms for the screening and selection process. The criteria used in evaluating a candidate's qualifications for a position must be job-related and correspond directly to the job posting. To ensure that this standard is met, each search committee shall prepare:

1. *Applicant Screening Form* - contains job-related and professionally relevant criteria to be used to evaluate the credentials for all applicants.
2. *Interview Questions* - The questions must be job-related and should be open-ended. A mini-lecture may be used as part of the interview process. The same set of questions or assignment must be asked of each candidate. Interview questions must be approved by the business office prior to being used. The questions should be typed and distributed to the members of the committee prior to the interview.

Step 5. Responding to Applicant Inquiries/Application Materials

When initial letters of inquiry and application materials are received, the office of Human Resources will send an acknowledgment response. If application materials

are missing; for example, transcripts or reference information, the applicant will be notified that the application is incomplete. Note: Unofficial transcripts are acceptable for the screening process; however, the successful candidate must provide official transcripts at the time of hire.

After the position is filled, the office of Human Resources will send status letters to those not selected for an interview and to those interviewed but not selected. Applicant files and records of all search committee meetings and interviews will be kept in the office of Human Resources, both during the search and after the search is completed. Said records will be destroyed by the office of Human Resources in accordance with State of Kansas record retention regulations.

Step 6. Screening the Applicants

Members of the search committee should agree to make themselves available to all aspects of the selection process. If they are unable to make a commitment to the process, they should decline the committee appointment. Only members of the search committee who have interviewed all selected candidates will be allowed to participate in making the final recommendations.

The search committee will evaluate and screen candidates in accordance with the position description and the approved evaluation process.

Each search committee member will be given a file containing a list of applicants, copy of the job posting and/or position description, and search instructions. All notes, rating sheets, responses to questions, and reference check information should be kept in this file. At the conclusion of the search process, these files are to be given to the search committee chair who will deliver them to the business office.

Please note, all materials associated with a search process are subject to disclosure upon appropriate notification and/or subpoena should the College's process be challenged in the form of a discrimination complaint by an authorized agency or the courts.

Applications are not to be removed from the office of Human Resources, but copies (2 sets) will be available for review during regular business hours. No appointment is necessary.

Each committee member will review the application materials of each candidate and complete an *Applicant Screening Form* for each candidate. The committee chair or designee or the committee working together will compile the results of the individual analyses to determine a short list of applicants whose knowledge, skills, and abilities most closely meet the needs of the hiring unit and position as advertised. If a large number of applications are submitted, the committee may

give the chair initial screening responsibilities to reduce the applicant pool size to exclude candidates who clearly fail to meet the position requirements.

Step 7. Interviewing the Candidates and Making the Final Recommendation

When the pool has been deemed adequate and the semi-finalists have been selected, the search committee must meet to reach agreement on the candidates to be invited to interview. The search committee may choose to conduct telephone interviews, on-campus interviews, or both. The search committee shall interview candidates as a whole committee.

At least three references must be contacted before a hiring recommendation is submitted.

****NOTE:** Ensure search complies with any provisions for faculty that are required under the master contract.

At the end of the search, all materials related to the search are to be turned in to the committee chair who will deliver them to the office of Human Resources. The office of Human Resources will notify all candidates, via letter, of the outcome of the selection process.

Search Committee Chair Responsibilities

1. Prepare a search committee roster
2. Convene the initial and subsequent meetings of the search committee.
Explain the search process (develop criteria, review/rate applications, select interview candidates, conduct interviews, make recommendations) and establish time lines.
3. After the committee has selected semifinalists to interview, the chair shall send a list of the semifinalists to the President/CEO's office. The President/CEO may add additional candidates to be interviewed if a determination is made that the interview pool is inadequate.
4. Once the interview list is approved by the office of Human Resources, the chair shall schedule interviews for those candidates to be interviewed. This task may be delegated to a member of the search committee. Reserve a room for interviews. If presentation equipment is needed; for example, an overhead projector/screen, make arrangements for the equipment to be placed in the room prior to the interview.
5. Encourage full participation by all committee members. Seek their input when establishing the rating criteria and developing the interview questions and make sure all committee members take part in asking the interview questions.
6. Prepare and submit a hiring recommendation.

****NOTE:** Americans with Disabilities Act In accordance with the Americans with Disabilities Act (ADA), applicants have the right to request a reasonable accommodation to assist them through the search/interview process. If an

applicant inquires about a reasonable accommodation, contact the Equal Opportunity Officer immediately to seek advice on how to handle the request.

Effective Date: 07/13/2004

Date Last Amended: 11/14/2016

Date Last Reviewed:

3.05 Human Resources – Dress Code

POLICY:

The dress code for all employees has been developed to establish appropriate dress and grooming guidelines whereby all employees shall exemplify the highest standards of professional appearance as FHTC representatives to the community and students. Employees should project a professional image to the students, parents, business associates and the general public. Staff members should dress in a manner appropriate to their working environment and to the type of work performed. Faculty members should project professionalism in their dress and appearance as an example to students in the learning and workforce preparation environment. Dress and grooming standards are intended to enhance the image FHTC exhibits in the community. Clothing shall be neat, clean, in good repair, and appropriate for the employee's work assignment.

Effective Date: 11/14/2016

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Applicability:

This policy applies to all full and part time employees on the college campus and in other working/recruiting environments (i.e. labs, high schools, etc.) during operational hours.

Procedure:

Department supervisors are responsible for monitoring their employees' compliance to the dress code. If a staff or faculty member is found in violation, the supervisor(s) is responsible for private counseling with that employee. Employees with concerns after counseling will follow regular appeals procedures of FHTC.

Dress, grooming standards:

1. All clothing shall fit properly and be laundered to represent a neat, clean appearance.
2. All employees are expected to report to work having showered, shaved or neatly trimmed facial hair, brushed teeth, etc.
3. Exempt employees (all faculty, administrators, managers, directors) shall wear "business casual" attire. Exception will be made for faculty that need to dress according to the professional standard set in their program (ex: scrubs, uniforms, etc.)
4. Non-Exempt employees (administrative assistants, support staff, maintenance, custodial, and security personnel) shall wear "business casual" attire or approved uniforms/clothing that allow for ease of job performance and

completion of job duties. Deviation from the “business casual” attire will be pre-approved by department supervisor.

5. All FHTC employees are encouraged to wear college-issued nametags when out in the community representing the college.

Appropriate dress examples

“Business Casual” clothing:

1. Suit or suit separates
2. Dress slacks or khakis, dress capris
3. Blazer
4. Cardigan sweater sets
5. Dress shoes appropriate for work environment
6. FHTC logo collared shirts (that meet branding standards) with dress slacks
7. Traditional collared shirts or blouses
8. Skirts or dresses
9. Dress shirts or blouses

Prohibited attire/grooming & hygiene

1. Excessive cologne or perfume
2. Offensive odor
3. T-shirts worn as outer wear (Exceptions on Fridays when wearing an official FHTC t-shirt)
4. Spaghetti straps or tank top style shirts/dresses (Exception is if they are covered with a shirt/sweater/jacket)
5. Revealing and/or excessively tight-fitting attire (no low cut blouses, no yoga pants or other workout clothing)
6. Dresses or skirts that are more than 2-3” above the top of the knee
7. Shorts, caps, or hats (unless part of a FHTC-issued/accepted uniform)
8. Wrinkled, stained, torn, faded attire
9. Blue Jeans (Exception is if it is job specific, a special event, Fridays, or pre-approved by employee’s supervisor)

Exceptions to policy

1. The president, or person appointed by the president to make the decision, has the right to state opportunities for a more relaxed dress code due to special events, or inclement weather. Special opportunities will be announced in the employee newsletter or via email to staff.

An exception to this policy may be made on a case-by-case basis for employees under the Americans with Disabilities Act or those with a medical condition which requires certain apparel. Exceptions will also be made for certain cultural/religious-based attire.

Effective Date: 11/14/2016

Date Last Amended:

Date Last Reviewed:

3.06 Human Resources -- Employee Classifications

POLICY:

Employees shall be categorized as unclassified or classified. Unclassified employees shall include executive, academic, and administrative exempt positions as defined by the Fair Labor and Standards Act. Classified employees shall be defined as classified exempt or non-exempt under a pay grade scale developed by the administration and approved by the Board. Academic employees shall negotiate an agreement with the board/administration to develop an appropriate pay grade scale for master agreement employees.

Personnel - Employee Status - Definitions of Job Classifications

1. A full-time employee is an employee who is regularly assigned to work forty (40) hours a week
2. A part-time employee is an employee who works less than forty (40) hours a week. This category includes part-time instructors.
3. A salaried employee is an employee who is paid on a contractual basis not dependent upon hours worked.
4. A regular employee is an employee appointed or hired for a position which has no defined date of expiration.
5. A temporary employee is an employee who is appointed or hired for a position which has a defined date of expiration.
6. A classified employee is an employee who is paid upon the basis of hours worked.
7. A professional employee is as defined by K.S.A. 72-5413 et seq. means any person employed by a board in a position which requires a certificate issued by the state board of education or employed by a board in a professional, educational or instructional capacity, but shall not mean any such person who is an administrative employee.
8. An unclassified administrative employee is an employee who is annually contracted by the Board of Trustees in an administrative capacity and who is acting in that capacity and who has authority, in the interest of the board of trustees, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them or to adjust their grievances, or effectively to recommend a preponderance of such actions, if in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:
Effective Date:
Date Last Amended:
Date Last Reviewed:

3.07 Human Resources -- Unclassified Appointments

POLICY:

Unclassified appointments apply to all College employees except those who have classified positions, or those hired as student employees. An unclassified appointment is either an executive, academic or administrative appointment. The appointment category may include both academic and administrative responsibilities.

Effective Date: 10/03/2005

Date Last Amended: 01/08/2018

Date Last Reviewed:

PROCEDURE:

3.07.01 Human Resources -- Unclassified Appointments - Qualifications and Duties

A comprehensive job description and list of duties shall be established by the administration. All unclassified job descriptions shall meet the standards of an exempt position under the Fair Labor and Standards Acts. Salaries and compensation shall be set by the administration in keeping with regional and professional market rates. Salaries for professional staff shall be set under the master contract.

3.07.02 Human Resources -- Unclassified Appointments - Academic Probationary (Faculty)

An academic probationary appointment is for a full-time, tenure-track teaching position. The number of years required toward tenure and procedures for receiving tenure are designated in the master contract. Probationary appointments carry no promise that tenure will be awarded. Probationary appointments are reviewed on an annual basis. The standards of contract renewal or non-renewal apply to this appointment. Employees hired under academic probationary are required to follow policies and procedures outlined in the College annual master contract.

3.07.03 Human Resources -- Unclassified Academic Tenure Appointment (Faculty)

An academic tenure appointment is a full-time, academic position for faculty with tenure. Termination of a tenured faculty member must follow appropriate policies and procedures as outlined in the College annual master contract.

3.07.04 Human Resources -- Unclassified Academic Temporary (Adjunct

Faculty)

Adjunct Faculty – Full Course Teaching

An academic temporary appointment is for a temporary teaching position and may not exceed one semester. The appointment carries no expectation of continued employment. Employment is considered to be at-will and may be terminated at any time, without cause, prior to the end date specified in the notice of appointment. The standards of non-reappointment do not apply. There is no consideration for tenure. Adjunct faculty are not covered by the master contract and not subject to continuing contract law. Adjunct faculty are not eligible for benefits. Adjunct faculty are not to be contracted for more than 12 credit hours per semester.

Adjunct Faculty – Lab Assistant/Teaching Assistant

Adjunct contracts can be issued for programs/courses needing Lab/Teaching Assistants. These contracts will be issued at the rate of \$12.50 per hour with no more than 29 hours per week allowed to be worked by any Lab/Teaching Assistant. Time sheets will be used as tracking of hours and for payment for the contract issued. Determination of need of Lab/Teaching Assistant contracts will be made by the Division Chair and/or Vice President of Instructional Services.

3.07.05 Human Resources -- Unclassified – Mutual Consent Appointment

Faculty under master contract (tenured or non-tenured) may be offered mutual consent appointments for teaching courses beyond their regular contract.

Effective Date: 10/03/2005

Date Last Amended: 01/08/2018

Date Last Reviewed:

3.08 Human Resources -- Unclassified Administrative Appointments

POLICY:

Unclassified administrative appointments shall include probationary, regular and temporary appointments for non-teaching positions.

Effective Date: 10/03/2005

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

3.08.01 Human Resources -- Unclassified Administrative Appointment Administrative Regular Appointment

An administrative regular appointment is for a full-time, non-teaching position. Expectation is for continuous employment subject to the requirements stated in the personnel policies and procedures for administrative regular appointments.

3.08.02 Human Resources -- Unclassified Administrative Appointments Administrative Temporary

An administrative temporary appointment is at least half time and may not exceed one year. The appointment is renewable annually and is subject to the five-year stipulation. The five-year stipulation is defined as employment which should not exceed five years of consecutive appointments. Such appointment carries no expectation of continued employment. Employment is considered to be at-will and may be terminated at any time, without cause, prior to the end date specified in the Notice of Appointment. Temporary appointments which are made for at least a half-time and for at least a nine-month basis will be eligible for benefits. Multiple simultaneous appointments of less than half time may make an employee eligible for benefits even when the individual appointments do not. A non-benefits eligible appointment is defined as less than half time and is not subject to the five-year stipulation.

3.08.03 Human Resources -- Unclassified Administrative Appointments Limited Appointment

A limited appointment is for an individual generally hired full-time to fulfill requirements under a contract agreement or a federal or state grant. The appointment is for the period as outlined in the Notice of Appointment, or no longer than the period for which the funds are available. Inasmuch as this is a limited appointment, this appointment carries with it no expectation of continuing employment. This appointment may involve an academic component.

3.08.4 Human Resources – Succession Planning

The Board of Trustees of Flint Hills Technical College recognizes the value of a plan for leadership contingencies due to the departure of the President, Vice President of Instructional Services, Vice President of Student Services and Vice President of Business Services. It views a well-defined plan as critical to the intended sustainability of the college's mission, vision, strategic priorities and goals, and therefore endorses the following as the College's formal succession plan.

3.08.4a Succession Plan in the Event of a Temporary, Unplanned Short-term Absence of President:

A temporary absence is one of less than three months in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the President, as defined above, the Vice-President of Instructional Services is to inform the Board Chair immediately of the absence and the Chair is to authorize the following procedures:

- The **Vice President of Instructional Services** will assume responsibility for oversight of the President's duties and responsibilities as *Acting President*.
- Should the **Vice President of Instructional Services** be unable to assume the above duties, the **Vice President of Student Services** will assume the above role.

(Any individual in the line of succession who is on an improvement plan or has noted performance concerns/deficiencies will not assume an acting succession role.)

Authority and Compensation of *Acting President*

- The person appointed as *Acting President* shall have the full authority for decision-making and independent action as the regular President.
- The *Acting President* will be offered compensation to be determined by the Board of Trustees.
- The Board will be sensitive to any special support needs of the *Acting President* in this temporary leadership role.
- The *Acting President* will not be precluded from submitting an application for consideration during the search process should the need arise to seek a new president.

Communications Plan

Immediately upon transferring the responsibilities to the *Acting President*, the Board Chair will notify members of the Board of Trustees, faculty, staff and external entities of the change.

Succession Plan in the Event of a Temporary, Unplanned Long-term Absence of President:

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed are the same as for a short-term absence with one addition.

The *Acting President* will prepare a recommendation regarding the temporary filling of the senior management position left vacant by the *Acting President* for Board consideration and action.

Compensation will be provided as appropriate.

Succession Plan in Event of Permanent Change in President:

A permanent change is one in which it is firmly determined that the President will not be returning to the institution or has made the decision to accept another position or retire from the institution.

Transition and Search Plan

The Board will appoint a Transition and Search Team within 30 days to plan and carry out a transition to a new permanent President. The Transition and Search Team will develop a comprehensive plan for the recruitment and selection of an Interim and/or permanent President for the Board's approval. The team will consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search.

The *Acting President* will not be precluded from applying for the permanent position.

3.08.4b Succession Plan in the Event of a Temporary, Unplanned, Short-term Absence of the Vice President of Instructional Services:

A temporary absence is one of less than three months in which it is expected that the Vice President of Instructional Services will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Vice President of Instructional Services, as defined above, the President is to inform the Board Chair immediately of the absence and to authorize the following procedures:

- The Dean of Instructional Services, will assume responsibility for oversight of the Vice President of Instructional Services duties and responsibilities as *Acting Vice President of Instructional Services*.
- Should the Dean of Instructional Services be unable to assume the above duties, the President will appoint another individual to serve as *Acting Vice President of Instructional Services*.

(Any individual in the line of succession who is on an improvement plan or has noted performance concerns/deficiencies will not assume an acting succession role.)

Authority and Compensation of *Acting Vice President of Instructional Services*.

- The person appointed as *Acting Vice President of Instructional Services* shall have the full authority for decision-making and independent action as the regular Vice President of Instructional Services.
- The *Acting Vice President of Instructional Services* will be offered compensation to be determined by the President and Human Resources.
- The Administration will be sensitive to any special support needs of the *Acting Vice President of Instructional Services* in this temporary leadership role.
- The *Acting Vice President of Instructional Services* will not be precluded from submitting an application for consideration during the search process should the need arise to seek a new Vice President of Instructional Services.

Communications Plan

Immediately upon transferring the responsibilities to the *Acting Vice President of Instructional Services*, the President will notify members of the Board of Trustees, Exec Council, Deans Council, faculty and staff. He/she will work with the Director of Marketing to develop and disseminate an external communiqué.

Succession Plan in the Event of a Temporary, Unplanned Long-term Absence of the Vice President of Instructional Services:

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed are the same as for a short-term absence with one addition.

The *Acting Vice President of Instructional Services* will prepare a recommendation regarding the temporary filling of the management position left

vacant by the *Acting Vice President of Instructional Services* for the Administration's consideration and action.

Compensation will be provided as appropriate.

Succession Plan in Event of Permanent Change in Vice President of Instructional Services:

A permanent change is one in which it is firmly determined that the Vice President of Instructional Services will not be returning to the institution or has made the decision to accept another position or retire from the institution.

Transition and Search Plan:

The President will appoint a Transition and Search Team within 30 days to plan and carry out a transition to a new permanent Vice President of Instructional Services. The Transition and Search Team will develop a comprehensive plan for the recruitment and selection of the permanent Vice President of Academics for the Board's approval. The team will consider the need for outside consulting assistance depending on the circumstances of the transition and the Administration's capacity to plan and manage the transition and search.

3.08.4c Succession Plan in the Event of a Temporary, Unplanned Short-term Absence of the Vice President of Student Services:

A temporary absence is one of less than three months in which it is expected that the Vice President of Student Services will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Vice President of Student Services, as defined above, the President is to inform the Board Chair immediately of the absence and to authorize the following procedures:

- The **Dean of Student Services** will assume responsibility for oversight of the Vice President of Student Services duties and responsibilities as *Acting Vice President of Student Services*.
- Should the **Dean of Student Services** be unable to assume the above duties, the President will appoint another individual to serve as *Acting Vice President of Student Services*.

(Any individual in the line of succession who is on an improvement plan or has noted performance concerns/deficiencies will not assume an acting succession role.)

Authority and Compensation of *Acting Vice President of Student Services*.

- The person appointed as *Acting Vice President of Student Services* shall have the full authority for decision-making and independent action as the regular Vice President of Student Services.
- The *Acting Vice President of Student Services* will be offered compensation to be determined by the President and Human Resources.
- The Administration will be sensitive to any special support needs of the *Acting Vice President of Student Services* in this temporary leadership role.
- The *Acting Vice President of Student Services* will not be precluded from submitting an application for consideration during the search process should the need arise to seek a new Vice President of Student Services.

Communications Plan

Immediately upon transferring the responsibilities to the *Acting Vice President of Student Services*, the President will notify members of the Board of Trustees, faculty and staff. He/she will work with the Director of College Relations and Marketing to develop and disseminate an external communiqué.

Succession Plan in the Event of a Temporary, Unplanned Long-term Absence of the Vice President of Student Services:

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed are the same as for a short-term absence with one addition.

The *Acting Vice President of Student Services* will prepare a recommendation regarding the temporary filling of the management position left vacant by the *Acting Vice President of Student Services* for the Administration's consideration and action. Compensation will be provided as appropriate.

Succession Plan in Event of Permanent Change in Vice President of Student Services:

A permanent change is one in which it is firmly determined that the Vice President of Student Services will not be returning to the institution or has made the decision to accept another position or retire from the institution.

Transition and Search Plan

The President will appoint a Transition and Search Team within 30 days to plan and carry out a transition to a new permanent Vice President of Student Services. The Transition and Search Team will develop a comprehensive plan for the recruitment and selection of an Interim and/or permanent Vice President of Student Services for the Board's approval. The team will consider the need for outside consulting assistance depending on the circumstances of the transition and the Administration's capacity to plan and manage the transition and search.

3.08.4d Succession Plan in the Event of a Temporary, Unplanned Short-term Absence of Vice President of Business Services:

A temporary absence is one of less than three months in which it is expected that the Vice President of Business Services will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Vice President of Business Services, as defined above, the President is to inform the Board Chair immediately of the absence and to authorize the following procedures:

- The **Accounts Receivable position** will assume responsibility for oversight of the Vice President of Business Services duties and responsibilities as *Acting Vice President of Business Services*.

(Any individual in the line of succession who is on an improvement plan or has noted performance concerns/deficiencies will not assume an acting succession role.)

Authority and Compensation of Acting Vice President of Business Services:

- The person appointed as *Acting Vice President of Business Services* shall have the full authority for decision-making and independent action as the regular Vice President of Business Services.
- The *Acting Vice President of Business Services* will be offered compensation to be determined by the President and Human Resources.
- The Administration will be sensitive to any special support needs of the *Acting Vice President of Business Services* in this temporary leadership role.
- The *Acting Vice President of Business Services* will not be precluded from submitting an application for consideration during

the search process should the need arise to seek a new Vice President of Business Services.

Communications Plan

Immediately upon transferring the responsibilities to the *Acting Vice President of Business Services*, the President will notify members of the Board of Trustees, faculty and staff. He/she will work with the Director of Marketing to develop and disseminate an external communiqué.

Succession Plan in the Event of a Temporary, Unplanned Long-term Absence of Vice President of Business Services:

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed are the same as for a short-term absence with one addition.

The *Acting Vice President of Business Services* will prepare a recommendation regarding the temporary filling of the senior management position left vacant by the *Acting Vice President of Business Services* for the Administration's consideration and action. Compensation will be provided as appropriate.

Succession Plan in Event of Permanent Change in Vice President of Business Services:

A permanent change is one in which it is firmly determined that the Vice President of Business Services will not be returning to the institution or has made the decision to accept another position or retire from the institution.

Transition and Search Plan

The President will appoint a Transition and Search Team within 30 days to plan and carry out a transition to a new permanent Vice President of Business Services. The Transition and Search Team will develop a comprehensive plan for the recruitment and selection of an Interim and/or permanent Vice President of Business Services for the Board's approval. The team will consider the need for outside consulting assistance depending on the circumstances of the transition and the Administration's capacity to plan and manage the transition and search.

Effective Date: 10/03/2005

Date Last Amended: 08/27/2020

Date Last Reviewed:

3.09 Human Resources -- Employees Suspension, Demotion and Termination for Cause

POLICY:

Classified and Unclassified Employees – At Will

Employment for all non-master agreement (Classified and Unclassified Staff) employees, probationary employees, part-time employees and temporary employees is at will, and such employees may be terminated, demoted, suspended, non-renewed or not extended without cause and without any reason being given for such action, and the following provisions of this policy shall not apply. The notice to such persons shall only be required to specify the date of the determination, the nature of the determination and the Effective Date. The fact that such an employee's contract has been renewed in the past shall not be deemed to create an expectation of continued employment beyond the contract expiration date, nor shall it create any protected property interest in employment beyond the contract expiration date.

Except as otherwise provided in these policies, if, during the term of a contract, it is determined that any employee having a contract with a definite ending date should be suspended, demoted or terminated, the provisions of this policy shall apply.

All FHTC Employees – At Will and Master Agreement

Causes for Suspension, Demotion, and Termination for Cause

The following are valid reasons or causes for suspension, for demotion, and for termination for cause of any employee, except as otherwise provided herein. The following are listed as examples, and are not intended to be an exhaustive list of all possible causes for disciplinary action.

1. Abolition of position or program
2. Conviction of a felony - (If an employee with a felony conviction is employed, and it is revealed at the time of employment and made a matter of record in the employee's personnel file, that conviction shall not constitute a reason for subsequent non-renewal or termination.)
3. Commission of acts which could cause or result in disruption of the operation of classes or other activities at the College.
4. Failure to maintain required certification and/or licensing
5. Activity which could adversely reflect upon the College or impair effectiveness on the job
6. Incompetency
7. Inefficiency
8. Insufficient revenue
9. Non-professional conduct
10. Reduction in staff
11. Unauthorized absence or excessive absenteeism- Absence in excess of an employee's accrued paid leave may be considered excessive absenteeism, unless such absence is otherwise authorized.

12. Unauthorized conversion or use of College property for personal use.
13. Violation of contract terms
14. Failure to comply with reasonable requirements of the Board, as may be prescribed from time to time, to show normal improvement and evidence of continued professional training
15. Failure to obey and carry out reasonable directives of immediate supervisor
16. Neglect of duty
17. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in the Drug-Free Workplace Act of 1988 and in the Drug-Free Schools and Communities Act Amendments of 1989) by an employee on College property or as part of any College activities; and/or the failure of an employee to notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. (See Policy for Substance Abuse)
18. Failure to comply with College's Equipment/Property Check Out Policy.
19. Failure to comply with any College policy as approved by the Board of Trustees, or with any division or divisional policies, rules or regulations
20. Harassment of any individual as defined in policy 3.02.
21. Failure to comply with College's Title IX, Diversity, Bloodborne Pathogen, or other required trainings as assigned.
22. Working on personal ventures during designated working hours. This includes, but is not limited to, working on school/class work not required by FHTC (i.e., college classes for personal gain, courses related or unrelated to job duties at FHTC that are elected and not required, etc.). Courses required by FHTC will be allowed to be taken during designated work hours if they meet the following requirements:
 - 22.1. Trainings &/or courses/classes to remain compliant with State guidelines/requirements
 - 22.2. Courses required by FHTC to meet HLC requirements. This must be documented to show need as well as maximum amount course work allowed to be completed during normal working hours. Maximum allowed hours will be determined by the Director of Human Resources and Administration.

Written Notification of Termination or Demotion

Whenever the President/CEO determines that the employment status of an employee covered by this policy should be terminated or such employee should be demoted, the President/CEO will send written notification to the employee that such a recommendation will be made at the next regular Board meeting or a special Board meeting. No termination or demotion shall be effective until the President/CEO's recommendation is acted on favorably by the Board. The notice shall specify grounds and conditions and include:

1. The date of determination
2. The nature of the determination and the Effective Date:
3. The reasons for the determination as stated in the written notification.

4. The rights of the employee to examine his/her personnel file and examine all written evidence which has a bearing on such determination.
5. The rights of the employee to appeal the recommendation of the President/CEO to the Board. (This requirement may be satisfied by including a copy of the personnel policies.)

Suspension

An employee may be suspended with or without pay by the President/CEO if, in the judgment of the President/CEO, the suspension is necessary to protect the best interests of the College. President/CEO suspensions with pay may not be appealed.

Appeals of suspensions shall be in accordance with the procedures spelled out herein. The President/CEO or his/her designee may suspend an employee for a period up to thirty (30) working days with or without pay. Suspensions exceeding thirty (30) working days may be made by the President/CEO on a contingent basis, subject to confirmation by the Board within the first thirty (30) working days of the suspension period.

In the event a suspension is followed by a recommendation by the President/CEO that the suspended employee be demoted or terminated, the matter of any appeal of the suspension shall become moot.

Professional Employee Suspension

The provisions of this policy for suspension, demotion, and termination for cause, shall not apply to non-renewal or termination of "professional employees." Their non-renewal or termination shall be in accordance with K.S.A. 72-5410 et seq., K.S.A. 72-5413 et seq. and K.S.A. 72-5436 et seq. Their suspension or demotion shall be subject to the provisions of this policy.

Effective Date: 10/03/2005

Date Last Amended: 11/13/2017

Date Last Reviewed:

PROCEDURE:

Effective Date: 10/03/2005

Date Last Amended: 11/13/2017

Date Last Reviewed:

3.10 Human Resources -- Classified Employment Policy

POLICY:

Classified personnel shall be defined as those employees whose positions do not require an academic certificate, are normally categorized as non-exempt and are hired on an hourly wage basis. However the President/CEO may direct the administration to hire classified staff that meet FLSA exempt status. The administration shall develop a salary classification table and shall define the job duties and descriptions for each position.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

3.10.01 Human Resources -- Classified - Classified Probationary/Annual Appointments

Each newly hired employee is subject to a probationary period of six months. This period is considered to be a working test of the employee's ability to perform satisfactorily in the position.

During this period, the supervisor will provide any necessary instruction and training. Upon completion of the probationary period, the supervisor evaluates the probationary employee on the employee review form and recommends one of three actions:

1. Place the employee on annual status (final approval given by appointing authority)
2. Extend the probation for a period not to exceed a total of one year
3. Rate the employee unsatisfactory and recommend termination of employment.

Actions #2 and #3 require notice prior to the end of the probationary period. Each employee, upon completion of the probationary period, receives a copy of the performance review form. At any time during the initial probationary period, an employee may be terminated for less than satisfactory performance. Contracts are renewable on an annual basis.

3.10.02 Human Resources -- Classified - Temporary Appointment

A temporary appointment is an appointment for not more than 999 hours in a 12-month period.

Individuals on temporary appointments shall be notified by their supervisor at the time of appointment of the anticipated expiration date of the appointment. An individual in a temporary appointment is not eligible for holiday pay, benefits or

3.10.02 Human Resources -- Classified - Temporary Appointment (Cont'd)

civil service rights. Employees may not exceed 999 hours in one 12-month period regardless of the number of positions held.

3.10.03 Human Resources -- Classified - Limited Term Appointment

A limited term appointment is one scheduled to terminate within a specified period of time, as stipulated in grant specifications or other contractual agreements (e.g., federally-funded grant position). Each individual under a limited term appointment is notified at the time of appointment of the expiration date of the grant or employment agreement. The expiration date of the appointment is entered on the employee's personnel record at the time of appointment.

Should the dedicated resources become unavailable prior to the specified time, the ending date of the appointment may be adjusted accordingly. Each individual on a limited term appointment is terminated at the end of that appointment, subject to any extension of the funding.

3.10.04 Human Resources -- Classified - Acting Appointment

When a classified position is vacant for more than 30 days and requires the temporary reassignment of an employee who has permanent status in another position, an acting appointment may be permitted by the President/CEO. These appointments are used only when there are no viable alternatives. The employee with permanent status who is placed in the interim appointment must meet the minimum qualifications for the position being assumed.

Interim appointments may be no longer than 12 months in duration without approval of the president. If an employee is acting in a position assigned to a pay grade higher than that of the employee's normal position, the employee shall be paid at a step on the higher pay grade that gives the employee an increase in pay. Such an increase shall not exceed the highest step possible if the employee were being promoted to the position. For the duration of the acting appointment, the employee may receive salary step increases based on the length of time in the interim position.

When the interim assignment is terminated, the employee's salary reverts to the rate it would have been had the employee not received the interim appointment. Therefore, if an employee would have received a normal step increase during that time, the employee will be given the increase upon terminating the acting

assignment. The employee's pay increase date and employment status are not affected by the acting appointment.

3.10.05 Human Resources -- Classified Employees -- Compensation Guides and Contracts

Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board. Classified administrative personnel are paid a yearly salary for completing job responsibilities. Yearly salary amounts will be set by the Board after receiving recommendations from the President/CEO.

The employment and salary of part-time seasonal, or temporary personnel will be approved in advance by the appropriate business office personnel. High school students shall receive the minimum wage allowed under the federal wage and hour law.

Individuals employed in a classified position for the first time may receive one-half credit for previous work related experience (to nearest year but not exceeding Step 7) and will be placed appropriately on the salary schedule. Past employees of College who are rehired will receive full credit for prior work experience with the College. Current employees who transfer to another position will carry over their experience increment.

The College operates on a fiscal year beginning July 1 and ending June 30. Those persons beginning employment after July 1 will have their vacation, chargeable leave, and other related items prorated in accordance with the amount of time worked for that year. Those persons beginning employment after January 1 will receive equivalent to one-half of a contract day for personal leave.

If employed prior to January 1, a 12-month employee will be eligible for a step increase on the following July 1. Part-time (9 month) employees will be eligible for a full step increase if they work at least four hours per day for 180 days or total of 720 hours. Classified employees who work less than 4 hours per day may be credited with accumulated work hours earned during consecutive years. This would enable them to receive credit toward a step increase the year after sufficient hours have been accumulated for the next step. A minimum of 1,044 hours must be accumulated by a 12-month part-time classified employee in order to advance on the salary increment schedule. If a 12-month part-time employee completes the 1,044 hour requirement during the school year, the increment step will take effect the following school year.

To receive holiday pay, an employee must be in pay status the scheduled working day before and after the holiday and employed full time and/or working a minimum of a nine- month schedule for that position.

3.10.06 Human Resources -- Classified Employees - Withholding Annual Increment

The Board may withhold the annual increment or any part thereof of any classified employee whose services the Board deems unsatisfactory. The Board has the sole power of judgment in cases of this nature. Those classified employees on a probationary contract will have their annual increment withheld.

3.10.07 Human Resources -- Classified Employees -- Supervisory Training

Any classified employee who has supervisory responsibilities for other classified employees must complete a College sponsored supervisory training program. This training must be completed before the employee is removed from probationary status.

3.10.08 Human Resources -- Classified Employees -- Assignment of Duties

The Board reserves the right to assign, reassign or transfer any classified employee.

3.10.09 Human Resources -- Classified Employees - Application for Change of Position or Assignment

An employee may request to change from his/her current assignment to another job title. A written request must be submitted to the office of Human Resources no later than five days after the announcement of the vacancy. The request must state which position an employee wishes to be considered.

Upon recommendation of the sending and receiving administrator, approval of the transfer request may be made by the President/CEO or designated representative.

3.10.10 Human Resources -- Classified Employees -- Orientation & Professional Development Workshops

Classified employees will receive paid release time for the purpose of attending administratively required and approved activities of the above nature. If approved by the appropriate business office administrators, classified employees may receive paid release time for attending approved workshops that help improve work skills.

3.10.11 Human Resources -- Classified Employees - Evaluation

All classified employees will be evaluated by their immediate supervisor. An evaluation form must be filed prior to the issuance of a contract. In addition, classified employees will be evaluated on the same time cycle as certified staff or as deemed necessary by the administrative/supervisory staff.

3.10.12 Human Resources -- Classified Employees - Suspension

Classified employees may be suspended with pay or without pay by the President/CEO for just cause.

3.10.13 Human Resources -- Classified Employees - Separation

Any classified employee may be dismissed for cause or due to elimination or reduction of positions. Contracts may be terminated with ten working days' notice.

Other actions by a classified employee that will be held as reasons for dismissal are:

1. Unauthorized absence; absence for one day without authorization or proper reporting can result in termination, but unauthorized absence for three consecutive working days will result in automatic termination;
2. excessive tardiness or absenteeism;
3. deliberate destruction of College property or the property of another College employee;
4. insubordination such as refusal to obey a supervisor's instructions or the use of threatening language to supervisors in connection with instructions;
5. immoral conduct or character, inefficiency, incompetency, physical or mental unfitness and emotional instability;
6. wanton carelessness or negligent conduct or horseplay resulting in personal injury or property damage;
7. bribery, dishonesty, conspiring to commit an unlawful act, or other conduct unbecoming an employee;
8. possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours or on school premises, or reporting for work under the influence of any of the above.

3.10.14 Human Resources -- Classified Employees - Resignation

Classified personnel who intend to voluntarily resign from service with the College are required to submit a written resignation and give a ten work day written notice in order to receive accumulated vacation pay.

3.10.15 Human Resources -- Classified Employees - Overtime Procedures

The Board will pay overtime or allow compensatory time off for hourly classified non-exempt employees according to the Fair Labor Standards Act. Exempt personnel are not eligible for overtime or compensatory time. Compensation time

must be recorded and reported within 30 days of the event to the office of human resources and must be approved by a supervisor.

All overtime or compensatory time must be pre-approved in advance by the appropriate dean/director and the employee's immediate supervisor after the need has been justified. The Fair Labor Standards Act requires the payment of at least one and one-half (1 1/2) times the regular rate of pay to covered, non-exempt employees after 40 hours of work in a workweek or it permits state and local governments to give their employees compensatory time off for each hour in lieu of immediate overtime pay in cash, at a rate of not less than one and one-half hours for each hour of overtime worked.

The maximum compensatory time which may be accrued by an affected employee shall be 240 hours (i.e., not more than 160 hours of actual overtime hours worked). An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.

An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if to do so would not unduly disrupt the operations of the College. The College may require the use of compensation time at any time. Generally, however, mutual agreements should be reached on the use of compensatory time. Each employee shall be responsible for maintaining a record of accrued compensatory time on Form FLS-1. A copy of this record shall be submitted with a leave form whenever compensatory leave is requested.

Payment for accrued compensatory time upon termination of employment shall be calculated at the employee's final regular rate received by the employee. "Compensatory time" and "compensatory time off" are defined as hours when an employee is not working and which are paid for at the employee's regular rate of pay. These hours are not counted as hours worked in the week in which they are paid. The workweek for the College shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday.

The act does not require premium pay for Saturday, Sunday or holiday work as such, or vacation or severance, or a discharge notice.

Paid holidays, paid vacation days, and paid leave days will be counted as hours worked in computing weekly overtime if an employee is called back to work during such periods of time.

3.10.16 Human Resources -- Classified Employees - Volunteers

Individuals, who volunteer their services to the College and receive no compensation, are excluded from the definition of "employee" and are thus excluded from coverage. However, an employee of the College may not volunteer

to his/her own agency services of the same type the employee is employed to perform.

3.10.17 Human Resources -- Classified Employees - Records Management

The employee shall be responsible for maintaining Form FLS-1, which includes a record of accrued compensatory time, submitting a leave form for the time and dates of leave for which the accrued compensatory time is requested, and/or submitting a time card requesting overtime pay for previously approved overtime work. All such forms shall be submitted to the appropriate supervisor for his/her approval and then forwarded to the office of Human Resources.

3.10.18 Human Resources -- Classified Employees - Non-School Employment

Classified employees shall not be excused during their regularly assigned time schedule to perform outside work. Classified employees shall engage in no outside employment which, by nature or duration, will impair the effectiveness of their assigned duties.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

3.11 Human Resources -- Leave Policy

POLICY:

The administration shall offer and develop procedures to administer leave policies approved by the Board to include: short emergency leave, jury duty leave, bereavement leave, military leave, and chargeable leave for all employees. Policies for vacation and holiday leave will be established for all administrative and classified employees.

Effective Date: 10/03/2005

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

3.11.01 Short Emergency Leave

Only those employees who are employed four hours or more per day are eligible for short emergency leaves. Short emergency leave may be granted to staff members who must be absent from duty due to unforeseeable circumstances for which there were no other alternatives. Supervisors are authorized to approve periods of absence from the staff member's duty day for up to two hours for emergency reasons without deducts. Staff members are to file a leave form for such absences. A request for short emergency leave should not be made more than five times per year. An administrator may deny any request for a short emergency leave.

3.11.02 Jury Duty Leave

All employees who are required to serve on jury duty or other similar type of legal duty will receive full salary during the period of such service. Classified personnel are to file a leave form for such absences.

3.11.03 Chargeable Leave

All employees may be granted leave as allowed in the following regulations. Subject to the limitations herein, a contracted employee will be paid full salary for days absent when chargeable leave is utilized for personal illness or medical or dental appointments of the employee or a member of his/her immediate family. The term immediate family includes father, mother, brother, sister, son, daughter, husband, wife, domestic partner, grandfather, grandmother, granddaughter, grandson, great-grandfather, great-grandmother, great-granddaughter, great-grandson, and in-laws or step/foster in these classifications, or those who have served in the capacity of parent or child.

3.11.04 Bereavement Leave

Employees will be allowed up to seven days bereavement leave per occurrence for immediate family members as defined in 3.11.03. Additionally, bereavement leave of up to 4 hours will be allowed for occurrences not defined by the immediate family definition in 3.11.03. When using bereavement leave that is NOT included in the definition of immediate family, employees must provide documentation of the occurrence within two days after returning to work. If documentation is not turned in within two days, leave will be subtracted from the employee's personal or vacation time, whichever is chosen by the employee. Documentation can be a copy of the obituary, service program, or other similar form of documentation as approved by the employee's supervisor. Bereavement leave will be subtracted from chargeable leave.

3.11.05 Personal Leave

Each classified employee shall be granted one day each year accumulative to two personal or business leave days. Unclassified administrative employees shall receive two personal or business leave days accumulative to three personal or business leave days. Unclassified academic employees are subject to the leave guidelines in the Master Contract. A leave form requesting leave shall be submitted to the employee's immediate supervisor not less than five days prior to the requested day of the leave, except in emergencies. The number of personal leaves that can be granted to classified employees on any one day shall be determined by the administrator of that building or organized unit. This leave is deducted from the chargeable leave accumulation.

3.11.06 Military Leave

The College shall honor all requirements of the Uniformed Services Employment and Re-employment Rights Act of 1994.

An employee may be granted leave without pay to cover the length of required service in the military of the United States. If an employee is a member of a reserve component of the military service or the National Guard, the employee will be granted leave of absence without pay for the duration of any official call to emergency duty and for the period or periods of annual active duty for training. The total amount of leave with pay for annual active duty for training shall be limited to a maximum of fifteen (15) working days in a fiscal year. This does not include regular weekend guard duty. A copy of the military orders must be presented to the business office. Professional staff under master contract shall meet the obligations and requirements as specified by the master contract.

The president/ceo or designee shall develop procedures on implementation and management of the FHTC military leave policy.

3.11.07 Disability Leave of Absence

An employee who has completed at least one year of employment may, with the approval of the President/CEO, be granted a disability leave of absence subject to the following limitations: An employee desiring a disability leave of absence for more than three work days, shall make written application to the President/CEO at least thirty calendar days prior to when the employee wishes the leave of absence to begin.

If approved, the employee may take a disability leave of three to forty-five work days during the year and return for the remainder of that work year or take a leave of absence for one semester or one year. Exceptions to this will be made only in certain emergency situations, to be determined by the President/CEO on an individual basis. These exceptions will be applied primarily to those situations where less than thirty days of sick leave has accrued to the employee. Chargeable leave days cannot be used by an employee during a leave of absence. This leave of absence is given without pay. No experience, credit or chargeable leave is accumulated during a leave of absence. An employee does not lose any of his/her accumulated leave days or experience granted prior to his/her leave of absence.

3.11.08 Professional Travel Leave

The purpose of this leave is to improve the proficiency of staff members of the College. Professional travel shall be for the purpose of job performance improvement.

Consideration of the application (leave form) for professional travel leaves will be given at two levels. It is within a supervisors authority and his/her responsibility to approve or disapprove the application based upon the needs of the College and/or the individual staff member.

The application must be sent to the business office. It is within the authority of the appropriate supervisor and his/her responsibility to approve or disapprove the application. If the application is approved by the appropriate supervisor, a decision must be made as to reimbursement or deductions. Reimbursements for expenses can be in the full amount, in part or none. Deductions may be for salary or for the cost of a replacement. The decision regarding reimbursement or deduction is to be noted on or attached to the application.

3.11.09 Study Leave

The Board may, upon recommendation from the president, grant administrators one semester to one year of unpaid leave to pursue university graduate level coursework as a full-time student. During an approved study leave, the unclassified employee will not lose chargeable leave benefits. The unclassified

employee will be assured a professional position with the College upon return from study leave.

3.11.10 Absence from Duty in Excess of Leave Allowance

If an employee requests leave for personal travel, recreational and other nonessential reasons in excess of available personal leave, the following rules shall apply:

1. Accumulated or available personal leave shall be utilized first.
2. Floating holidays shall be used
3. Personal leave with salary deduction will be allowed only if the following criteria are met:
 - 3.1. Staff members must have a minimum of five years employment in the College.
 - 3.2. Personal leaves requiring a deduct will not be granted for more than three consecutive days.
 - 3.3. Leave requests must be filed five or more days in advance.
 - 3.4. Leave requests under this provision requiring a salary deduct will not be granted more than once every three years.

Leave for personal business shall not be granted except as outlined above.

3.11.11 Chargeable Leave Schedule for Classified Employees

An employee shall be entitled to leave for the above reasons according to the following schedule:

Annual Chargeable Leave Days

Total No. Contract Days	x Hours Per day 1st Year	x Hours Per Day 2nd Year	Accumulation Total Days
1-19	2	1	9
20-39	4	2	18
40-59	6	3	27
60-79	8	4	36
80-99	10	5	45
100-119	11	6	54
120-139	12	7	63
140-159	13	8	72
160-179	14	9	81
180-199	15	10	90
200-219	16	11	99
220 & Up	17	12	108

Hourly employees will be granted chargeable leave days in accordance with their regular scheduled work day, for example, six hour work day is equivalent to a six-hour leave day.

Disability contributed to or caused by pregnancy, miscarriage, abortion, childbirth, and recovery there from, is for all job-related purposes, temporary disabilities, and should be treated as an illness. Chargeable leave benefits shall cease at such time that a physician determines that an employee is able to return to work.

Employees who have been on contract but are currently on probation due to a transfer to another position are eligible to use chargeable leave.

Any employee, after an absence of five continuous days may be asked to produce a certificate from a qualified physician stating the employee is/was under the care of the physician and unable to work and the date the employee was/will be able to return to work. The purpose of this certificate is to verify that it is/was necessary for the employee to be absent from work because of illness and/or disability. The entitlement to full pay shall cease when the employee's chargeable leave accumulation expires or when the qualified physician states the employee was/is able to return to work, whichever occurs first. If the employee elects not to return to work when a qualified physician states he/she is physically able, he/she must resign from his/her position or be considered absent without leave, and is subject to termination.

3.11.12 Chargeable Leave Schedule for Unclassified Administrative Employees

An employee shall be entitled to leave for the above reasons according to the following schedule:

<u>Total No. Contract Days</u>	<u>x Hours Per Day</u>	<u>Accumulation Total Days</u>
1-19	1	9
20-39	2	18
40-59	3	27
60-79	4	36
80-99	5	45
100-119	6	54
120-139	7	63
140-159	8	72
160-179	9	81
180-199	10	90
200-219	11	99
220 & Up	12	108

Unclassified administrative employees will be granted chargeable leave days in accordance with their full-time equivalency (FTE), for example, an eight hour work day is equivalent to 1.0 FTE and a four hour work day is equivalent to 0.50 FTE.

Disability contributed to or caused by pregnancy, miscarriage, abortion, childbirth, and recovery there from, is for all job-related purposes, temporary disabilities, and should be treated as an illness. Chargeable leave benefits shall cease at such time that a physician determines that an employee is able to return to work.

Employees who have been on contract but are currently on probation due to a transfer to another position are eligible to use chargeable leave.

Any employee, after an absence of five continuous days may be asked to produce a certificate from a qualified physician stating the employee is/was under the care of the physician and unable to work and the date the employee was/will be able to return to work. The purpose of this certificate is to verify that it is/was necessary for the employee to be absent from work because of illness and/or disability. The entitlement to full pay shall cease when the employee's chargeable leave accumulation expires or when the qualified physician states the employee was/is able to return to work, whichever occurs first. If the employee elects not to return to work when a qualified physician states he/she is physically able, he/she must resign from his/her position or be considered absent without leave, and is subject to termination.

3.11.13 Unused Chargeable Leave

Any employee who has served at least 10 years with Flint Hills Technical College shall be paid \$28.00 per day for their unused accumulated leave time up to a maximum of 90 days upon retirement, resignation, reduction in force or death. In order to be eligible for this benefit, employees must provide a 60-day written notice of retirement or resignation or unused chargeable leave will not be reimbursed. If death should occur during service and if the staff member meets the above listed criteria, FHTC will compensate the staff member's beneficiary as designated under the Kansas Public Employees Retirement System (KPERS).

3.11.14 Human Resources -- Vacation Procedures

All full-time and part-time employees, Classified and Unclassified, are eligible for vacation pay.

Unclassified Administrative Employees

Unclassified employees on twelve-month contracts shall receive twenty working days of vacation annually in addition to the College observed holidays.

Unclassified employees working less than full time, or beginning employment mid-year, will have their vacation time pro-rated accordingly. Vacation time shall accrue after the first two months of employment at the rate of 1.67 workdays per month. Unclassified employees can accumulate a maximum of 40 days of leave.

Classified Employees

Classified employees employed in a 12-month position shall receive vacation time with pay. An employee's vacation day shall be considered to be the same number of hours per day as that employee works during the 12-months.

Upon successful completion of the probationary period and contract recommendation approval, the computation of vacation time includes that number of days in the probationary period with the exception of the first two months of employment. A full year of employment will equal 10 days of vacation per year for the first 10 years of employment and 15 days per year for each subsequent year. Classified employees working less than full time, or beginning employment mid-year, will have their vacation time pro-rated accordingly. Classified employees can accumulate a maximum of 20 days of leave.

If a holiday falls within the scheduled vacation time of a classified employee, that day is not counted as a day of vacation.

General Vacation procedures

No employee shall use more than their accumulated number of vacation days. The schedule for the use of vacation time shall be subject to approval by the employee's immediate supervisor.

Terminating employees may receive pay for unused vacation time provided ten working days' notice in writing has been received prior to termination and the employee is on contract. Contracted 12 month employees who terminate their employment with the College due to retirement will receive pay for any unused vacation time.

Vacation time is to be requested in advance on a leave form.

3.11.15 Human Resources -- Paid Holidays

Paid holiday leave may be granted for unclassified and classified employees. Professional employees (faculty) shall adhere to holiday schedules negotiated in the master agreement. On those days when school is not in session, the regular work hours are to be followed. The following days will be observed as paid holidays for contracted unclassified and classified employees if it falls within their contracted dates of employment. If a holiday falls on a weekend, administration will determine the holiday date.

Employees on 12-month contract will be compensated for the holidays listed below.

Independence Day	Christmas plus two additional days
Labor Day	New Year's Day
Veteran's Day	Martin Luther King Day
Thanksgiving Day and Friday following	Good Friday
	Memorial Day

Each year, additional days off may be designated by the President/CEO. These days are referred to as "extra holidays". All holiday dates are subject to change by the President/CEO. The "extra holidays" will not be considered as "floating" holidays.

If a holiday occurs during an employee's vacation period or weekend, an additional day(s) of vacation will be allowed at a time jointly chosen by the employee and supervisor.

For classified employees, if a holiday coincides with a scheduled school day for an employee on less than a 12-month contract, the business office shall compute that paid day in the individual's contract. For employee on a 12-month contract, a different day jointly designated by the employee and supervisor shall be chosen.

Employees on a classified probationary basis or temporary assignment or those not on contract are not eligible for holiday pay. Employees who have been on contract but are currently on probation due to a transfer to another position are eligible for holiday pay.

All holiday leave shall be used during the current fiscal year and may not be carried to the next fiscal year

3.11.16 Human Resources - Open

3.11.17 Human Resources --Voluntary Early Retirement Program Eligibility

Staff members are eligible for early retirement if they meet the following:

1. are currently a full time employee (contracted six hours or more per day).
2. are a minimum of 60 years of age prior to September 1 of the calendar year in which early retirement is requested, or who are eligible for KPERS early retirement without the reduction in benefits.
3. are not older than 64 years of age as of September 1 of the calendar year in which early retirement is requested.

4. at the time of request for early retirement, the staff member must have 15 years of service in this College as an employee to be qualified for this early retirement benefit.

Compliance with the above items will be determined by the appropriate business office. Staff members applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility for early retirement and to determine benefits to be paid.

Applications

Each staff member shall apply for early retirement benefits by submitting a completed application form as provided in this policy to the business office.

Eligible employees must notify the Board in writing of their intent to retire 60 days prior to the end of their contract.

Retirement applications/notification for each category shall include the following information:

1. a statement of the staff member's desire to take early retirement.
2. the anticipated date of retirement.
3. birthdate and age on the date of retirement.
4. current mailing address.
5. telephone number.
6. years employed by the College (and USD #253 if under contract during the 2003-2004 fiscal year) in the retiring job category.
7. current contracted primary annual salary. It does not include overtime, merit, supplemental, extracurricular, summer school, Board paid health benefits, or travel pay.
8. the understanding that payment will be made according to the options chosen on the application.
9. Whether the staff member desires health insurance coverage through the College's health insurance program by monthly deduction of health insurance premiums from the early retirement benefits.

Following final action on any application for early retirement, business office shall notify the applicant, in writing, of the final disposition and the date and amount of annual early retirement benefits to be paid.

Early Retirement Benefits

The annual early retirement benefit shall be:

1. a sum of money equal to the product of the numbers of years of qualified service credit in the College for the employee.

2. multiplied by the current contracted primary annual salary received by the employee as a result of employment in the applicable job category with the College.
3. multiplied by a factor related to the person's current age as defined in the policy, as follows: .0095 at age 60, .0095 at age 61, .0060 at age 62, .0060 at age 63, .0060 at age 64 or who are eligible otherwise.
4. the initial payment may be before age 60, but shall not exceed five (5) years in length. No payment shall be after age 65.
5. only College (and USD #253 classified job service if employed during FY 04 at the College) and teaching service will be used to compute retirement benefits for employees.

Terms and Conditions

The following terms and conditions shall apply to the College's early retirement plan for classified staff:

The annual early retirement benefit may be payable by the College in a lump sum in either January or July of each year or monthly, according to the option chosen. An employee taking early retirement shall have the option to maintain health insurance coverage through the College's health insurance program by agreeing to a monthly deduction of health insurance premiums from the early retirement benefits.

All early retirement benefits terminate at the time an employee reaches age 65. However, beyond the age of 65, retirees have the option of retaining health and/or dental insurance. An employee who takes early retirement shall not thereafter be eligible for employment by the College unless the early retirement plan is terminated by the Board.

If death should occur to the recipient during this agreement, the Board will honor said agreement for that academic year only. If compensation has not been made at the time of death, said compensation shall be paid to the beneficiary as designated under the Kansas Public Retirement System.

Definition of salary shall mean the current primary salary. If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect.

Effective Date: 10/03/2005

Date Last Amended: 11/14/2016

Date Last Reviewed:

3.12 Human Resources -- Employee Checkout

POLICY:

It shall be the responsibility of an employee separating from employment at the College to return all College property in his/her custody (including but not necessarily limited to audiovisual equipment, computer equipment, keys, staff parking permit, credit and telephone cards, library materials, and tools) and to settle any outstanding personal accounts with the College (including but not necessarily limited to food service or bookstore accounts, library fines, overpayment of salary, under payment of any withholding or any debt or liability due the College). The business office may establish a procedure to insure compliance with this policy.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.13 Human Resources -- Benefit Plans

POLICY:

The College shall provide a benefit plan for designated employees under a Staff Contract or the Faculty Master Agreement, terms of which shall be established by the College and approved by the Board of Trustees

The administration, with Board approval, will establish a Section 125 "cafeteria" benefit plan. This plan will provide that the Board make contributions pursuant to a salary reduction agreement under which an employee may choose to reduce compensation and have such amount contributed on their behalf for the purchase of non-taxable employee benefits. The Board shall provide the opportunity for each employee to execute a salary reduction agreement once annually to cover all premiums for the employee's selected benefits. Once the annual allocation for each selected benefit is made, the only changes which will be allowed are for a fluctuation in the health care premium and change in family status or major event as designated by federal statute.

Each employee executing a salary reduction agreement for benefits shall allocate an annual sum to be used for the purchase of any benefits offered by the College through the Section 125 cafeteria benefit plan.

Effective Date: 10/03/2005

Date Last Amended: 12/13/2021

Date Last Reviewed:

PROCEDURE:

Benefit options ordinarily available to eligible full-time regular employees under a Staff Contract or the Faculty Master Agreement through the Section 125 cafeteria benefit plan shall include:

1. Health and major medical insurance (individual and dependent)
2. Dental insurance (individual and dependent)
3. Tax-Sheltered Annuities
4. Reimbursement Accounts for dependent care and medical expense
5. Other options for individual or dependent expenses as may be determined by the College.

Benefit options included in the Section 125 cafeteria benefit plan shall generally be available to all eligible participants except as those benefits are limited or unavailable by law or regulation, or by contractual provisions of the benefit provider. The College shall assume no responsibility for the elections made by an employee under the Section 125 cafeteria benefit plan nor for the tax consequences of the elections.

The purchase of specified minimum levels of benefit options may be required under the terms of the plan as established by the College.

The terms, conditions and coverages of each individual benefit contract shall apply. Each employee shall pay any KPERS or FICA deductions required under the Section 125 cafeteria benefit plan.

Employees shall be responsible for complying with all terms and conditions of each benefit option.

Eligibility for Benefits

Employees under a Staff Contract or the Faculty Master Agreement working 20 or more hours per week are eligible to participate in group health insurance plans, dental plans, flexible spending plans (medical reimbursement, dependent care reimbursement), and optional disability, life insurance, and Tax-Sheltered Annuities. The starting dates are determined by the providers.

The employer fringe amount for health insurance premiums will be paid according to the employee's full-time equivalency (FTE) which is based upon the % of hours worked per week. For example, 1.0 FTE has 100% of the fringe paid by FHTC, 0.50 FTE has 50% of the fringe paid by FHTC and 50% paid by the employee.

Under Kansas law, any FHTC employee in a "covered" position, as defined by the Kansas Public Employee Retirement System (KPERS), is mandated to be a member of KPERS.

Changing Benefits

An employee may change the benefits selected only if his or her family status has changed. A change in family status occurs upon marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent becoming ineligible, the switching from part-time to full-time or from full-time to part-time status by the employee or the employee's spouse, taking of an unpaid leave of absence by the employee or the employee's spouse or termination or commencement of employment of a spouse. The employee shall supply written verification to the College business office of such change and must make any change in the benefit selection within thirty days of the date such change in family status occurred. An employee desiring to make such change may discontinue participation or reduce benefits but an election of new or increased benefits shall be subject to the requirements of the particular non-taxable benefit selected.

Effective Date: 10/03/2005

Date Last Amended: 12/13/2021

Date Last Reviewed:

3:14 Human Resources -- Family and Medical Leave Act

POLICY:

The purpose of the Family and Medical Leave act is to provide employees, with an opportunity to maintain continuity of service in instances where pregnancy, childbirth, adoption, or the serious illness of a family member or the employee requires absence from work. This policy is intended to comply with all provisions of the Family and Medical Leave Act of 1993 (FMLA).

Eligible employees may be granted an unpaid leave of absence of up to twelve workweeks during the “12-month” period for any of the following reasons:

1. For the birth of a child of the employee and/or to care for a newborn child of the employee, as long as the leave is taken within twelve months of the child’s birth.
2. For the placement of, or to care for, a newly adopted or foster care child of the employee, as long as the leave is taken within twelve months of the child’s placement.
3. To care for the employee’s spouse, child, or parent who has a serious health condition.
4. Due to a serious health condition that precludes the employee from performing his or her job.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Definitions

1. The twelve-month period is defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
2. A “child” is defined as a biological, adopted, or foster child, a step-child or a legal ward, who is (1) under 18 years of age, or (2) 18 years of age or older and incapable of taking care of him or herself because of a mental or physical disability.
3. A “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

- 3.1. Hospital care: Inpatient care in a hospital or other facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
- 3.2. Incapacity plus treatment:
- 3.3. A period of incapacity of more than three consecutive calendar days that involves treatment two or more times by a health care provider.
- 3.4. A period of incapacity of more than three consecutive calendar days that involves treatment by a health care provider on at least one occasion that results in a regiment of continuing treatment.
- 3.5. Pregnancy, prenatal care and childbirth: Any period of incapacity due to pregnancy or childbirth, or for prenatal care
- 3.6. Chronic condition requiring treatments: A chronic condition that involves periodic visits for treatment by a health care provider and continues over an extended period of time, including recurring episodes of a single condition (e.g., diabetes, asthma, epilepsy)
- 3.7. Permanent/long-term condition requiring supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment, by a health care provider (e.g., Alzheimer's, severe stroke or terminal disease).
- 3.8. Multiple treatments for a non-chronic condition: Any period of absence to receive multiple treatments by a health care provider (e.g., cancer treatments of chemotherapy or radiation, severe arthritis physical therapy, kidney dialysis).

Eligibility and Request for Leave

1. All employees who have been employed by FHTC for at least twelve months prior to the commencement of the leave and who have worked a minimum of 1250 hours during the twelve months immediately preceding the beginning of the leave are eligible for FMLA.
2. Requests for unpaid FMLA leave shall be submitted in writing to the business office. Such requests shall include the employee's name, date of the request, inclusive dates of the requested leave, and the reason(s) for the leave. When the need for a leave is foreseeable, the request should be submitted at least thirty days before the leave will begin. When the need for leave or its approximate timing is not foreseeable, the employee should give written notice to the business office as soon as practicable.
3. In the case of a medical emergency requiring leave because of an employee's own serious health condition or to care for a parent, child or spouse with a serious health condition, the notice may be given orally and need not be in writing. Notice may be given by the employee's representative if the employee is unable to do so personally.
4. In the event the employee takes paid sick and/or vacation leave in lieu of unpaid FMLA leave, the employee need only follow normal FHTC leave

procedures. Once the employee has exhausted all of his/her accrued leave, however, the employee will be subject to the notice requirements set forth in subparagraphs B and C under “eligibility and request for leave”.

5. The business office will notify the employee that the leave is designated as FMLA leave and will be counted towards the employee’s twelve-week FMLA entitlement. Such notification usually will be given within two business days of the time the employee gives notice of any need for leave, to make a determination, when FHTC determines that the leave qualifies as FMLA leave. If the employee will be taking accrued paid leave in place of unpaid FMLA leave, the business office will notify the employee that the paid leave will be counted towards the employee’s 12-week FMLA entitlement.

Medical Certification

1. If the employee is taking unpaid FMLA leave to care for a seriously-ill parent, child or spouse or due to the employee’s own serious health condition, the employee must submit a certification issued by a health care provider, along with the request for leave.
2. A copy of the certification form may be obtained from the business office.
3. An employee who fails to provide proper certification may be denied leave.
4. If the College finds a certification incomplete, the employee will be provided a reasonable opportunity to cure the deficiency.
5. If the employee submits a complete certification signed by a health care provider, and the College has reason to doubt the validity of the medical certification, the College may require the employee to obtain a second opinion at the College’s expense.

Duration and Reinstatement

1. A leave of absence may not exceed twelve weeks during the twelve-month period defined earlier in this policy.
2. If leave is taken for the birth of a child or for placement of a child for adoption or foster-care, the leave must be concluded within the twelve months of the birth or placement.
3. If a husband and wife are both employed by the College, they will be limited to a combined total leave of twelve weeks if the leave is taken for the birth of, or to care for, a newborn, for the placement of, or to care for, a newly adopted or foster care child; or to care for a sick parent. This rule does not apply to leave taken by the female employee to recover from the disability caused by childbirth, which is treated as a serious health condition of the employee.
4. If the employee does not resume employment after expiration of the leave of absence, the employee will be considered to have voluntarily resigned from employment.
5. At the conclusion of the leave, the employee will be reinstated to his or her former position or an equivalent position with equivalent compensation

benefits, terms and conditions of employment, subject to the exceptions set forth in the FMLA, which include but are not limited to the following:

6. If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee has no right to reinstate to his or her former position or to any other position.
7. If the employee would have been laid off or terminated due to a reduction-in-force during the leave, the employee will not be entitled to reinstatement to his or her former position or to any other position.

Intermittent or Reduced Leave

1. Leave to care for a newborn or newly adopted foster care child may be taken intermittently or on a reduced basis as long as the leave does not exceed twelve consecutive weeks.
2. Leave may be taken on an intermittent and/or reduced basis when medically necessary due to the serious health condition of an employee or when medically necessary to allow the employee to care for a seriously ill parent, child or spouse.
3. Intermittent leave is leave taken in separate blocks of time rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. For example, an employee who needs chemotherapy to treat cancer could take leave for a day every week over a period of six months.
4. Leave taken on a reduced basis reduces an employee's usual number of working hours per workweek or workday. For example, a full-time employee might take leave on a "reduced basis" by working part-time for a few weeks while recovering from surgery.
5. An employee needing to take intermittent leave or leave on a reduced basis must attempt to schedule his/her leave so as not to disrupt the College's operations. The College may assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.

Paid vs. Unpaid Leave

Leave under this policy will be unpaid. However, employees who have accrued paid vacation time may elect to first use that vacation time when the employee takes any leave available under this policy. In addition, employees who have accrued paid sick leave may elect to first use that sick leave when the employee takes leave because of the employee's own serious health condition. Employees may elect to use accrued paid sick leave to care for a seriously ill family member. In the event the employee takes unpaid FMLA leave after employee has exhausted all of his/her paid vacation or sick leave, all of the notification and certifications provision contained in the policy will apply, and the employee will be expected to comply with those provisions in order to take unpaid FMLA leave.

Health Insurance

1. Health insurance coverage provided by the College will continue on the same basis as coverage would have been provided if the employee had not taken leave under this policy.
2. Any share of medical premiums that have been paid by the employer prior to taking leave under this policy must continue to be paid by the employee during the leave period.
3. If paid vacation and/or paid sick leave are substituted for leave under this policy, during the period employee takes the vacation or sick leave, the employee's share of premiums will be paid by the method normally used during vacation or sick leave (i.e., through payroll deduction.)
4. If the leave taken under this policy is unpaid, the College will require that the employee continue to pay his/her share of the health insurance premiums and any other cafeteria plans, dental insurance, TSA's or supplementary plan deductions when normally due if made by payroll deduction or make pre-pay arrangements that are documented and agreed to between the employee and the College.
5. If the employee's premium payment is more than thirty days late, the employee's health insurance coverage will cease. However, upon the employee's return from leave under this policy, the employee must wait until the next Open Enrollment Period to reinstate their insurance coverage.
6. If the employee does not return to work after the leave period, he or she will be expected to reimburse the College for any health insurance premiums or other deductions paid for by the College in order to maintain coverage for the employee during the leave. This rule does not apply, however, if the employee is unable to return from leave due to the continuation, recurrence or onset of a serious health condition of the employee or parent, child or spouse, or the circumstances beyond the employee's control. In such a case, the College may require certification of the serious health condition in accordance with duration and reinstatement of this policy.
7. An employee may choose not to continue any health insurance or voluntary/supplemental coverage or benefits during FMLA leave. When the employee returns from leave, the employee must wait until the next Open Enrollment Period to reinstate their insurance coverage.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

3:15 Human Resources – Tax Sheltered Annuities and Mutual Fund Investments – 403(b) Program

POLICY:

Deferred compensation is a tax deferred supplemental retirement program allowing public employees to contribute a portion of their salary to a retirement account before federal and state taxes are calculated. Employees working 20 hours or more per week are eligible to participate. IRS regulations state that the maximum amount of compensation that may be deferred annually is 20% of gross wages or \$10,500, whichever is less. The smallest monthly contribution allowed is \$15. The Vice President of Business Services must receive a 403(b) salary reduction agreement during the annual open enrollment period to begin or change a salary reduction. Forms and a list of 403(b) companies are available through the office of Human Resources.

Effective Date:

Date Last Amended: 11/14/2016

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.16 Human Resources -- Kansas Public Employees Retirement System (KPERS)

POLICY:

The College and the employees of the College shall, as required by law, participate in the Kansas Public Employees Retirement System (KPERS).

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.17 Human Resources -- Workers' Compensation

POLICY:

All employees of the College shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the College. If an employee should sustain any kind of injury while on the job, he/she must notify the Business Office/Human Resources, whom will notify the Clerk of the Board immediately.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

1. Report any work-related problem to your supervisor immediately.
2. An "Employee's Work Injury Report" form must be completed as soon as possible following the accident (available from Human Resources).
3. If the injury requires medical treatment, an "Authorization Form For Medical Treatment" signed by your supervisor will be given to you.
4. A "Supervisor's Investigation Report" is to be completed within 48 hours of the accident and given to Human Resources.
5. You will receive priority treatment when you present your authorization form to the staff at Dr. Layton York's clinic. If you chose to be treated by any other physician, you may be responsible for such medical costs.
6. At the time of an injury, have your supervisor or someone else call Dr. York's Office at (620) 343-2900 to alert Dr. York's staff of your injury and approximate arrival time. Dr. York is located in the Cotton O'Neil Clinic at 1301 W. 12th Ave., Emporia, KS 66801.
7. For a serious injury that occurs during the time the clinic is not open, please seek treatment at Newman Regional Health.
8. All medical bills relating to your claim should be sent to Human Resources, Flint Hills Technical College, 3301 West 18th Ave., Emporia, KS 66801 within 48 hours of your work related injury. Do not turn in your claim to your insurance company if the injury or illness was sustained while working or acting in an official capacity for the Technical College.
9. If you are required to see a doctor after the initial visit, contact Human Resources for a form authorizing the charges, and a form for the doctor to complete stating his medical findings. If you seek treatment from a doctor not authorized by the Tech College, the college or its insurance carrier is only liable up to \$500.00.

10. See Human Resources after every doctor's visit to allow him/her to chart your progress, review your work assignment, record your next appointment, and excuse any resulting absences.
11. Attend every scheduled doctor, therapy, and health services appointment. Failure to attend these appointments, or changing them without approval, can jeopardize your benefits.
12. Follow the medical advice exactly. This includes honoring restrictions given by the doctor, both on and off the job, taking medications, and exercising as directed. Failure to follow medical instructions can also jeopardize your benefits.
13. Any employee who is absent from work and drawing workers compensation shall be required to provide a "Certificate For Return To Work" release before the employee is allowed to return to work.
14. Employees are expected to return to work immediately upon receipt of a medical release.
15. Should the employee be released to return to work by a doctor and fail to do so, all benefits under chargeable leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.
16. Should an employee be released with restrictions/light duty, they should contact Human Resources to ascertain whether there is a restricted/light duty assignment that would meet with the approval of any restrictions that Dr. York placed upon your work.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

3.18 Human Resources -- Personal Illness Pool

POLICY:

The administration shall designate procedures for implementation of a College personal illness pool to be approved by the Board.

Effective Date: 10/03/2005

Date Last Amended: 11/13/2017

Date Last Reviewed:

PROCEDURE:Procedure and Purpose:

To establish a bank of chargeable (sick) leave days donated by FHTC employees in order to provide a benefit to employees who have suffered a catastrophic injury or illness and who do not have sufficient sick leave days. Participation in the pool is completely voluntary. Donations to the pool must be made in writing each year no later than October 1st. The voluntary donation form is the accepted form for donation of days to the pool. Deviation from this date is only allowed for new employees.

Criteria:

1. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such injury or illness must be severe, continuing and unusual, and force the employee to exhaust all chargeable (sick) leave time earned by the employee and to therefore potentially lose compensation. The personal illness pool is not designed to provide additional temporary leave due to non-extraordinary illness or injury or leave following a normal delivery of a child.
2. At least ten (10) working days absence are required before an employee may apply for days from the bank. If approved, these ten days would be covered by the plan.
3. Catastrophic illness or injury must require the services of a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the state in which the doctor practices.
4. Once chargeable (sick) leave has been donated to the pool, it cannot be restored to the individual.
5. Employees may not designate a particular employee to receive their donated time.
6. If the employee leaves the employment of the College with days on loan (to include retirement), the College will deduct from the employee's last check the substitute rate of pay for each day. The days on loan will not be returned to the pool. However, if the employee's disability requires the employee to

leave the employment of the College, the employees belonging to the illness pool may waive the penalty with a simple majority vote.

7. Employees still employed after use of the illness pool shall repay their half of the total pool days used. This will be done by returning a minimum of 5 days per fiscal year to the pool until all days required for repayment are returned to the pool. If the employee leaves employment prior to full return of required days, see #6 above.
 8. Employees, including those employees who have contributed to the pool, who have been employed by FHTC for more than three (3) months may apply for illness pool days.
 9. All applications for use of leave in the illness pool must be accompanied by a physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work. Additionally, illness pool days may be used for an employee's immediate family member (see Chargeable Leave 3.11.03 for definition of immediate family member) if they meet the criteria set above and the ad hoc committee so votes.
 10. Prior to utilizing chargeable (sick) leave issued by the pool, the employee must have utilized all of her/his accumulated chargeable (sick) leave. However, the applicant is not required to first utilize all of her/his vacation days prior to making application to the illness pool committee.
 11. A combination of the employee's chargeable (sick) leave days and the days drawn from the pool may not exceed 12 weeks total (see #12 below) in a rolling year to begin the first day utilizing the illness pool. Upon a doctor's release on the employee's return to work, unused days, if any, would automatically be returned to the pool.
 12. Eligible employees can only withdraw days in accordance with the following guidelines:
 - 1st Year Employee – No more than 15 days
 - 2nd Year Employee – No more than 30 days
 - 3rd Year Employee – No more than 45 days
 - 4th Year Employee – No more than 60 days
- The years of employment must be consecutive full-time employment with the college.
13. In the event that two or more people are making application for use of illness pool days, available days will be awarded according to years of service to the college.
 14. Days in the illness pool may be distributed until the bank is exhausted.
 15. Guidelines for the committee are: Approved applicants will be granted days from the requested start date until a combination of their chargeable (sick) leave days and the pool days have reached a maximum of 12 weeks or until the pool is exhausted.
 16. In no case shall additional days be granted that would extend beyond the employee's current contract year.
 17. Employees shall not be allowed to withdraw days from the illness pool for any days for which worker's compensation benefits are received.

18. Use of the illness pool for two consecutive years is prohibited.
19. The illness pool shall have no more 250 days stored. Once the pool reaches 250 days, employees will no longer donate each year, however, will still be eligible for use of the pool. New employees will be allowed to donate upon receipt of their chargeable leave if they wish to be included. Donations to the pool would start again after the pool days drop below 250.
20. Any Employee who has donated 20 days to the illness pool will be a permanent member of the pool and will no longer need to donate in order to be considered eligible to apply.
21. The College may require any documents or other information deemed necessary under the circumstances to substantiate a request for personal illness pool assistance. Professional staff shall follow policies and procedures under the FHTC NEA master contract.
22. The Director of Human Resources shall serve as chairperson of the ad hoc committee.

Committee:

1. An ad hoc illness pool committee will make recommendations relative to the distribution of days and will consist of one (1) Administrator, one (1) Division Chair, one (1) Classified Staff member, one (1) Unclassified Staff member, and the Director of Human Resources. The Director of Human Resources will appoint members to the committee and confirm that each are illness pool participants.
2. The committee shall make recommendations regarding the eligibility of the employee for illness pool days based on the information submitted on the application.
3. Decisions made by the ad hoc committee are not subject to the grievance process and are considered final.

Effective Date: 10/03/2005

Date Last Amended: 11/13/2017

Date Last Reviewed:

3.19 Human Resources -- Policies Against and Actions as a Result of Sexual Harassment Prohibition of Unlawful Harassment

POLICY:

Details of this policy can now be found under section 7.01 Policies Against Harassment, Sexual Misconduct, Sexual Violence, and Discrimination.

Effective Date: 10/03/2005

Date Last Amended: 04/09/2018

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.20 Human Resources -- Dating Policy

POLICY:

The greatest amount of academic freedom and collegiality between those in authority and those supervised by others is encouraged on this campus. It is, however, important to draw clear boundaries where potential compromised situations may develop.

Situations of sexual harassment have been clearly defined, but social/romantic relationships have some blurred boundaries. Both teaching and work relationships have potential to create disharmony.

It is considered unethical for a faculty member to have social/romantic relationships during the time of course enrollment that go beyond the bounds of a teaching/learning focus. In view of our commitment to a climate free from sexual harassment, it is unwise and inappropriate for faculty or other instructors to have romantic relations with students. It is also inappropriate for employees to have romantic relations with employees under their supervision.

Violation of this policy could lead to disciplinary action.

Faculty and Staff should keep in mind that initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.21 Human Resources -- Inspection of Personnel Records

POLICY:

Personnel files for unclassified, classified and master contract employees are maintained by the Human Resources Office of the College. These confidential records contain information regarding the employee's personal history, previous experience, and complete history of employment at the College. Employees may allow representatives on their behalf to review their files, by providing a written release. Employees, with proper identification, may request to inspect their personnel records.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Inspections are done at a mutually agreed upon time given the following conditions:

1. a reasonable amount of time will be given for the inspection;
2. a representative of Human Resources will be present;
3. records will not be altered or removed from the file;
4. records will not be rearranged within the file;
5. Human Resources reserves the right to limit access if requests become excessive; and
6. Human Resources reserves the right to request that appointments to review files be made a reasonable amount of time in advance.

If employees believe there is incorrect or incomplete information in the file or wish to bring their records up to date, they should submit a written request to change, amend, or delete information to their supervisor, with a copy to Human Resources.

A fee of \$.50 per page will be charged if more than 10 pages are requested.

In response to external phone inquiries concerning personnel file information, only information about an employee regarding name, title, employment date, and status will be released. If a form letter is received from a company with the employee's signed authorization to release personal information, the requested information will be released. If an employee's signature is not on the reference request form or employment verification form, the information will not be released.

Effective Date: 10/03/2005

Date Last Amended:
Date Last Reviewed:

3.22 Human Resources -- Solicitation Policy

POLICY:

The College prohibits unauthorized sales or solicitation, or the distribution of material for that purpose, during an employee's work time. Work time is defined as any time during regularly scheduled work hours of the soliciting employee or the employee being solicited. Unauthorized sales or solicitation includes, but is not limited to, collection of money, political campaigning, solicitation of subscriptions, or the sale of merchandise (e.g., housewares, cosmetics, food tickets, donations for drawings). Unauthorized solicitation and/or sales by employees during working hours is strictly prohibited. The business office will administer this policy and screen potential solicitors. Approval to solicit does not represent the endorsement of a product by Flint Hills Technical College. This policy is not intended to prohibit, restrict, or discourage expressly authorized College/community fundraising, such as United Way or the College Foundation.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

3.22.01 Human Resources -- Solicitation Policy - Employee Fundraising

Non-profit fundraising activities, (e.g., the selling of candy bars, Girl Scout cookies) will not be conducted during regular working hours. These items may be available during breaks or meal times but should not conflict with an individual's College duties or be conducted on an office-to-office basis.

3.22.02 Human Resources -- Student Group Fundraising

Student group fundraising activities, (e.g., bake sales, candy bar sales, raffle tickets) will be conducted in a centralized location in each building, to be approved by the building manager. Students should not conduct office-to-office sales and disrupt the work of College employees. Students may approach College employees during breaks or meal times.

3.22.03 Human Resources -- Employee For-profit Sales

Transaction of private or personal for-profit sales (e.g., Amway, Avon, Tupperware, Home Decorating), during assigned working hours is not permitted. These items may be available during breaks or meal times but should not conflict with an individual's College duties or be conducted on an office-to-office basis.

Effective Date: 10/03/2005

Date Last Amended:
Date Last Reviewed:

3.23 Human Resources – Honorariums and Professional Fees for Employees

POLICY:

The College cannot pay honorariums and similar payments to any College employee; however, in certain circumstances with prior approval the person can receive additional salary. College employees may be reimbursed for college authorized travel at current rates.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.24 Human Resources -- Gambling

POLICY:

No act of gambling or betting as those terms are commonly understood or as specifically identified in Kansas Statutes shall occur on College property. Drawings conducted pursuant to Kansas Statutes and those conducted by College groups where prizes are donated by an individual, firm, or other organization such as foundations and auxiliary boosters are exempt from this policy. Violation of this part by an employee, officer, agent, student, or other representative shall be grounds for disciplinary action as may be appropriate or as specified in law, policy or negotiated agreements.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.25 Human Resources -- Lost Time Due to Inclement Weather

POLICY:

Employees who do not report to work or who elect to return home after reporting to work due to weather conditions when there is no official closing can select one of the following options for handling the lost time:

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

3.25.01 No Official Closing

1. Charge accrued vacation time (exempt employees may charge only in 4 or 8 hour increments)
2. Charge accrued compensatory time, if applicable
3. Charge their discretionary holiday (may not be used for less than a full day)
4. Charge leave without pay (non-exempt employees only)
5. Make up the absent-from-duty hours within the same work week. Non-exempt employees must make up lost time on an hour-for-hour basis. Plans for make-up time must be worked out with the approval of the supervisor in advance. Time not made up within the specified period will be charged to accrued vacation leave or to leave without pay.
6. Employees who report late to work one hour or less because of inclement weather will not be charged for that time. Employees reporting to work more than one hour late must use one of the options available for handling all lost time.
7. Employees on authorized leave, holidays, or sick days will not be affected by these emergency procedures. This policy does not apply to the College Holiday Closing scheduled during the winter holiday break.

3.25.02 Official Closing

In case of an official closing, faculty covered by the Master Contract must make up for instructional time.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

3.26 Computer and Network Usage Policy

POLICY:

This policy is intended to provide effective protection of individual users, equitable access, and proper management of all computer and network resources. These guidelines are intended to supplement all applicable local, state, and federal laws and regulations. Appropriate use should always be legal and ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; and system security mechanisms.

Effective Date: 6/8/2015

Date Last Amended:

Date Last Reviewed:

PROCEDURE:**Acceptable Use:**

1. The FHTC network and computers shall be used for the following:
Instruction, independent study, authorized research, independent research, approved recreational web-browsing, and official work for the business of Flint Hills Technical College.
2. Authorized users are as follows: faculty and staff employed by the college, students currently attending classes, visitors utilizing public resources.
3. Acceptable conduct must conform to college policies, guidelines and codes of conduct, in addition to all applicable local, state, and federal laws and regulations.
4. User documents shall be stored on a college supported storage mechanism. The local computer or C drive is not be used, due to data loss risk.
5. Upon separation of an employee from the college, the employee and supervision will cooperate in making arrangements to transfer all FHTC data to an appropriate college representative.
6. Employees of FHTC must use college approved systems for conduct of FHTC business.

Proper Use:

The purpose of FHTC computers and associated software and hardware is specifically for conducting the business and functions of the school. Any use that is contrary to this purpose or is of unethical or unprofessional conduct is prohibited.

Persons that use FHTC computers shall do so in a manner that intentionally promotes the standing of the school, personal integrity, the property and work of others, and is in no way malicious or harmful.

All persons using FHTC computers shall do so in a manner that supports and protects the security of the system and the data it contains.

In cases of doubt, it is the user's responsibility to inquire about the permissibility of other network uses prior to the execution of the use with their immediate supervisor. If any person receives inappropriate materials or communication, report the occurrence to your immediate supervisor. Documentation of inappropriate usage will be placed in the sender's faculty/staff file.

The following items are examples of behaviors that are NOT proper use of FHTC computer resources. This is not an all-inclusive list, but is a representative sample.

1. Using facilities, accounts, access codes, passwords, privileges or information for which you are not authorized.
2. Representing yourself electronically as another user.
3. Harassing other users.
4. Distributing unsolicited advertising.
5. Sending chain letters to any kind of individuals or lists, or using any other means of mass e-mailing that is not conducive to the business of FHTC, or disturbing the work of others.
6. Unauthorized sending of e-mails or other electronic documents considered as sensitive or restricted information.

Employees who violate this policy may be subject to disciplinary action up to and including termination and criminal prosecution.

Consent:

I have read the above and foregoing Faculty and Staff Computer System and Network Usage policy for use in the information systems at Flint Hills Technical College. I understand and agree to use the computer systems and network pursuant to said policies.

Date: _____ Signature: _____

(print name)

Effective Date: 6/8/2015

Date Last Amended:

Date Last Reviewed:

3.27 Human Resources -- Conflict of Interest

POLICY:

To ensure compliance with the Kansas Board of Regents' policy, Commitment of Time, Conflict of Interest, Consulting and Other Employment (20 April 1995), College employees are prohibited from engaging in any activity, which may be construed as unethical, a conflict of interest, or detracting from the effective performance of their duties. Such real or apparent conflict of interest of time commitments must be reported annually and as changes occur to the President/CEO or Board Chair. College employees failing to comply with the procedure may be subject to disciplinary action(s).

College employees and Board members will be required to submit a completed Statement of Substantial Interests form to the Clerk of the Board. This form must be submitted at the time the employee or Board member assumes duties in the College and must be updated by the employee or Board member if and when any changes in substantial interests occur. A written reminder of this regulation will be provided to Board members and employees on a yearly basis.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

Policy 3.27
(attachment)

STATEMENT OF SUBSTANTIAL INTEREST

NAME _____

ADDRESS _____

TELEPHONE _____ POSITION WITH FHTC _____

I hereby swear that I am not aware of any activity which may be construed as unethical, a conflict of interest, or detracting from the effective performance of my duties as a result of my position with Flint Hills Technical College. Such real or apparent conflict of interest of time commitments must be reported annually and as changes occur to the President/CEO or Board Chair. College employees failing to comply with the procedure may be subject to disciplinary action(s)

Signature Date

The following information is provided to inform the President/CEO or Board Chair of the Flint Hills Technical College that I may have substantial personal interests which may be viewed as in conflict with the decision-making authority or influence afforded me as a result of my position with Flint Hills Technical College.

Signature Date

3.28 Human Resources -- Legislative Appearance

POLICY:

Legislative committees often request faculty and administrators to provide expert testimony on proposed legislation that may or may not affect the Regents and higher education. Faculty and administrators should make every effort to accommodate such requests, and shall notify the President/CEO of the College of the invitation so they will be aware of such appearances. Notification shall be made prior to the appearance.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.29 Human Resources -- Opinions from the Attorney General

POLICY:

Any employee or Board member seeking an opinion from the Attorney General must do so by making a request through the office of the General Counsel of the Board of Regents after consulting with administration and the Board of Trustees.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.30 Human Resources -- Political Involvement

POLICY:

In the interest of the fullest participation in public affairs, personnel are free to express opinions, speaking or writing as an individual in signed advertisements, pamphlets, and related material in support of or opposition to parties and causes. There will be the commensurate responsibility of making plain that each person so doing is acting for himself/herself and not in behalf of the College. All personnel are eligible to accept any public or political party position, which does not involve any conflict of interest, and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school Board, planning group, and county, state, and national party committees and like organizations, by either appointment or election. The filing of a declaration of intent to become a candidate does not affect the status or appointment of an employee; provided, however, such person at all times while a candidate shall properly and fully perform all of his/her assigned duties; provided further however, that should such person while he/she is a candidate for office fail to perform all of his/her assigned duties such person will not receive any salary or benefits from the date of filing for office.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

3.30.01 Human Resources -- Political Involvement - Unclassified Employees

Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the state legislature, and state and county offices or appointments to office falling within this category; effective, as to a person elected or appointed to Congress or the state legislature from the date such person takes the oath of office and continuing until the adjournment of Congress or the adjournment sine die of each session of the state legislature; effective, as to other state and county offices, during the entire time a person serves as such officer. Leave without salary or other benefits shall not be required for any person serving in the State Legislature for service on any committee during a period when the Legislature is not in regular or special session, provided that such person shall decline to accept all legislative compensation for such service, but shall be entitled to such mileage and other expense allowances as provided by statute and paid by the Legislature.

3.30.02 Human Resources -- Political Involvement - Classified Employees

Any officer or employee in the College classified service shall resign from employment at College prior to taking the oath of office for a state elective office.

3.30.03 Human Resources -- Contacting Legislators

The use of College letterhead, envelopes, and franking is not permitted when contacting legislators to influence their opinions, though they can be used to provide information to legislators.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

3.31 Human Resources -- Payment of Wages

POLICY:

All staff shall be paid via direct deposit as a condition of employment. The administration shall establish pay periods and procedures for all employees of the College, while maintaining agreement with the Master Contract.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.32 Human Resources -- Compensation & Wages

POLICY:

The administration shall develop compensation policies and procedures for employees at the College. Policies for compensation (i.e., vacation, leave, 125 plans, KPERS, TSAs 403-B's) shall be approved by the Board prior to implementation. The administration shall honor compensation agreements developed through the College master contract and those agreements in place at the time of separation from USD 253. The Board reserves the right to adjust and develop future compensation procedures for College employees.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.33 Human Resources – Telecommuting/Work From Home

POLICY:

Telecommuting allows employees to work at home for all or part of their workweek. Flint Hills Technical College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Flint Hills Technical College.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Effective Date: 09/01/2020

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Flint Hills Technical College for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, Flint Hills Technical College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments

will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Flint Hills Technical College accepts no responsibility for damage or repairs to employee-owned equipment. Flint Hills Technical College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Flint Hills Technical College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. Flint Hills Technical College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Flint Hills Technical College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Failure to comply with any requirement may result in the immediate termination of the telecommuting agreement.

Effective Date: 09/01/2020

Date Last Amended:

Date Last Reviewed:

3.34 Human Resources -- Open

POLICY:

Effective Date:

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.35 Human Resources -- Open

POLICY:**Effective Date:****Date Last Amended:****Date Last Reviewed:****PROCEDURE:****Effective Date:****Date Last Amended:****Date Last Reviewed:**

3.36 Human Resources -- Identity and Employment Status

POLICY:

All potential employees of the College shall verify their identity and employment status to the business office by completing the I-9 form and submitting supporting documents on or before the first day of employment.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.37 Human Resources -- Grievance Policies

POLICY:

Grievance shall mean any alleged violation of the terms and conditions of an employee's contract. Grievant shall mean an employee of Flint Hills Technical College having a grievance. Words denoting gender shall include both masculine and feminine, and words denoting number shall include both singular and plural. Faculty shall use the Grievance Report Form found in the master agreement. Staff shall use the Grievance Report Form found in the staff handbook. In this grievance procedure, a day shall be defined as a weekday.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.38 Human Resources -- Records

POLICY:

Personnel files required by the College shall be confidential and in the custody of the President/CEO's designated staff. Employees have the right to inspect their files upon proper notice under the supervision of the President/CEO's designated staff.

A request by a third party for release of any personnel record shall be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

As appropriate, all personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.39 Human Resources -- Salary Deductions

POLICY:

Salary deductions shall be made if required or permitted by law, permitted by Board policy or are agreed to in the negotiated agreement.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.40 Human Resources – Faculty/Staff Taking Classes from FHTC

POLICY:

Flint Hills Technical College (FHTC) employees in current, permanent positions, with at least 180 days of continuous service, and adjunct instructors, who are currently instructing courses for credit, and who have been instructing a minimum of 12 credit hours per Academic Year for a minimum of two years, are also eligible to have the cost of tuition waived for their dependents. Dependents are defined as the employee's spouse and or dependent children, as defined by IRS guidelines.

Employees enrolling in courses for credit will receive credit for the course(s) for which tuition was waived. Employees may also enroll in non-credit continuing education courses without paying tuition.

Employees must pay for all applicable books, materials, program fees, college fees and on-line fees for credit-bearing and non-credit bearing courses

The following criteria must be met in order for an employee to enroll in either a credit or non-credit bearing class:

1. Must be approved by their respective administrator (president or vice president) and the Director of Human Resources or designee before the course begins by completing the FHTC Request for Tuition Waiver form.
2. Cannot be the person to make the minimum number of enrollments necessary for the course to be offered.
3. Courses can only be taken during non-work time, unless otherwise approved by their respective administrator (president or vice president) before the course begins.
4. No more than six credit hours per semester/trimester or summer session per employee.
5. No more than a total of 18 credit hours per academic year.
6. A cumulative GPA of 2.0 must be maintained in courses for which the tuition was waived to continue future eligibility for the benefit.

Employees will not be enrolled in a course if they fill a course to its maximum enrollment and other paying students are waiting to enroll in the course.

Effective Date: 10/09/2006

Date Last Amended: 11/12/2018

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:
Date Last Reviewed:

3.41 Human Resources - Dependent Tuition Waiver

POLICY:

Dependents of Flint Hills Technical College (FHTC) employees in current, permanent positions, with at least 180 days of continuous service, and adjunct instructors, who are currently instructing courses for credit, and who have been instructing a minimum of 12 credit hours per Academic Year for a minimum of two years, are also eligible to have the cost of tuition waived for their dependents. Dependents are defined as the employee's spouse and or dependent children, as defined by IRS guidelines.

Dependents enrolling in courses for credit will receive credit for the course(s) for which tuition was waived. Dependents may also enroll in non-credit continuing education courses without paying tuition.

Employees must pay for all applicable books, materials, program fees, college fees and on-line fees for credit-bearing and non-credit bearing courses

The following criteria must be met in order for an employee's dependent(s) to enroll in either a credit or non-credit bearing class:

1. Must be approved by the Director of Human Resources or designee before the course begins by completing the FHTC Dependent Tuition Waiver Request form.
2. Cannot be the person to make the minimum number of enrollments necessary for the course to be offered.
3. No more than six credit hours per semester/trimester or summer session per dependent.
4. No more than a total of 18 credit hours per academic year.
5. A cumulative GPA of 2.0 must be maintained in courses for which the tuition was waived to continue future eligibility for the benefit.

Dependents will not be enrolled in a course if they fill a course to its maximum enrollment and other paying students are waiting to enroll in the course.

Effective Date: 05/22/2014

Date Last Amended: 11/12/2018

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.42 Human Resources -- Voting Time (K.S.A. 25-418)

POLICY:

Employees who are eligible to vote in national, state, or local elections are encouraged to exercise their voting privileges. An employee's work schedule normally permits adequate time to exercise voting privileges either before or after normal working hours. However, in the exceptional case in which voting cannot be accomplished in off-duty hours, the College shall grant an employee time off with pay, not to exceed two consecutive hours, to vote on election day. This provision does not apply to primary elections.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.43 Human Resources -- Open

POLICY:**Effective Date:****Date Last Amended:****Date Last Reviewed:****PROCEDURE:****Effective Date:****Date Last Amended:****Date Last Reviewed:**

3.44 Human Resources -- Nepotism Policy

POLICY:

No employees shall advocate or cause the employment, appointment, promotion, transfer, or advancement to any office or position of the College, of a member of such employee's household or family member.

No College employee shall participate in action relating to the employment or discipline of a member of the employee's household or family member.

Family member means (a) spouse, parent, child, or sibling; (b) sibling as denoted by the prefix half; (c) parent, child, or sibling as denoted by the prefix step; (d) foster child; (e) uncle, aunt, nephew, or niece; (f) any parent or child of a preceding or subsequent generation as denoted by the prefix of grand or great; or (g) parent, child, or sibling related by marriage as denoted by the suffix of in-law.

Household member means a person having legal residence in, or living in, the employee's place of residence.

The provisions of this policy do not apply to any action involving employment, appointment, promotion, transfer, or advancement of any employee occurring prior to the effective date of this act.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Effective Date:

Date Last Amended:

Date Last Reviewed:

3.45 Human Resources -- Software Copyright Laws

POLICY:

College employees are required to comply with all copyright laws and College policies and procedures governing the use of software products. Unauthorized copying, use or disposal of software shall be considered as a violation of College policy. Procedures to manage the use of the College's software resources shall be maintained by the technical support office.

Effective Date: 10/03/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Date of Approved:

Date Last Amended:

Date Last Reviewed:

3.46 Human Resources -- Copyrights and Patents

POLICY:

Purpose

Flint Hills Technical College is dedicated to encouraging innovation, creativity, and effectiveness in serving students and community. This policy is intended to protect the interest of a staff member whose originality may yield monetary rewards while at the same time protecting the interests of the College and the community it represents.

Definition of Terms

As used in this policy, the following terms have the meaning indicated:

1. "Inventions" means all devices, discoveries, processes, methods, uses, products or combinations, whether or not patented or patentable at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
2. "Written materials" means all instructional, literary, art, dramatic, and musical materials or works and all other materials, published or unpublished, whether or not copyrighted or copyrightable.
3. "Recorded materials" means all sound, visual, audiovisual, films or tapes, videotapes, computer programs, kinescopes or other recordings or transcriptions, published or unpublished, whether or not copyrighted or copyrightable.
4. "Materials" means written materials and recorded materials.
5. "College personnel" means part-time and full-time employees, all other agents of the College.
6. "College support" means but is not limited to release time, grant money, equipment, material or financial assistance, or that which is developed as part of the employee's course of duties. The significance of College assistance will be determined by a Copyright and Patent Committee, subject to review by the College President/CEO and the Board.
7. "Classroom(s)" means all physical spaces and environments under the jurisdiction of the College that are assigned, scheduled, or otherwise designated as instructionally related facilities of the College"
8. "Commissioned" means authorized in writing to perform a specific assignment and relieved of normal duties and responsibilities during the time specified in the commission as defined in these policies and implementing procedures.

Effective Date: 10/02/2005

Date Last Amended:

Date Last Reviewed:

PROCEDURE:

Inquiry to the Business Office

To ascertain whether any inventions or materials College personnel are planning to prepare, are preparing, or have prepared, will be considered College supported, as set forth in this policy, College personnel shall initiate an inquiry to the College business office (which shall have the responsibilities as described in implementing procedures) to which inquiry the committee will respond.

Ownership and Equity

The following shall be used as a guideline in determining the ownership, use, and distribution of proceeds from inventions and materials as defined in Section 2 above.

1. The College intends to protect the interest of College personnel in relation to original ideas and work which may have monetary value as well as public interest to assure that public funds and property are not used for personal gain.
2. The College recognizes that ownership and proceeds resulting from materials and inventions when not commissioned by the College, and the preparation of which were not supported or assisted in any material way by the College, belong to those who created such materials and inventions.
3. The College further recognizes that materials and inventions may be produced by College personnel under College support as part of the employee's course of duties, release time, grant money, equipment, or other material or financial assistance.
4. The legal title to all materials and inventions as defined in Section 2 above shall be held by the College when developed through College support or when commissioned, provided, however, materials and inventions produced under grants from the federal government or other agency, public or private, shall be subject to the conditions of the contract or grant with respect to ownership, distribution and use, and other residual rights, including net proceeds; and provided further, ownership to written materials generated as a result of individual initiative, and not as a specific College assignment, and where only incidental use of College facilities or resources are employed, should normally reside with the author.
5. Where feasible, formal statutory copyrights shall be obtained for materials in the name of the College. In the case of patents all applications shall be accompanied by a appropriate assignments to assure ownership in the College.
6. Unless otherwise negotiated, net proceeds resulting from inventions and materials shall, as between the College and the College personnel involved, be divided as follows:

- 6.1. 25% of all net proceeds from the sale or licensing of College-supported written materials will go to the College, and 75% will be retained by the originating College personnel.
- 6.2. 75% of all net proceeds resulting from the sale or licensing of recorded materials and inventions will go to the College and 25% will be retained by the originating College personnel.
7. The net proceeds derived from inventions and materials shall mean the gross receipts there from (including, but not limited to, rents, royalties, dividends, earnings, gains, and sale proceeds), less all costs, expenses, and losses paid or incurred by the College in connection therewith (including, but not limited to, all direct costs and expenses, indirect costs and expenses, as allocated and determined by College, and the costs and expenses of obtaining and securing patents or copyrights, and all attorneys' fees).
8. When the College commissions the development work, the College shall have all rights to the proceeds in inventions and materials.
9. Variances to the policy as herein stated may be granted pursuant to the implementing procedures.

Inventions and Materials Developed by Consulting Work

Inventions and materials made or developed solely in the course of consulting work performed by College personnel for outside organizations, for which written approval of the President/CEO of the college or his/her designee has been obtained, shall not be considered as having been College supported or College commissioned; and all rights to such inventions and materials, other than those involving the substantial use of College funds or facilities, shall remain with the individual unless otherwise provided in the President/CEO's approval.

College Use of Income from Copyright and Invention Proceeds

The College share of income derived from proceeds in any materials and inventions will be used at the discretion of the Board.

Releases

College personnel shall be responsible for obtaining appropriate written releases from individuals identifiable in, or in some manner requested to participate in the creation of College-supported materials. Written statements shall also be obtained from appropriate College personnel indicating that to the best of his/her knowledge, any of the materials developed do not infringe on existing copyrights, or other legal rights.

Transfer of Rights

The College may at its discretion assign, transfer, lease or sell all or part of its legal rights in inventions and materials.

Amending Policy

This policy may be amended or rescinded in whole or in part at any time by the Board, provided, however, that such change will not affect vested rights.

Copyrights and Patents Committee

The Copyrights and Patent Committee shall be composed of not less than three (3) persons appointed by the President/CEO of the College as he/she shall from time to time determine necessary.

Effective Date:

Date Last Amended:

Date Last Reviewed:

4.00 Safety and Security

POLICY:

The President/CEO or designee(s) shall develop policies and procedures for the safety and protection of College faculty, staff, students, visitors and property.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.01 Safety & Security – Crisis Management Requirements

POLICY:

The President/CEO or designees shall develop a crisis management plan to be followed by all staff.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.02 Safety & Security -- Campus Safety

POLICY:

The President/CEO shall develop procedures for the selection of crisis team members assigned the responsibility of protecting the institution's property and ensuring the safety of personnel on the campus. Crisis team members will generally provide the following services: courtesy first aid service while waiting for an ambulance; escort service when an individual feels endangered in any way; service for minor vehicle problems on campus (e.g., opening locked doors, jump starting vehicles); and delivery of emergency messages.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.03 Safety & Security -- Inclement Weather

POLICY:

Generally, the College does not close because of snow or other inclement weather, and employees are expected to be at work during their regular times. However, severe weather may delay or prevent employees' travel to work or may necessitate them leaving work early.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:**Safety & Security – Inclement Weather – Declaration of Inclement Weather and Closure of College**

The President/CEO of the College has the responsibility and exclusive authority to make a Declaration of Inclement Weather for the College because of severe weather conditions. The President/CEO has the responsibility and authority to maintain essential services and to provide for the protection of students and College property when a declaration is issued. It is important to remember that a declaration of a weather emergency is a separate issue from the suspension of classes. There may be instances when classes are suspended but an inclement weather emergency is not declared.

Safety & Security – Inclement Weather – Notification and Crisis Procedures

If severe weather forces the closing of the College, an announcement will be made by 6:00 a.m. on local radio and television stations for daytime classes. An announcement will be made by 4:00 p.m. on local radio and television stations for evening classes.

The President/CEO shall ensure procedures are established for all forms of crisis and/or emergencies to include notification of all employees, the Board and necessary health and safety officials.

Effective Date: 10/03/2005

Date Last Amended:

4.04 Safety & Security -- Accidents and Medical Incidents

POLICY:

The President/CEO and/or designee shall establish procedures for care and handling of accidents, injuries and medical incidents at, related to or a part of College activities.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.05 Safety & Security – Drug-Free Workplace Act Policy

POLICY:

According to the requirements of the federal Drug-Free Workplace Act of 1988: It is the policy of the College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in buildings, facilities, or grounds controlled by the College (hereafter referred to as workplace). Any employee of the College, including faculty, other unclassified staff, classified staff, and student employees, found to be illegally manufacturing, distributing, dispensing, possessing or using controlled substances at the workplace of the College regardless of the site of the workplace, shall be subject to disciplinary action in accordance with applicable policies of the State of Kansas, the Board of Regents, and the College. The illegal manufacture, distribution, dispensing, possession or use of controlled substances may also subject individuals to criminal prosecution.

As a condition of employment, all employees of the College shall abide by the terms of this policy statement and will notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. The College will, in turn, notify, as appropriate, the applicable federal agency of the conviction within 10 days of its receipt of notification of the conviction. For purposes of this policy, conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

The term controlled substances as used in this policy means those substances included in Schedules I through V of section 202 of the Controlled Substances Act and as further defined by regulation 21 CFR 1300.11 through 1300.15 (a listing of controlled substances is maintained in Human Resources). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.06 Safety & Security -- Drug & Alcohol Testing Program for Safety Sensitive Employees

POLICY:

This policy shall apply to all employees who are performing safety sensitive jobs for the College which require a commercial driver's license (CDL) as defined by the Omnibus Transportation Act of 1991. A Board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety sensitive position as defined by Board policy.

The use, possession, sale or distribution of illegal drugs or drug paraphernalia, or the improper or abusive use of legal drugs, alcohol or other intoxicating substances while on College property or other work locations and/or during work hours is strictly prohibited.

The above provision is applicable to all College employees who perform safety sensitive work. The College will utilize all reasonable measures to maintain a drug free workplace for its employees, students, and the general public. Cooperation and compliance with the College Drug and Alcohol Testing Policy (as with all other College policies and procedures) is a condition of continued employment for all employees involved in safety sensitive positions.

The College Drug and Alcohol Testing Policy is in compliance with the Federal Drug Free Workplace Act of 1988, Federal Highway Administration (FHA) Part 382. All collection and testing procedures will specifically follow the regulations set forth in 49CFR Part 40 for drugs and alcohol.

For the purpose of assuring compliance with the above, both employees and applicants for safety sensitive positions will be subject to drug and alcohol screening.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.07 Safety & Security – Communicable Diseases

POLICY:

The president/CEO or designee shall develop procedures on communicable diseases from employees and students for the safety and protection of the College students, faculty, staff and visitors.

Effective Date: 01/14/2008

Date Last Amended:

PROCEDURE: Face Mask Procedure

FHTC requires face masks in the event of a respiratory pandemic or epidemic as identified by Lyon County Public Health, Kansas Department of Health and Environment and/or the Center for Disease Control and Prevention.

Employees, students, and visitors must wear face masks over their mouths and noses in all indoor spaces on college property unless alone in their own private offices or workspaces.

Employees, students, and visitors who do not comply with this procedure will be asked to leave campus until properly masked. Those who continue to violate the procedure may be subject to further disciplinary action including suspension, expulsion, or termination.

Required masking is contingent on the transmission status as defined by the Center for Disease Control and Prevention. Masks will be required when the transmission status is substantial or high. The requirement will be reviewed weekly and rescinded when Lyon County is no longer in substantial or high transmission status according to the [Center for Disease Control and Prevention](#).

Effective Date: 8/10/2021

Date Last Amended:

4.08 Safety & Security -- Cell Phone Usage for Vehicles/Equipment

POLICY:

Employees are responsible for operating College-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees should refrain from using cellular phones while operating such vehicles and equipment or while operating non-College vehicles or equipment.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

4.09 Carry Concealed Handguns (CCH) and Open Carry Handguns

POLICY:

Flint Hills Technical College (FHTC) seeks to maintain a safe and secure environment in which to conduct educational, research and training activities.

Carry Concealed Handgun (CCH) is a handgun that a person who is not prohibited from possessing a firearm, under either federal or state law, may carry in a concealed fashion, except where as prohibited in certain locations as detailed in state law (KSA 75-7c10) and by any applicable federal law. CCH laws refer to firearms defined as handguns, (NOT Rifles or SBR's) that meet the states requirements (Pistols and/or revolvers).

The display or "open carry" of any handgun is **strictly prohibited** by college policy with the exception of in defense on one's self or an immediate third person as stated above. Display is defined as the intentional showing, presenting, exhibiting and/or drawing of a handgun from a position of concealment on one's person. Other than for authorized security and/or law enforcement, no handguns or firearms shall be openly carried on any college property or at college events.

On July 1st, 2017, CCH will become legal on Flint Hills Technical College property, in accordance with State and Federal Laws.

CCH individuals who carry a handgun on campus must carry it on or about their person at all times or secure their handgun in a locked, privately-owned or leased motor vehicle. A CCH individual may not carry a partially or wholly visible handgun on campus premises or on any college driveway, street, sidewalk or walkway, parking lot, or other parking area.

CCH individuals who carry a handgun on campus must carry it in a holster that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension on the handgun to retain it in the holster.

Any person may be held responsible to disciplinary action including but not limited to dismissal from the college and/or criminal prosecution for:

1. Intentionally displaying a concealed handgun without cause or reason
2. Possession of a handgun under the influence of alcohol or mind altering drugs
3. Leaving or storing, intentionally or unintentionally, a firearm in a location not authorized by this policy
4. Accidental or unintentional discharge of a firearm on college property
5. Threatening or verbalizing , even in jest, to shoot another person with a concealed handgun (other than in self-defense)

Flint Hills Technical College will not maintain a list of concealed carry license holders. This information is not a matter of public record. Flint Hills Technical College employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status.

Students and guests are also prohibited from storing a firearm on college property other than in a secured compartment in their vehicle. Persons who chose to store their weapons in their vehicles are encouraged to do so in a concealed manner in compliance with local, State and Federal laws, preferably in a locked compartment inside their vehicle. It is also advisable not to disclose the presence of said weapon to anyone other than authorities if asked.

Anyone, whether authorized by statute or not, CCH on property under FHTC control assumes all legal responsibility for any consequences arising therefrom, and agrees to hold FHTC and USD 253, their boards, administrators, instructors, employees and agents harmless for any claims, including but not limited to the cost of defense, any damages assessed, and further agrees to subrogate FHTC and USD 253 for all expenses or costs incurred as a result of their CCH.

Any person(s) found to violate this policy may have their firearm seized and secured by college security and /or law enforcement and will be subject to all appropriate penalties under college policy and applicable local and state laws. Severity of offense dictates severity of penalty, including, but not limited to suspension/expulsion, termination of employment, immediate removal from premises/pressing charges for criminal trespass, or referral to law enforcement.

Flint Hills Technical College reserves the right to change, modify or adapt this policy at any time for the safety of its students and staff.

Effective Date: 07/01/2017

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

4.10 Fire Watch

POLICY:

A fire watch shall be established in a building when the fire alarm and/or sprinkler system is temporarily shut down more than 4 hours for reasons including maintenance, periodic inspection, renovation, or demolition work. A fire watch shall be established in a building where the impairment of the building's exiting system is not significant enough to warrant evacuation and shutdown of the building. The areas affected by the outage or malfunction will be covered until the system has been repaired, tested and placed back into service. A fire watch allows buildings to be temporarily occupied when the above-mentioned systems are out of service.

Fire watch service is a group of qualified people who patrol the affected areas of the building. They function as the fire alarm system to report fires or similar emergencies to the State Fire Marshall or the City Fire Department and to initiate evacuation of a building if a fire or emergency occurs. Fire watch personnel must be trained in the procedure for Reporting Fire Emergencies, conducting building evacuations, practicing fire prevention techniques, and using portable fire extinguishers.

Effective Date: 05/10/2021

Date Last Amended:

PROCEDURE:

1. A fire watch is required only when buildings are occupied. The decision to implement a fire watch will be determined by FHTC Administration.
2. A fire watch is required only during normal business hours. Outside of normal business hours, the need for a fire watch will be determined by FHTC Administration.
3. A fire watch will be manned by trained staff.
4. A written Fire Watch Log must be kept and include the date, time, name of the people conducting the fire watch, and the status of the alarm. The log must be sent to Kansas State Fire Marshal at the watch termination.
5. A thorough inspection of all public areas, mechanical/electrical room, storage/closet areas, kitchen and other high-risk places must be conducted every 45 minutes in the affected areas of the building.
6. A fire watch will be conducted until the fire alarm and/or sprinkler systems have been repaired, tested, and placed back into service, or the exits are fully operational.

7. Notify the appropriate off campus agencies such as the Fire Department and the State Fire Marshal Office of a malfunction or planned outage of a building fire alarm and/or sprinkler.
8. Notify the appropriate off campus agencies when the inoperative building alarm and/or sprinkler system has been repaired, tested and placed back in service.
9. Notify FHTC Administration and any other appropriate departments when a fire watch has been terminated.
10. Review and file the fire watch written log.
11. Notify FHTC Administration at least 72 hours before a fire alarm and/or sprinkler system is taken out of service and a fire watch procedure is implemented.
12. Make the necessary arrangements with the construction company to provide a fire watch after FHTC Administration approves the shut-down.
13. Immediately notify FHTC Administration of any problem concerning the implementation of a fire watch.
14. Immediately notify FHTC Administration upon the termination of a fire watch. Furnish the written log of a fire watch to the Kansas State Fire Marshal and FHTC Administration.
15. Immediately notify FHTC Administration when a signal is not received from the building fire alarm panel.
16. Immediately inform FHTC Administration if a fire alarm system is impaired.
17. Regularly patrol the building being protected by fire watch until the system is restored. Immediately notify the local fire department of any reports of smoke or flames in the building protected by a fire watch.
18. Notify when a fire alarm and/or sprinkler system is inoperative or impaired due to maintenance.
19. Participate in the implementation of a fire watch.
20. Responsible for the proper operation of all fire alarm systems in campus buildings. Furnish the written log of a fire watch to the State Fire Marshal.

Effective Date: 05/10/2021

Date Last Amended:

5.00 Academic Freedom

POLICY:

Flint Hills Technical College seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual responsibility. It is recognized that these democratic values can best be transmitted in an atmosphere that is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for faculty and students is encouraged.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

5.00.01 Definition of Academic Freedom

Academic freedom is the cornerstone of the process of education in which the free exchange of thoughts, ideas and knowledge should be prized. Instructors and students should be able to pursue the process of learning without undue interference or restraint but adhere to the principles of standard professional ethics. Flint Hills Technical College affords the rights and protections of academic freedom to all instructors directly or indirectly employed by the institution to deliver curricular content to students. Note: For Academic Freedom as applied to students refer to Policy 7.01 Sexual Misconduct, Sexual Violence, Harassment and Discrimination.

- a.) Instructors of Flint Hills Technical College are entitled to freedom in the classroom in discussing their area of professional expertise and knowledge. However, instructors should be careful not to introduce controversial matters which have no relation to the content area, subject matter, or curriculum of course work in the subject of instruction.
- b.) Instructors are citizens and officers of an educational institution. When they communicate as a private individual they should be free from censorship or undue influence of the educational institution, but the position of an educator in any community imposes certain expectations. Therefore, instructors should at all times exercise appropriate restraint, respect for opinions of others, and make every effort to indicate that they are not speaking for the institution.

5.00.02 Violations of Academic Freedom

A faculty member (or former faculty member) who believes the rights afforded in this policy have been violated, or threatened, shall provide a concise written statement to the Director of Human Resources that:

- a.) Provides specific date, time, and location the violation is believed to have occurred
- b.) Provides a detailed description of the violation, or perceived threat to academic freedom
- c.) Provides names of all parties directly or indirectly involved

The Director of Human Resources will follow institutional policy & procedures as outlined in Policy 3.09 “Suspension, Demotion, and Termination for Cause”.

Effective Date: 06/10/2019

Last Amended:

5.01 Adult Education Center

POLICY:

The Adult Education Center, as a part of FHTC, shall adhere to policies and procedures for its operation in order to adhere to state and federal regulations, rules, and stipulations put forth in its grant and compliance with FHTC policy.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.02 Alpha - Numeric Course Naming System

POLICY:

At Flint Hills Technical College, the alphanumeric naming system for classes is to assist students in their academic planning. FHTC acknowledges that there are legacy courses with previously established course numbers. All courses created after the effective date of this policy change will be numbered in accordance with this policy by the Registrar:

Courses numbered 0-99 do not count towards the grade point average (GPA) or graduation at FHTC. Courses numbered 0-99 may be required prerequisites to courses numbered 100 – 200.

Courses numbered 100-199 are suggested as freshman and diploma level courses.

Courses numbered 200–299 are suggested as sophomore or AAS level courses.

The alphabetic prefix for each course directly relates to the program of study.

Effective Date: 10/03/2005

Date Last Amended: 12/14/2020

PROCEDURE:

Effective Date:

Last Amended:

5.03 Assessment of Student Learning

POLICY:

Flint Hills Technical College is committed to students at all levels of our institution. External and internal tools are utilized to determine the extent of student learning, workforce preparedness, and satisfaction related to all elements of the student experience. The goal of any well-designed institution wide assessment process is to identify the elements of instruction, service, and student preparation that are consistently effective; as well as, identify those areas that over time indicate a need for attention or improvement. It is important to note that when best practices based on statistical evidence indicated by valid data is identified and shared institution-wide, all students and stakeholders benefit. Flint Hills Technical College employs a variety of assessment tools to meet these goals and it is an ongoing, continuous process. Effective procedures shall be implemented:

- a.) That ensure the standard for each degree is maintained at the appropriate level
- b.) That student performance is measured equitably across programs and curriculum
- c.) That evaluation and assessment methods are valid and reliable
- d.) That data is regularly reviewed to capitalize on success and target areas for improvement
- e.) That are focused on the goals of Flint Hills Technical College and reasonably impact faculty and staff workloads

Effective Date: 10/03/2005

Date Last Amended: 06/10/2019

PROCEDURE:

Effective Date:

Last Amended:

5.04 Catalog Compliance

POLICY:

Students are subject to the catalog guidelines under which they entered provided they remain continuously enrolled through graduation. As curriculum changes, the effected program(s) of study is subject to change at the discretion of the college.

In the event that a student is not continuously enrolled the student will follow the catalog guidelines in effect when the student returns.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.05 Course Enrollment Capacity

POLICY:

Each section of a course may have a maximum capacity to ensure a safe and productive learning environment. Individual program faculty, in conjunction with the appropriate Division Chair, the Dean of Instructional Services and Vice President of Student Services, will determine the capacity for each section.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.06 Curricular Requirements

POLICY:

Each instructor shall meet the following requirements for course documents.

Credit - All courses offered for credit shall have a current syllabus containing standardized items as identified by Instructional Services Committee, supporting documents and other instructional materials. Students will be provided a copy of the syllabus by the first day of class.

Non-credit – All non-credit courses will at a minimum provide students with a course outline.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.07 Curricular Review and Development

POLICY:

Regular curricular review is undertaken in order to maintain up-to-date programs and curriculum that meets the needs of the community we serve. Curricular review takes place on a biannual basis and is initiated by the faculty in conjunction with the program advisory committee. Changes in the type, number, and content or scope of the courses or programs will be made to reflect current trends in business and industry, and to be in compliance with the accrediting agencies. All curricular and program changes must be submitted to the Instructional Services Committee prior to implementation.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.08 Grade Appeal

POLICY:

If a student does not agree with a grade assignment and it cannot be resolved between the student and the instructor, a student has the right to appeal in writing within 21 calendar days of the date the grade was officially posted by the Registrar's office. A written appeal is initiated with the appropriate Division Chairperson. If the student is not satisfied with the decision of the Division Chairperson, he or she can appeal this decision to the Dean of Instructional Services within 10 calendar days of receipt of the grade. The appeal must be made in writing. The Dean's decision is final in the appeal process.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.09 Course Grade Change

POLICY:

Only the instructor of a course can initiate a grade change. The instructor must make this change with the Registrar within one semester of the posting of the student's final grade. Any deviation from this policy must be authorized by the Vice President of Instructional Services.

Removal of Incomplete Grade

Students enrolled in any course for credit may be assigned an incomplete grade (I). Within 30 calendar days of the ending date of the course, the instructor must submit the proper forms to the Registrar with a letter grade for the course based on the work completed. If no grade change is submitted, the grade of "F" will be entered automatically to the student's transcript. Any deviation from this policy must be authorized by the Vice President of Instructional Services.

Successful Appeal of Grade

Once a student has successfully appealed a grade for any credit course, the instructor for the course must submit a Grade Change form to the Registrar within seven calendar days of the decision. Upon receipt by the Registrar the original grade will be expunged from the student's transcript.

Effective Date: 10/03/2005

Date Last Amended:12/14/20

PROCEDURE:

Effective Date:

Last Amended:

5.10 Grading Policy

POLICY:

Grades are assigned by an instructor upon the completion of each course. Grade reports are prepared and issued to students after the grades are posted by the Registrar's office.

Grades are assigned and the grade point average (GPA) is computed based on the following:

Effective Date: 10/03/2005

Last Amended:

Letter Grade	Definition	Grade Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Pass	N/A
NP	No Pass	N/A
W	Withdrawal	N/A
I	Incomplete	N/A
AU	Audit	N/A

Effective Date: 10/03/2005

Last Amended:

5.11 Library

POLICY:

The library of FHTC shall adhere to policies and procedures for its operation to meet the goal of connecting content and customers through access and service.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.12 New Program Development

POLICY:

New programs are developed based on the regional needs of business and industry as assessed by College faculty and administration according to the requirements of the Kansas Board of Regents and the College's accrediting body.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.13 Eligibility for Participation in Commencement Exercises

POLICY:

To be eligible to participate in commencement exercises students must meet one of the following requirements:

1. Completion of all certificate or degree requirements;
2. Summer graduation candidates within nine hours of program completion and enrolled in the courses necessary for completion; or
3. AAS candidates who have completed all of their technical education courses and are within one general education course of degree completion and pre-enrolled in the course needed to complete the degree.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.14 Internships

POLICY:

All programs offer an internship option for students. Internships may include clinical and cooperative education options. Each of these options are credit bearing and have requirements for documentation and may have prerequisites for enrollment. Application procedures must be followed.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.15 Laboratories and Classrooms

POLICY:

Flint Hills Technical College is committed to providing up-to-date instructional facilities for both laboratory and classroom activities. Laboratories will comply with all safety standards prescribed by local, state and federal agencies. Each laboratory will designate requirements for the use of safety items such as safety glasses. Classrooms are designed and maintained to foster an environment conducive to learning.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.16 Program Review

POLICY:

Flint Hills Technical College will regularly review all academic programs in order to facilitate academic planning and improvement. This process should ensure that current student learning outcomes are reflective of current practice within the program of study. Outcomes should directly reflect the needs of students, related field of work, and community. Review procedures shall be developed and overseen by the Assessment Committee and enacted by institutional administration. Regular review and reporting shall be provided to the Board of Trustees and other key stakeholders.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.17 Program Teachout

POLICY:

In the event a program is put on hold or deleted, FHTC will ensure student access to the courses required to complete the certificate or degree declared at the time of application. This may include courses delivered,

1. onsite
2. as independent study
3. online
4. through articulation with another institution offering a similar program.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.18 Repeating Courses

POLICY:

Students can repeat courses, at their own expense, for the purpose of raising their grade-point average. If a student wants or needs to repeat a course, permission of the instructor is required. If a grade of “C” or higher is earned in the class, students must have permission from the course instructor, the Dean of Instructional Services, and the Registrar to retake the course.

When a course is retaken, the newly earned grade cancels, but does not remove the previous grade recorded on the transcript and the subsequent grade is designated as an “R” (repeat). Only the last grade earned will be used in computing the cumulative GPA. A course may not be retaken more than twice. Any deviation from this policy must be authorized by the Dean of Instructional Services.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.19 Scholastic Honesty

POLICY:

It is the assumption that all students attending FHTC have learning as a primary objective. To that end, FHTC expects students to perform with integrity and in an ethical manner. Therefore, any form of scholastic dishonesty is considered in violation of the basic ethical premise and is counter to the educational goals of the student and the college. Any confirmed student dishonesty in course work or examination will result in the student receiving no credit for the work or the examination and may result in an “F” grade, suspension and/or dismissal from the course or College.

A violation includes, but is not limited to:

1. Cheating on examinations
2. Plagiarism which is defined as the use of another’s work in any form without proper documentation or citation
3. Giving unauthorized assistance to another during an examination
4. Falsifying academic records
5. Obtaining or attempting to obtain copies of tests or test questions.

Effective Date: 10/03/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

5.20 Academic - Open

POLICY:**Effective Date:****Date Last Amended:****PROCEDURE:****Effective Date:****Last Amended:**

5.21 Transfer of General Education Courses

POLICY:

General education courses taken at regionally accredited colleges, universities or other recognized institutions may be submitted to the FHTC registrar for evaluation and possible acceptance. The Dean of Instructional Services will make the final determination of transferability.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and approval by the Dean of Instructional Services. General education courses that are accepted for transfer will be used to calculate the student's cumulative grade point average.

General education coursework must be at the 100 level or above for which the student received a grade of D or better or the equivalent of 1.0 on a 4.0 scale.

Students may apply to transfer up to nine (9) credits of general education through CLEP and/or ACES.

The Registrar will consider up to six (6) credits of AP (Advanced Placement) courses to be applied toward the AAS.

All transfers of credit are subject to approval by the Dean of Instructional Services.

Effective Date: 10/03/2005

Last Amended: 2/12/2007

PROCEDURE:

Effective Date:

Last Amended:

5.22 Transfer of Technical Courses

POLICY:

Technical education courses taken at another accredited post-secondary or higher education institutions may be submitted to the FHTC Registrar for evaluation and possible acceptance. The program instructor and appropriate division chair will make the determination of transferability with final approval by the Vice President of Instructional Services.

A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHTC to be eligible for graduation.

All accepted transfer credit hours and grades will be posted to the student's FHTC transcript upon receipt and will be used to calculate the student's cumulative grade point average.

Technical education coursework eligible for transfer must have been completed within five (5) years prior to enrollment.

Effective Date: 10/03/2005

Date Last Amended: 12/14/2020

PROCEDURE:

Effective Date:

Last Amended:

5.23 Overload Policy and Petition

POLICY:

An academic or credit overload occurs when a student registers for more than twenty (20) credit hours in the fall or spring semesters and (9) credit hours in the summer (unless the student meets the exemption below). A student may request an overload up to a maximum of twenty-three (23) credit hours in the fall and spring semesters and maximum of (14) credit hours in the summer with the appropriate approvals.

Overload requests must be submitted prior to the beginning of the semester for which a student is requesting approval for an overload.

Summer exemption:

1. Computerized Machine Tool Engineering: Students may enroll in up to twenty-one (21) credit hours.

For approval to exceed twenty (20) credits in the spring and/or fall semesters and (9) credits in the summer, the student must complete the “Overload Request” form available from the Dean of Enrollment Management. To qualify for an overload, students must meet the following requirements:

1. Complete the overload request form
2. Meet with their academic advisor/program director or instructor
3. Meet with the Dean of Enrollment Management
4. Have a minimum GPA of 3.0 or above

Upon completion and approval by the Vice President of Instructional Services, the student may enroll in additional courses up to the maximum credit hours authorized.

Effective Date: 03/14/2011

Amended: 05/09/2016

PROCEDURE:

Effective Date:

Amended:

6.00 Entrance Policy

POLICY:

Students making application to Flint Hills Technical College must complete an Application for Admission and have graduated from high school or received a General Education Development (GED) Diploma. In addition, high school juniors and seniors may concurrently enroll at Flint Hills Technical College.

Post-secondary students are responsible for providing Flint Hills Technical College with all educational records including an official high school transcript or an official transcript of GED completion, ACT scores and College transcripts. Students must provide the necessary transcript documents prior to being placed in enrolled status. In addition, students completing a Spanish GED will be required to take the TOEFEL to assess English proficiency.

All applicants for admission to a program of study will be required to meet the College's admissions standards, which include taking standardized assessments. Students are required to meet the minimal "ability-to-benefit" level as determined by the United States Department of Education.

The student must satisfy all financial responsibilities to Flint Hills Technical College. This includes tuition, fees, cost of books and tools, and any other costs required by the College. To be considered successfully matriculated, a student must have met all of the above requirements. Failure to do so will result in the student not being accepted to Flint Hills Technical College.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

College transcripts are to be sent directly from the transferring institution to FHTC, c/o Registrar.

Assessment tests will be scheduled throughout the year. Flint Hills Technical College utilizes the ACT ASSET test as its standardized entrance exam. In lieu of the assessment test, students can submit their ACT scores for consideration. Students who do not satisfy the assessment score requirements can retest up to two times and may appeal to the Standards Waiver Committee in writing. The Standards Waiver Committee consists of the Vice President of Instructional Services, Vice President of Student Services and appropriate Division Chairperson.

Some Flint Hills Technical College programs may impose additional admission requirements as prerequisites to acceptance. These requirements are determined at the Division level and information will be made available to interested students at the time of application or upon request.

Effective Date: 06/06/2005

Last Amended:

6.01 Assessment Policy

POLICY:

All applicants for admission to a program of study will be required to meet the College's admissions standards, which include taking standardized assessments. Assessment tests will be scheduled throughout the year. Flint Hills Technical College utilizes the ACT ASSET test as its standardized entrance exam. In lieu of the assessment test, students can submit their ACT scores or COMPASS test for consideration. Students are required to meet the minimal "ability-to-benefit" level as determined by the United States Department of Education. Students who do not satisfy the assessment score requirements or who are not available to participate in any of the scheduled assessments may appeal to the Standards Waiver Committee in writing. The Standards Waiver Committee consists of the Vice President of Instructional Services, Vice President of Student Services, appropriate Division Chairperson, and program instructor. Assessment scores older than five (5) years will not be accepted or utilized by Flint Hills Technical College.

At the discretion of the of Instructional Services, students taking credit-bearing courses who do not plan to pursue a technical certificate or Associate of Applied Science Dean degree may be required to take the assessment test or have ACT or compass scores sent to FHTC to determine "minimum ability to benefit." To be considered successfully matriculated, a student must have met all of the above requirements. Failure to do so will result in the student not being accepted to Flint Hills Technical College.

A student with an Associate degree or higher will not be required to take the assessment test. In order to waive the assessment test requirement an official transcript from the degree-granting institution must be on file with the Registrar's Office. Students in the Division of Health and Human Services will still be required to take the assessment test or submit ACT scores that have been taken within five years.

A student who has completed English Composition I and College Algebra with a grade of "C" or higher will not be required to take the assessment test. In order to waive the assessment test requirement an official transcript from the institution(s) where the course(s) were completed must be on file with the Registrar's Office. Students in the Division of Health and Human Services will still be required to take the assessment test or submit ACT scores that have been taken within five years.

General education coursework must be at the 1000 level or above for which the student received **a grade of C or better or the equivalent of 2.0 on 4.0 scale.**

Effective Date: 3/14/2011

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.02 Home Schooling

POLICY:

Flint Hills Technical College will accept home school transcripts from homeschools registered with the Kansas Board of Education in lieu of a high school transcript or GED from the school administrator. The transcript must include courses taken, credits and grades received, school location, date of completion and a school administrator's signature.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.03 Foreign Student Enrollment in a Program of Study Policy

POLICY:

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Service to accept students seeking admission through a foreign student visa. Individuals seeking admission who are not U.S. citizens may apply for admission if they meet one of the following criteria:

1. Non-citizen national. The applicant must produce a passport stamped “Non-citizen National.”
2. Permanent Resident.
 - 2.1. “Alien Registration Receipt Card.” (Form I-151, I-551, I-551C). The applicant must produce one of these documents with a currently valid expiration date.
 - 2.2. Passport. The applicant must produce a passport stamped “Processed for I-551” with a valid expiration date.
 - 2.3. I-94. The student must produce an I-94, which is stamped “Processed for I-551” with a valid expiration date, or “Temporary Form I-551” with appropriate information filled in.
3. Other Eligible Non-citizen
 - 3.1. “Temporary Resident Card” (Form I-699). The applicant must produce this document with a valid expiration date.
 - 3.2. “Arrival-Departure Record” (Form I-94). The applicant must produce this document stamped as a Refugee Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant.

Effective Date: 01/03/2005

Date Last Amended:

PROCEDURE:

Criteria for establishing citizenship if not born in the United States:

1. Certificate of Citizenship. The applicant must produce a Certificate of Citizenship, which includes the applicant’s name, certificate number, and the date the certificate was issued.
2. Certificate of Naturalization. The applicant must produce a Certificate of Naturalization, which includes the applicant’s name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred.
3. Certification of Birth Abroad. (Form FS-545, DS-1350, or FS-240), Report of Birth Abroad. The applicant must produce one of these documents, which includes an embossed seal, “United States of America” and “State Department.”

4. U.S. Passport.

In addition to meeting one of the above criteria non-U.S. Citizen students must:

1. Fulfill all college entrance requirements in addition to special entrance requirements.
2. Provide Flint Hills Technical College with a certificate that the “Test of English as a Foreign Language” (TOEFL) has been completed preceding application to FHTC with a minimum score of 500.

Upon meeting the special entrance requirements for non-U.S. citizens and receiving admission to FHTC, students may apply for Federal Financial Aid.

Special Entrance Requirements for Undocumented Non-U.S.

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Services to accept students seeking admission through a foreign student visa. Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. (see Special Entrance Requirements for non-U.S. citizens seeking Federal Financial Aid).

Undocumented non-U.S. citizens are eligible to apply for admission to FHTC if they meet the following State qualifications:

1. Provide documentation that they attended an accredited Kansas high school for three or more years.
2. Provide documentation that they either graduated from an accredited Kansas high school or obtained a general educational development certificate (GED) in Kansas.
3. File an affidavit with Flint Hills Technical College stating either that the student has filed an application to legalize his or her immigration status or to file for U.S. citizenship or that the student’s parents have filed such an application. (Affidavits available in the Student Services Office)

In addition to meeting State qualifications, undocumented non-U.S. citizens must meet the following institutional criteria:

1. Fulfill all college entrance requirements in addition to special entrance requirements.
2. Provide Flint Hills Technical College with a certificate that the “Test of English as a Foreign Language” (TOEFL) has been completed preceding application to FHTC with a minimum score of 500.

Special Entrance Requirements for Non-U.S. Requirements for Non-U.S. Citizen High School

Non-U.S. Citizens that are high school juniors and seniors may enroll in Flint Hills Technical College programs accepting secondary students by meeting the following criteria:

1. Be currently attending and lawfully enrolled in a Kansas high school.
2. Fulfill all college entrance requirements.
3. Provide Flint Hills Technical College with a certificate that the “Test of English as a Foreign Language” (TOEFL) has been completed preceding application to FHTC with a minimum score of 500.

Effective Date: 01/03/2005

Last Amended:

6.04 Associate of Applied Science Degree Policy

POLICY:

An Associate of Applied Science degree is earned when a student completes a minimum of 60 credit hours and has a cumulative grade point average (GPA) of 2.0 or higher. A minimum of 44 credit hours of technical education coursework and a minimum of 16 credit hours of general education coursework are required to earn an Associate of Applied Science degree.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.05 Technical Certificate Policy

POLICY:

A technical certificate is earned when a student completes the minimum number of hours and courses required in the freshman year of a program of study, which awards a technical certificate. The student must have completed such coursework with a grade point average (GPA) of 2.0 or higher.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.06 Certificate Policy

POLICY:

A certificate is earned when a student completes the minimum number of hours and courses required in a program of study, which awards a certificate. The student must have completed such course work with a grade point average (GPA) of 2.0 or higher.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.07 Non-Credit Course Policy

POLICY:

Flint Hills Technical College will offer a variety of courses and programs outside the credit schedule and will respond quickly to the unique training needs of area business and industries.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.08 Students with Special Needs Policy

POLICY:

Flint Hills Technical College will provide reasonable accommodations to students with special needs in compliance with Section 504 of the Rehabilitation Act of 1973, as well as the Americans with Disabilities Act of 1990 (ADA).

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Flint Hills Technical College recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.

To reasonably accommodate a qualified student with disabilities means that program modifications and academic adjustments as deemed appropriate in an individual situation may be made. Support services and auxiliary aids are examples of reasonable accommodations that may be made available under specific circumstances.

Each student eligible for accommodation and/or services, under Section 504 of the Rehabilitation Act of 1973, as well as the Americans with Disabilities Act of 1990 (ADA), has certain responsibilities to fulfill. The student must provide Flint Hills Technical College with medical or other diagnostic documentation that confirms his/her disability and limitations, and may be required to provide additional documentation of evaluations of limitations. Documentation means a recent and appropriate report, evaluating the individual's ability to perform adult level college work, prepared by a qualified physician, psychologist, or professional, and which states the parameters of the student's disability.

Each student is expected to make timely and appropriate disclosures and requests, at least six weeks in advance of a course, workshop, program, or activity for which accommodation is requested, or as soon as realistically possible. The student should make his/her special needs known upon registration. The student will need to notify the Student Services Office after registration each semester about what courses the student has enrolled in and who the instructors are for those classes. The student will cooperate in obtaining and arranging for accommodations or auxiliary aids.

The Dean of Student Services serves as coordinator of accommodations for students with disabilities at Flint Hills Technical College, and acts as a resource person to the faculty and staff, along with liaison to outside agencies.

To file a request for accommodation, a student must complete the appropriate information on the Request for Accommodation and Academic Support form. The Disability Information Sheet and the Release of Information form must also be completed and forwarded with relevant information and materials in a sealed envelope to the Dean of Student Services.

All such matters are treated in strict confidence and shall not be discussed except with appropriate personnel. Students are responsible for contacting the Dean of Student Services to discuss the need for reasonable accommodations. Since it is the student's responsibility to disclose disabilities, the student is requested to provide recent documentation about any functional limitations so the faculty and staff can make recommendations as to the type of reasonable accommodation that is available to the student. All disability information provided by the student is kept strictly confidential.

Effective Date:

Last Amended:

6.09 Student Insurance Policy

POLICY:

Flint Hills Technical College does not provide insurance coverage for students.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Literature regarding student insurance options is available in the Student Services Office.

Effective Date: 06/06/2005

Last Amended:

6.10 Student Housing Policy

POLICY:

Flint Hills Technical College does not provide student housing and will not supervise off-campus housing. The College has an agreement with Emporia State University which qualifies students who are concurrently enrolled at the College and in at least three credit hours at ESU to reside in ESU student housing.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.11 Computer Resources Policy

POLICY:

Computer resources are provided for the educational benefit of students. These resources are to be used for course research, reference and related assignments. For the protection of students and employees of the College, copyright laws will be observed. Students may not change computer settings or configurations, including adding or changing bookmarks. The following activities are not allowed: chat lines, games, and language and other computer-centered activities that are not appropriate to the educational setting. Use of computer resources for any purpose other than what is identified above may result in loss of computer lab resources, loss of library resources, probation, suspension or expulsion, depending on the severity of the infraction.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.12 Inclement Weather Procedure

POLICY:

If severe weather forces the closing of the College, an announcement will be made by 6:00 a.m. on local radio and television stations for daytime classes. An announcement will be made by 4:00 p.m. on local radio and television stations for evening classes.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.13 Academic Honors Policy

POLICY:

Students may qualify for academic honors on the basis of academic performance each semester. Highest Academic Honors includes students who achieve a grade point average of A (4.0). Students whose grade point averages are between 3.5 and 3.99, with no grade lower than a C, will qualify for Academic Honors.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.14 Credit by Examination Policy

POLICY:

Faculty may designate certain technical courses as credit by examination, with the approval of the Dean of Instructional Services. Students will be required to enroll in that course and then request credit by examination from the instructor of the course. No letter grade will be given for the examination, and the student's transcript will indicate a "P" for pass if the student successfully completes the examination. Students who do not successfully complete the examination will be required to take the course for a grade. No more than 15 credits of technical credit will be allowed through credit by examination.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Upon successfully passing a comprehensive examination, according to predetermined criteria, the student will be awarded credit for the course for which the examination was taken. The course title, the number of credit hours the course carries and a letter grade of "P" (passing) will be posted to the student's transcript. The grade will not be factored into the student's cumulative grade point average. Students may attempt credit by examination for a course only once. Students wishing to receive credit by examination will pay a non-refundable fee determined on the basis of the cost of tuition and the number of credit hours of the course.

Effective Date: 06/06/2005

Last Amended:

6.15 Adding a Course/Withdrawing from a Course Policy

POLICY:

The last day for a student to withdraw from a course and not have a grade posted to the transcript is the date on which no more than 60 percent of the days the course is scheduled to meet have elapsed. Students withdrawing from a course by the last established date will receive a “W” for the course and the “W” will not be factored into the student’s grade point average. Students withdrawing from a course after the established drop date will receive a final grade for the course.

Effective Date: 06/06/2005

Date Last Amended: 05/15/2007

PROCEDURE:

Whenever a student wishes to add a course, withdraw from a course or withdraw from the College, the student must first consult with his/her faculty advisor, who will then refer the student to a Director of Placement/Counselor. Following a meeting with the Director of Placement/Counselor, a Withdrawal/Add form is completed and becomes a part of the student’s permanent record.

Effective Date: 06/06/2005

Last Amended: 05/15/2007

6.16 Auditing a Course Policy

POLICY:

Students auditing a course will receive a grade of “AU” for the course and the course will not factor into the student’s cumulative GPA.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Students who wish to take a course, but do not need or want to take the course for credit, may audit that course. The student must secure permission from all course instructors prior to the first day of class and must notify the Registrar of their audit status at the time of enrollment. Students auditing a course will pay the established tuition and fees for the course as if they were taking the course for credit.

Effective Date: 06/06/2005

Last Amended:

6.17 Transcript Requests Policy

POLICY:

A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a request to transmit the academic transcript to another person or agency be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the Student/Parent(s) Review of Records policy. Transcript requests may also be denied in connection with disciplinary action.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Requests for transcripts may be made through the Registrar and released following the payment of a transcript fee. A student must request a transcript in writing. Written requests must include the student's name at the time of attendance, Social Security Number, date of birth, the last year of attendance, the person and address where the transcript is to be sent, and the student's signature.

Effective Date: 06/06/2005

Last Amended:

6.18 Absences and Tardies

POLICY:

Absences and tardies are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each department applies its own system, which factors absences and tardies into the student's daily grade. This method is used to calculate the student's final grade for each course.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Students are encouraged to attend classes every day to receive the maximum benefit from their instructional program. FHTC realizes that, due to the circumstances beyond the student's control (i.e., illness, a death in the family), daily attendance is not always possible. Students are advised to visit with instructors regarding the grading system used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus.

Effective Date: 06/06/2005

Last Amended: 03/11/2019

6.19 Probationary Status Policy

POLICY:

A student may be recommended to the administration for probationary status by the student's instructor or the Chairperson of the division in which the student is enrolled. A student may also be placed on probation at the discretion of the administration. Students may be placed on probationary status for any of the following reasons:

1. Academic probation: The student's GPA falls below 2.0.
2. Conduct probation: In the view of the College officials, the student's conduct is unacceptable, but not serious enough to warrant suspension or expulsion.

A student's failure to satisfy the conditions of probation may result in the student's suspension, expulsion, administrative withdrawal and/or ineligibility for re-enrollment as determined by the administration, following consultation with the student's instructor and the division chairperson.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Academic Probation

The Dean of Student Services reviews term and cumulative GPAs for each student at the end of each semester. Any student who has a cumulative GPA below 2.0 is sent a letter notifying the student that he/she is being placed on academic probation. The student is also notified in the letter that he/she has one semester to bring his/her GPA up to at least a 2.0. If the student is unable to bring his/her GPA up to a 2.0 after one semester the student will have to repeat any courses in which he/she received a grade of "F". As well, the student may need to repeat courses in which he/she received low grades in order to bring his/her cumulative GPA to 2.0. The student is notified in the letter that he/she must have a cumulative GPA of at least 2.0 and no courses with a grade of "F" in order to graduate.

Students that have a 2.0 cumulative GPA but received a GPA below 2.0 for the semester are sent a letter of warning. The letter explains that the student must have a cumulative GPA of 2.0 and no grades of "F" in order to graduate from FHTC.

Copies of the letters sent to students are given to the student's instructor(s) and Division Chair.

Exceptions to academic probation and the repetition of courses can be made depending on the student's individual situation and recommendation from the instructor(s). Any exceptions must be approved through the Dean of Student Services.

Conduct Probation

An instructor or Division Chairperson recommends a student to the Administration for conduct probation. Upon recommendation, the Dean of Student Services consults with the program instructor(s), reporting employee and Chairperson of the division in which the student is enrolled. After review of the conduct policy a determination is made regarding conduct probation.

A student placed on conduct probation is asked to meet with the Dean of Student Services, program instructor(s) and Chairperson of the division in which the student is enrolled. The student receives a Conduct Probation form that outlines the concerns and charges against the student, the basis of the charges and the probation conditions. The student has an opportunity to respond to the charges. The Dean of Student Services explains the consequences of violation of the probation conditions, which could result in short-term suspension or expulsion.

Effective Date: 06/06/2005

Last Amended:

6.20 Suspension and Expulsion Policy

POLICY:

The administration may suspend or expel a student who is found guilty of any of the following:

1. Violation of the terms of probation.
2. Willful violation of any published College regulation for student conduct.
3. Conduct that substantially disrupts or interferes with the operation of the College.
4. Conduct that substantially invades the rights of others.
5. Conduct that results in the conviction of the student for any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statutes of the United States.
6. Disobedience of an order from an instructor, peace officer, or other College authority, when such disobedience can reasonably be expected to result in disorder or interference with the operation of the College or the rights of others.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

A student who is suspended or expelled shall be afforded an opportunity for a hearing.

If a hearing is not held prior to a short-term suspension (not exceeding five school days), an informal hearing shall be provided no later than 72 hours after imposition of the suspension.

Written notification of a short-term suspension, including the reason(s) for the suspension, shall be given to the student.

Before a student is given a long-term suspension (not to exceed 90 school days) or expelled, a hearing shall be conducted. The student shall be given written notice of the time, date and place of the hearing, and provided an opportunity to be represented by counsel and to bring witnesses to present information pertinent to the case. At the conclusion of the hearing, the person or committee conducting the hearing shall prepare a written report and the findings required by law. Records of the hearing shall be provided to the student.

Failure of the student to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

Effective Date: 06/06/2005

Last Amended:

6.21 Administrative Withdrawal Policy

POLICY:

A student can be administratively withdrawn by a FHTC administrator when one of the following conditions exist:

1. The student has been expelled from FHTC, regardless of the reason.
2. The student has been placed in non-enrolled status.
3. The student fails to satisfy financial obligations to the College.
4. The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.22 Non-Enrolled Status Policy

POLICY:

A student is placed in non-enrolled status when the student has exceeded five (5) consecutive days of non-attendance or absence. Students will be notified in writing that they have been placed in non-enrolled status and administratively withdrawn. When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy. A student must apply for readmission before returning to class.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.23 Readmission Policy

POLICY:

Students seeking readmission must comply with all entrance requirements of the College, including any new general or program-specific admission requirements. If the student did not complete the course(s) in which he/she was enrolled the Adding a Course/Withdrawing from a Course policy will apply regarding final grades. All grades recorded on the student's transcript, for any semester, will remain a part of the student's permanent record and will be used to calculate the student's cumulative grade point average.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Students wishing to resume classes must apply for readmission by completing an Application for Readmission after being placed in non-enrolled status, being expelled or administratively withdrawn. The decision to readmit students will be based on the student successfully meeting all requirements imposed by the College for eligibility for readmission and the suitability of the student returning to school as determined by Flint Hills Technical College faculty and in consultation with administration.

Effective Date: 06/06/2005

Last Amended:

6.24 Filing a Complaint Procedure

POLICY:

Students have the right to be heard and their complaints acted upon if and when they feel that decisions made or actions taken are unfair, unreasonable or discriminatory. Students should first seek relief with their instructor. If unsuccessful, students are encouraged to take their complaint to their Division Chairperson. If unsuccessful after visiting with their Division Chairperson, students are encouraged to seek assistance from the Director of Placement/Counselor/Counselor and, if no relief is found after visiting with the Director of Placement/Counselor/Counselor, from the Dean of Student Services. Official complaint forms can be obtained in the Student Services office.

Otherwise, a student may file a complaint with the President regarding an employee, rule or regulation. The complaint must be filed in writing within 20 calendar days following the act or event from which the complaint arose. The written complaint must contain specific details regarding the incident, employee or school regulation, which is being protested. The President will respond to a complaint, which has been appropriately filed and provide a time line for official response. The official response will be given to the student in writing.

If a student does not accept the President's official response, the student has the option of proceeding to the Board of Trustees. The complaint must be filed in writing to the Clerk of the Board within 10 days after the official response from the President is first received. The Clerk of the Board will respond to a complaint, which has been appropriately filed and will provide a time line for official response from the Board of Trustees. Board members may choose to invite the student to an executive session in order to gain further information. The official response of the Board of Trustees will be given to the student in writing. The Board's decision shall be final.

Students may make comment to the Executive Director for the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, phone 770-396-3898.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.25 Student Conduct Policy

POLICY:

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, foul language, coercion, threat, intimidation, fear, passive resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the College.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.26 Civil Rights Compliance Policy

POLICY:

Flint Hills Technical College fully complies with the requirements as outlined in Title VI of the Civil Rights Act of 1964 and with all requirements in accordance with the regulations of the Department of Health, Education and Welfare to the extent that no person shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity conducted by this institution.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.27 Sexual Violence/Sexual Misconduct Policy

POLICY:

Details of this policy can now be found under section 7.01 Policies Against Harassment, Sexual Misconduct, Sexual Violence, and Discrimination.

Effective Date: 06/06/2005

Date Last Amended: 04/09/2018

PROCEDURE:

Effective Date:

Last Amended:

6.28 Rehabilitation Act of 1973 Policy

POLICY:

Flint Hills Technical College does not discriminate on the basis of handicap and is required by Section 504 of the Rehabilitation Act of 1973 and as directed by the Department of Health, Education and Welfare not to discriminate on the basis of handicap in its educational activities and employment practices. Any person having inquiries concerning Flint Hills Technical College compliance with Section 504 of the Rehabilitation Act of 1973 should contact the Director of Human Resources, Flint Hills Technical College, 3301 West 18th Avenue, Emporia, KS 66801, Tel. (620)-343-4600. The Director of Human Resources has been designated to coordinate the institution's effort to comply with Section 504 of the Rehabilitation Act of 1973.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.29 Americans with Disabilities Act of 1990 Policy

POLICY:

Flint Hills Technical College is committed to comply fully with the Americans with Disabilities Act and to make its facilities accessible to students, staff and visitors and to make the various instructional programs accessible to all people or to provide reasonable accommodations according to the law. The policy of Flint Hills Technical College provides that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages or accommodations at the College.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.30 Weapons Policy

POLICY:

Weapons and firearms are not allowed at any campus site. Kansas Statutes Annotated 21-4204 defines unlawful possession of firearm as “(d) possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds...”

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

1. On the College campus during, before and after school hours.
2. On the College campus at any other time when the College is being used by any College personnel or College group.
3. Off the College campus at a College activity, function or event.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.31 Searches of College Property Policy

POLICY:

Lockers are the property of the College and the College reserves the right to open and conduct a locker search at any time. A locker search may be conducted at any time upon reasonable belief that the locker contains firearms, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or College regulations from being on College property. Such search may be made without notice to the student to whom such locker has been assigned. Prohibited items recovered from a student's locker shall remain in the custody of the College administration unless such items are turned over to law enforcement officials.

Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

If it has been determined that there is reasonable cause to believe that a student is in possession of an object which can jeopardize the health, welfare or safety of other students or College employees, that student shall be required to meet with administration. This determination may be based on any information received by administration or the staff. The student shall be advised of the reason for the meeting and requested to empty items such as, but not limited to, pockets, purses, shoulder bags and briefcases. A search of the person will not be conducted. Any evidence recovered shall be turned over to the appropriate law enforcement authorities.

Effective Date: 06/06/2005

Last Amended:

6.32 Access to Campus Facilities Policy

POLICY:

Campus facilities are restricted to those who have a legitimate purpose for being on the premises.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Facilities will be secured and locked when classes are not in session. After-hours building access is limited. Locks and other equipment necessary to provide security to building, contents and occupants are checked regularly.

Effective Date: 06/06/2005

Last Amended:

6.33 Campus Crime Reporting Policy

POLICY:

Flint Hills Technical College will report crimes in compliance with the the Crime Awareness and Campus Security Act of 1990, regulation 34 CFR 668.46C(1) which states an institution must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property that are reported to local police agencies or to a campus security authority.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Data for the FHTC Campus Security Report is updated and distributed to all current students and employees in February of each year. The Campus Security Report is created on an annual basis and made available to all prospective students, current students, College staff and the community. The Campus Security Report is distributed to all students at fall and spring orientations.

Reports of crime in or on a non-campus building or property or on public property include reported crimes involving Flint Hills Technical College students or staff that occur during a FHTC event or activity outside of the College premises. If crimes are reported in or on non-campus buildings or property or on public property, a geographic breakdown of the statistics reported will be provided in the annual Campus Security Report.

Except in extreme circumstances, students and staff should notify a College administrator if the police department needs to be contacted. The administrator will place the call to the proper authorities. Once a College administrator has been contacted regarding suspicious acts, criminal actions or other emergencies occurring on campus, a warning report will be issued to members of the campus community in a timely fashion if administration and the appropriate authorities believe that the suspicious acts, criminal actions or other emergencies could place the campus community in danger:

1. no later than the next scheduled day of classes if there is no immediate danger to the campus community or;
2. as soon as possible if there is imminent danger to the campus community.

Effective Date: 06/06/2005

Last Amended:

6.34 Disciplinary Proceedings Regarding an Alleged Sex Offense Procedure

POLICY:

A student who is accused of an alleged sex offense shall be afforded an opportunity for a hearing. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of the disciplinary proceedings means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accuser. These actions are internal to the College only and do not replace action taken through law enforcement agencies.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.35 Harassment/Sexual Violence Policy for Students and Employees Policy

POLICY:

It is the policy of Flint Hills Technical College to provide students and employees with an environment for learning and working which is free from all forms of harassment and sexual violence. Harassment is any action prohibited under State and Federal Statutes VII, XI, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq.

Flint Hills Technical College expressly forbids harassment of students and employees because of age, race, creed, gender, color, religion, ancestry, disability, sexual preference, national origin, veteran status, political affiliation, marital status, status with regard to public assistance or other protected group status. Flint Hills Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including dismissal.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.35.5 Prohibition of Harassment, Intimidation, Mobbing and Bullying

POLICY:

Details of this policy can now be found under section 7.01 Policies Against Harassment, Sexual Misconduct, Sexual Violence, and Discrimination.

Effective Date: 02/11/2018

Date Last Amended: 04/09/2018

PROCEDURE:

Effective Date:

Date Last Amended:

6.36 Drug, Alcohol, and Campus-Wide Tobacco Policy

POLICY:

The unlawful possession, use or distribution of illicit or simulator drugs and alcohol by students on College premises or as a part of any College activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD).

As a condition of continued enrollment in the College, students shall abide by the terms of the following policies:

Alcohol and Drugs Policy

A student shall not knowingly possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, simulated drug, or any controlled substance or alcoholic beverage of any kind:

5. On the College campus during, before and after school hours.
6. On the College campus at any other time when the College is being used by any College personnel or College group.
7. When representing FHTC off the College campus at a College activity, function or event.

The exception to this policy is limited to students under the supervision of an instructor or supervisor in order to fulfill curriculum learning requirements or approved learning opportunities.

Any violation of this policy, which also violates federal, state, or local law, will result in the student being reported to the appropriate law enforcement officials. Violation of this policy may result in the student being suspended or expelled.

Tobacco Use Policy

Flint Hills Technical College (FHTC) is a tobacco use free campus. The intention of this policy is to support the goal of creating a safe, healthy, respectful learning and working environment for students, faculty, staff, guests and visitors.

FHTC prohibits the use of any form of tobacco on campus. This includes, but is not limited to, all college buildings, facilities, grounds, parking lots, and any other property leased to or managed by the college. Tobacco use in college vehicles is prohibited, regardless of location..

Furthermore, the sale and distribution of tobacco related items in all college facilities, or all college owned or leased grounds is prohibited.

This policy applies to anyone on the FHTC campus including students, faculty, staff, guests, visitors, consultants, vendors, patients, volunteers, and contractor employees.

For the purpose of this policy, tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cloves, bidis, kreteks), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes are prohibited. This policy also prohibits the use of any product simulating the previously mentioned products.

FHTC is a smoke-free campus. Smoking is defined as lighting, burning, or use of tobacco in addition to any other material mentioned previously in this policy. Anyone violating this policy may be issued a citation from Flint Hills Technical College. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease using tobacco products, they will be summarily denied access to all College educational facilities and events.

Enforcement of Drug-Free College Policy

A student or employee who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension or expulsion for students. Visitors who do not comply with the policy will be asked to leave the College property. If the visitor refuses to leave or cease using tobacco products inside a College building, he/she will be summarily denied access to all College educational facilities and events.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in the FHTC Student Handbook and Catalog and Kansas statutes, K.S.A. 72-8901. Nothing in this policy is intended to diminish the ability of the College to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student, or, in the case of a student under the age of 18, his or her parents. The student or, in the case of a student under the age of 18, his or her parents shall contact the directors of programs to determine the cost and length of the program.

A copy of this policy and a list of available drug and alcohol counseling programs will be provided to all students and employees.

Effective Date: 06/06/2005

Last Amended: 05/14/2018; 03/11/2019

PROCEDURE:

Flint Hills Technical College Drug Testing Procedure

Flint Hills Technical College promotes an atmosphere conducive to a healthy, safe and secure learning environment, and is a zero tolerance, drug free institution. In order to ensure the safety of everyone involved, including but not limited to those engaging in activities such as operating equipment or treating patients, Flint Hills Technical College enforces a drug testing procedure.

If an instructor suspects that a student is under the influence of drugs or alcohol anytime during the school year, the student will not be allowed to participate in classes, operate equipment or treat patients until they prove they are drug free by voluntarily being drug tested. The cost of the drug test will be incurred by the College.

If the student agrees to a voluntary drug test and drug and alcohol usage is not verified, the student will be allowed return to classes. If drug or alcohol usage is verified through the drug test, the student will be reported to the appropriate law enforcement officials, and be subject to further disciplinary action including but not limited to suspension or expulsion in accordance with the FHTC Drug-Free College Policy.

If the student does not agree to a voluntary drug test, the student will be asked to leave class for the day and will be counted as absent until they prove they are drug free by voluntarily being drug tested, and may be suspended or expelled in accordance with the FHTC Drug-Free College Policy.

In the case of a secondary student, the high school counselor and/or principal will also be contacted regarding the incident.

Effective Date: 06/06/2005

Last Amended: 05/14/2018

6.37 Parking Policy

POLICY:

Flint Hills Technical College will provide designated parking areas for vehicles, motorcycles, and bicycles. Handicapped parking will be designated and clearly marked. Students and faculty are to park in the east, west, and south parking lots and to have their hanging parking permits clearly visible on their rear-view mirrors. Violators are subject to fines and towing. Parking in the front (north) lot is reserved for visitors.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

The parking lots are patrolled daily and violators are subject to fines.

Effective Date: 06/06/2005

Last Amended:

6.38 Food and Beverages Policy

POLICY:

At the discretion of each instructor, the consumption of non-alcoholic beverages may be permitted in classrooms. The consumption of food items is restricted to the commons area. Under no conditions will food or beverages be permitted in computer labs or in labs containing sensitive electronic equipment or instruments. Students are expected to dispose of food and beverage containers in proper trash receptacles and to keep their areas clean.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.39 Littering Policy

POLICY:

Littering on campus property will be subject to student disciplinary procedures and may result in a fine or suspension.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.40 Communication Devices Policy

POLICY:

Disruption from electronic communication devices such as cellular telephones and pagers will not be tolerated in class. Use of electronic communication devices by students in the classroom is up to the discretion of the instructor.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.41 Display of Information Policy

POLICY:

Information can be displayed and posted on campus with the approval of the Student Services Office. Information must be displayed only in designated areas.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

A student or visitor can request to display information in Flint Hills Technical College buildings through the Student Services Office. The requested information must be reviewed by the Student Services Office to determine appropriate content and stamped with a “Posted” date.

Effective Date: 06/06/2005

Last Amended:

6.42 Soliciting

POLICY:

Without prior approval of the Dean of Student Services, student organizations, clubs, community groups and commercial enterprises may not solicit students, staff or campus visitors. Such activities if approved will be restricted to those public areas specified by the Dean of Student Services. (For the purpose of this policy, public areas on the campus are defined as the commons area and the courtyard.)

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.43 Release of Student Information Policy

POLICY:

FHTC affords all its students their full rights as provided by the Family Educational Rights and Privacy Act (FERPA). Unless specified in writing by the student, FHTC may release to anyone requesting such information the following “directory information” about the student:

Name
Current address and telephone number
Permanent address and telephone number
E-mail address
Date of birth
Year of school (i.e., freshman/sophomore)
Program of study
Enrollment status (i.e., full-time, half-time)
Country of citizenship
Participation in student clubs
Dates of attendance
Diplomas or degrees awarded
Most recent educational institution attended other than FHTC

The College will not release any other information or records of a student to another party, except as explained below, without the written consent of the student. Such consent shall include the specific information or records to be released, the purpose(s) of such release, the party or parties to whom the information or records is/are to be released, the date of the request, and the student’s signature.

“Personally identifiable” information includes the name of the student, the student’s parent(s), other family members, the address of the student’s parent(s), personal identifiers such as social security or student numbers, personal characteristics or other information that would make the student’s identity easily traceable.

The College may disclose personally identifiable information without the consent of the student to College officials within the institution determined to have legitimate educational interests; to authorities to comply with judicial order or subpoena, provided the College makes a reasonable effort to notify the student in advance of compliance, except that the College will not disclose to any person any information about a grand jury subpoena or a subpoena issued for a law enforcement purpose; and when required by law or government regulation.

The College may disclose personally identifiable information without the consent of the student to certain officials of the U.S. Department of Education, the Kansas Board of Regents, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs,

or for the enforcement of or compliance with Federal legal requirement which relate to those programs.

The College may disclose personally identifiable information from the education records of a student without a student's consent to financial aid personnel in conjunction with an application for financial assistance for purposes of determining the student's eligibility for financial aid, the amount of financial aid, the conditions that will be imposed, or to enforce the terms or conditions of financial aid.

The College, may, at its discretion, release personally identifiable information in the event of an emergency if, in the considered opinion of a college official, disclosure of the information is necessary to protect the health or safety of the student or other individual(s).

The College may disclose personally identifiable information without the consent of the student to governmental agencies or organizations acting on behalf of governmental agencies, which have a legitimate purpose for such information in the conduct of research, to administer student aid programs, to improve instruction, or to carry out accreditation functions.

The Registrar shall maintain documentation of requests and disclosures of personally identifiable information from a student's education records. The documentation shall include the name(s) of the person(s) making the request, whether the request was granted or denied, the names of the additional parties to whom the receiving may disclose the information on behalf of the institution and their legitimate interests in the information. Records of requests for information will not be maintained for requests made by the student, requests for which the student has given written consent, requests made by College officials with legitimate educational interests or requests for directory information.

The College must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. If it is learned by the college that a third party outside the College permits access to personally identifiable information, the College shall not permit access to information from education records to that third party for a period of not less than five years.

College students wishing to restrict disclosure of any of the above information should make such a request through the Registrar. FHTC will not release any other information or records of a student, except as provided in FHTC policy, without the written consent of the student.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:
Last Amended:

6.44 Student/Parent(s) Review of Records Policy

POLICY:

A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational records upon written request to the Registrar.

The rights under FERPA transfer from the parents/guardians to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a College may disclose information from an “eligible student’s education records to the parent/guardian of the student, without the student’s consent, if the student is a dependent for tax purposes”. Neither the age of the student nor the parent’s/guardian’s status as a custodial parent is relevant. If a student is claimed as a dependent by either parent/guardian for tax purposes, then either parent/guardian may have access under this provision. Documentation of dependent status will be required.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

The College will comply with the request within a reasonable period of time, but in no case more than 45 days after the request has been made. The Registrar will make a record of the documents, which were copied. The review of a student’s records by the student/parent shall be conducted in a private setting with a College official present. A student who is financially indebted to the College will not be allowed to receive a copy of his or her transcript, nor will a person or agency be honored as long as the debt remains; however, the student will be permitted to review the transcript in accordance with the provisions of this policy. Transcript request may also be denied in connection with disciplinary action.

Effective Date: 06/06/2005

Last Amended:

6.45 First Aid Procedure

POLICY:

First aid in the event of injuries shall follow the guideline for medical emergencies as outlined in the Crisis Plan. In case of an injury the Division of Health faculty will be called. If necessary the student will be taken to the hospital emergency room or the student's doctor's office. If the injury is of a more serious nature the ambulance service will be called (by calling 911). First aid kits are maintained by most programs.

The appropriate paper work (Student Incident Report Form for Students) will be filled out and given to the Dean of Students or the Administrative secretary.

College procedures regarding the appropriate company physician will be followed.

Parents of minors will be notified by the Student Services office. Appropriate family members will be notified by Administration or a designee.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date: 06/06/2005

Last Amended:

6.46 Finance Policy

POLICY:

Payment in full, payment arrangements (payment plan) and/or financial aid to cover all student account balances must be established by the first day of each semester. If these arrangements have not been made by the first day of each semester a student will be administratively withdrawn.

Early admission programs may require payment in full, payment arrangements and/or financial aid to be established at least 30 days in advance of each semester in order to avoid being administratively withdrawn. Students enrolling in courses after the start of a semester will be required to have payment arrangements finalized at the time of registration.

Statements will be available electronically and can be viewed by logging in to the student's my.FHTC.edu account.

Students with an outstanding balance will be assessed a \$50.00 monthly late fee if payment is not received. A hold will be placed on a student's account if payments are not made by the due dates. Grades, diplomas/certificates and transcripts will be held until payment is received. Students with a balance due to FHTC must have the balance paid in full before enrolling in future classes.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date: 06/06/2005

Last Amended: 11-13-2017

6.47 Payment Plan Policy

POLICY:

Students entering into a payment plan with FHTC are encouraged to use the online payment plan with NelNet. NelNet currently charges a \$25.00 non-refundable administrative fee. (This fee is subject to change.) If circumstances prevent a student from using NelNet, the student must pay a \$50.00 non-refundable administrative fee and pay 10% of the balance due in order to establish an in-house payment plan. The payment plan must be initiated before the first day of the semester or late fees will be assessed. A late fee of \$25.00 will be assessed for each payment not made by the due date.

All payments pertaining to the payment plan are due at the time of withdrawal from the College subject to the refund policies of FHTC.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.48 Tuition Policy

POLICY:

Post-secondary students are required to pay the tuition amount as approved for Flint Hills Technical College by the Kansas Board of Regents.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

The amount of tuition charged is based on the number of credit hours in which the student is enrolled. Tuition is charged according to the following classifications of enrollment: 12 or more credit hours = full-time; 9 – 11 credit hours = $\frac{3}{4}$ time; and 6-8 credit hours = $\frac{1}{2}$ time. The tuition amount shown in various Flint Hills Technical College publications represents the amount to be paid by the student.

Effective Date: 06/06/2005

Last Amended:

6.49 Tuition Refund Policy

POLICY:

The enrollment fee paid during registration is non-refundable.

A \$100 non-refundable enrollment fee is required at the time of registration for students enrolling in seven (7) credit hours or more. A \$50 non-refundable enrollment fee is required at the time of registration for students enrolling in one (1) to six (6) credit hours.

Students withdrawing are eligible for a refund according to the following refund schedule:

For Credit Courses

1. Up to 5% of the course duration – 100% refund of tuition and fees
2. 6-10% of the course duration – 100% of tuition only
3. After 10% of the course duration – no refund

For Non-Credit Courses

1. Prior to 1st day of class – 100% refund of tuition and fees
2. After course begins – no refund, regardless of attendance

If tuition and fees are collected in advance of the start date of a program and FHTC cancels the course, 100% of the tuition and fees collected will be refunded. The refund will be made within (30) days of the planned start date.

Refunds, when due, will be made within thirty (60) days of the last day of attendance if written notification of withdrawal has been provided to the Student Services Office by the student, or from the date the student is terminated or FHTC staff determines withdrawal by the student.

Refunds for federal financial aid recipients will be based on the federal regulations governing that program. Pro rata refund policies will apply to federal aid recipients who withdraw from their program of study before 60 percent of their semester of enrollment at FHTC.

Effective Date: 06/06/2005

Date Last Amended: 10/12/15

PROCEDURE:

Effective Date:

Last Amended:

6.50 College Fees Policy

POLICY:

College fees purchase the following items:

1. Student I.D. card. Students who lose their I.D. cards must go to the Emporia State University memorial union for a replacement. The replacement cost is \$10.00.
2. Parking permit. Students who lose their parking permit will be required to pay a \$10.00 replacement fee.
3. Locks for lockers. Students who lose their locks will be required to pay a \$10.00 replacement fee.
4. Diploma. Diplomas may be replaced at a cost of \$10.00.
5. Graduation cap and gown.
6. Graduation announcements (10).
7. Student Handbook/Planner. Additional Handbooks are available at \$10.00 each.

Students are required to pay additional fees depending on program requirements. Students enrolling in non-credit Continuing Education courses will pay fees based on the cost of each course.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.51 Financial Aid Policy for the Return of Federal Funds When a Student Withdraws from College

POLICY:

When a recipient of a Federal Pell Grant withdraws from College during a semester in which the recipient has begun attendance, the College determines the amount of Pell Grant and the Federal share of FSEOG (75%) that the student earned. The College returns the unearned portion of Federal aid that was received on the student's behalf for payment of tuition, books and fees. The College notifies the student of the unearned aid the College was required to return and the amount of unearned aid the student must return. The student will owe the portion of aid the College was required to return (tuition, books, fees) and the portion of unearned aid the student received in their disbursement check.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a College must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. A student has 45 days from the date the notification was sent to take one of the following actions:

1. The student may repay the over-payment in full to the College; or
2. The student may sign a repayment agreement with the College; or
3. The student may sign a repayment agreement with the U.S. Department of Education (DOE).

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately will be reported to the U.S. Department of Education and referred to them for collection.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.52 Financial Aid Satisfactory Progress Policy

POLICY:

Flint Hills Technical College is responsible to both the public and its students to provide quality post-secondary education in an economical and efficient manner. This responsibility includes the obligation to require satisfactory academic progress from its students in return for the opportunity afforded them by a tax-supported college. Financial Aid Recipients must meet the following two standards to maintain eligibility for student financial aid.

Students enrolled in a technical certificate or associate degree programs must maintain a cumulative grade point average of 2.0 and complete 66.66% of the courses in which they enrolled to be in good academic standing.

This includes General Education courses taken concurrently at other colleges and used for determination of enrollment status for which the student was paid federal financial aid. General education coursework completed prior to attending FHTC, which will be considered for degree completion at FHTC, must be transferred to the College and will be used to calculate the cumulative GPA. Any coursework completed prior to attending FHTC will be used to determine Satisfactory Academic Progress. Transcripts from all schools where a student received federal financial aid must be submitted to the financial aid office for evaluation. Maximum time frame for a student to complete their program shall be 150% of the number of credits required in the program of record.

Effective Date: 06/06/2005

Last Amended: 07/11/2011

PROCEDURE:

Federal Guidelines

1. Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Loan (subsidized and unsubsidized), & Parent Loan.
2. SAP is also required for the State of Kansas programs.
3. The SAP policy for students receiving financial aid must be at the same level as for students not receiving aid and it must be applied consistently.
4. The policy includes both a qualitative measure (cumulative grade point average-CGPA) & a pace (quantitative) measure including maximum hours for degree completion.

Financial Aid Warning

Warning — Students will be placed on warning if:

1. The student's cumulative grade point average falls below 2.0
2. The student's completion rate is below the accepted level of 66.66% per semester and/or cumulatively (financial aid recipients only)
3. The student was previously suspended from receiving financial aid and has been readmitted to the College.

Financial Aid Ineligibility

Ineligibility — Students will be placed on ineligibility if:

1. The student's cumulative grade point average falls below 2.0 for the two most recent terms.
2. The student's semester and/or cumulative completion rate falls below the accepted level of 66.66% following a probationary term (financial aid recipients only).
3. The student's term grade point average falls below .8 for the most recent term of enrollment.
4. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced.
5. The student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.
6. The student exceeds 150% of the number of credits required in a program of study. (1 year program = 2 years; 2 year program = 3 years)

Notification of Financial Aid Warning and Ineligibility

Students will receive notification of financial aid warning or probation from the Financial Aid Office.

Length of Financial Aid Ineligibility

Students placed on financial aid ineligibility for the first time will be ineligible for one academic term. Students on ineligibility for the second or subsequent time will be ineligible for one academic year. After being placed on financial aid ineligibility for a second or subsequent time the student will need to complete the equivalent of two full-time semesters or 24 credits hours at their own expense in order to regain eligibility.

Appealing Financial Aid Ineligibility

Students who wish to appeal ineligibility must provide a written appeal to the

Appeals Committee within ten business days of the date of the notice of ineligibility. The written appeal should be supported by documentation including explanation of the situation(s) that may warrant an appeal (i.e. family member's death, student's illness or injury or other special circumstance). The student must explain why they failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress during the next enrollment period. The Appeals Committee consists of the Dean of Enrollment Management, the Financial Aid Officer and the Vice President of Student Services. Within ten business days of receiving the appeal, the committee will make a decision regarding the appeal and notify the student in writing of the decision. The committee's decision shall be final. An approved appeal places a student on financial aid probation for the next period of enrollment.

Financial Aid Probation

If a student's appeal is granted the student will be placed on financial aid probation for the next period of enrollment. The student must maintain satisfactory academic progress during the period of enrollment by successfully completing at least 66.66% of the courses in which the student is enrolled and maintaining a 2.0 cumulative grade point average. The student may be required to adhere to an academic plan throughout the period of enrollment and during the probationary period. The academic plan will be developed by the Vice President of Student Services in conjunction with the student. If the student is able to maintain satisfactory academic progress during the probationary period the student will be in good standing for financial aid. If the student is not able to maintain satisfactory academic progress during the probationary period the student will become ineligible for financial aid.

Effective Date:

Last Amended:

6.53 Financial Aid Probation Policy

POLICY:

Probation — Students will be placed on probation if:

1. The student's cumulative grade point average falls below 2.0 for the two most recent terms;
2. The student's completion rate falls below the accepted level of 66.66% following a probationary term (financial aid recipients only);
3. The student's term grade point average falls below .8 for the most recent term of enrollment. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced; or
4. The student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.

Effective Date: 06/06/2005

Date Last Amended: 07/11/2011

PROCEDURE:

Effective Date:

Last Amended:

6.54 Financial Aid Suspension Policy

POLICY:

Students will be suspended if: the student's cumulative grade point average falls below 2.0 for the two most recent terms; the student's completion rate falls below the accepted level following a probationary term (financial aid recipients only); the student's term grade point average falls below .8 for the most recent term of enrollment. Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced; or the student was readmitted on probation and the cumulative grade point average falls below 2.0 for the most recent term.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.55 Length of Financial Aid Probation Policy

POLICY:

Students on probation for the first time will be on probation for one academic term. Students on probation for the second or subsequent time will be on probation for one academic year.

Appealing Financial Aid Probation Procedure

Students who wish to appeal probation must provide a written appeal to the Appeals Committee within ten business days of the date of the notice of probation. The written appeal should be supported by documentation including explanation of the situation(s) that may warrant an appeal (i.e. family member's death, student's illness or injury or other special circumstance). The student must explain why they failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress during the next enrollment period. The Appeals Committee consists of the Director of Registration and Enrollment Management, the Financial Aid Office and the Dean of Student Services. Within ten business days of receiving the appeal, the committee will make a decision regarding the appeal and notify the student in writing of the decision. The committee's decision shall be final. An approved appeal places a student on financial aid probation for the next period of enrollment.

Notification of Warning or Probation Procedure

Students will receive notification of financial aid warning or probation from the Financial Aid Office.

Effective Date: 06/06/2005

Date Last Amended: 07/11/2011

PROCEDURE:

Effective Date:

Last Amended:

6.56 Access to Student Records Policy

POLICY:

Access to official student records is limited to the Registrar, authorized Student Services personnel including the Student Services Receptionist, Enrollment Management Specialist, Director of Placement/Counselor, Financial Aid Secretary, Financial Aid Officer, and Administration. Unauthorized personnel do not have access to review individual hard-copy student files without the presence and consent of the student.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

In order to protect a student's confidentiality, the Registrar maintains all official student records at Flint Hills Technical College. A hard copy file for each student that has applied or is currently enrolled at FHTC is stored in a locked fire-proof file cabinet in the Student Services Office. Hard copy files for former students are stored for three academic years in locked file cabinets in the Student Services Office. After three years the hard copy files are stored in a locked storage area on campus, accessed only by Student Services staff.

The file cabinets housing student records are kept locked at all times. The Registrar is the only staff member with a key to the file cabinets. In order for authorized Student Services staff members to access student records the staff member must obtain the key from the Registrar and complete a sign-out sheet to track the removal of a student's file from the file cabinet. In the absence of the Registrar, any authorized Student Services personnel or administration may obtain the key and access a student's file.

Unauthorized personnel may request reports from the Registrar or Enrollment Management Specialist regarding student status, test scores, etc.

Effective Date:

Last Amended:

6.57 Military Service

POLICY:

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees if they withdraw or for all classes dropped. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's tuition refund policy.

Effective Date: 06/06/2005

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.58 International Student Policy

POLICY:

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Services to accept students seeking admission through a foreign student visa. Individuals seeking admission who are not U.S. citizens may apply for admission if they meet one of the following criteria:

1. Non-citizen national. The applicant must produce a passport stamped “Non-citizen National.”
2. Permanent Resident.
 - 2.1. Alien Registration Receipt Card.” (Form I-151, I-551, or I551C). The applicant must produce one of these documents with a currently valid expiration date.
 - 2.2. Passport. The applicant must produce a passport stamped “Processed for I-551” with a valid expiration date.
 - 2.3. I-94. The student must produce an I-94 which is stamped “Processed for I-551” with a valid expiration date, or “Temporary Form I-551” with appropriate information filled in.
3. Other Eligible Non-citizen.
 - 3.1. “Temporary Resident Card” (Form I-699). The applicant must produce this document with a valid expiration date.
 - 3.2. “Arrival-Departure Record” (Form I-94). The applicant must produce this document stamped as a Refugee Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant.

Criteria for establishing citizenship if not born in the United States:

1. Certificate of Citizenship. The applicant must produce a Certificate of Citizenship which includes the applicant’s name, certificate number, and the date the certificate was issued.
2. Certificate of Naturalization. The applicant must produce a Certificate of Naturalization which includes the applicant’s name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred.
4. Certification of Birth Abroad. (Form FS-545, DS-1350, FS-240), Report of Birth Abroad. The applicant must produce one of these documents which include an embossed seal, “United States of America” and “State Department.”
5. U.S. Passport.

In addition to meeting one of the above criteria non-U.S. Citizen students must:

1. Fulfill college entrance requirements in addition to special entrance requirements.
2. Complete the English Placement Test (EPT) with a Writing Exam Result of Exempt and a Listening, Structure, Vocabulary/Reading score of 86 – 100.

Upon meeting the special entrance requirements for non-U.S. citizens and receiving admission to FHTC, students may apply for Federal Financial Aid.

Flint Hills Technical College is not approved by the U.S. Department of Justice, Immigration and Naturalization Services to accept students seeking admission through a foreign student visa. Undocumented non-U.S. citizens are not eligible for Federal Financial Aid. (see Special Entrance Requirements for non-U.S. citizens seeking Federal Financial Aid).

Undocumented non-U.S. citizens are eligible to apply for admission to FHTC if they meet the following State qualifications:

1. Provide documentation that they attended an accredited Kansas high school for three or more years.
2. Provide documentation that they either graduated from an accredited Kansas high school or obtained a general educational development certificate (GED) in Kansas.
3. File an affidavit with Flint Hills Technical College stating either that the student has filed an application to legalize his or her immigration status or to file for U.S. citizenship or that the student's parents have filed such an application. (Affidavits available in the Student Services Office)

In addition to meeting State qualifications, undocumented non-U.S. citizens must meet the following institutional criteria:

1. Fulfill all college entrance requirements in addition to special entrance requirements.
2. Complete the English Placement Test (EPT) with a Writing Exam Result of Exempt and a Listening, Structure, Vocabulary/Reading score of 86 – 100.

Special Entrance Requirements for Non-U.S. Citizen High School Students

Non-U.S. Citizens that are high school juniors and seniors may enroll in Flint Hills Technical College programs accepting secondary students by meeting the following criteria:

1. Be currently attending and lawfully enrolled in a Kansas high school.
2. Fulfill all college entrance requirements.
3. Complete the English Placement Test (EPT) with a Writing Exam Result of Exempt and a Listening, Structure, Vocabulary/Reading score of 86 – 100.

Effective Date: 01/03/2005

Last Amended: 09/06/2005

PROCEDURE:

Effective Date:

Last Amended:

6.59 Non-Discrimination Policy

POLICY:

Flint Hills Technical College does not discriminate on the basis of gender, sexual orientation, handicap, race, color, age, religion, marital status, or national or ethnic origin in educational programs, admissions policies, employment policies, financial aid or other College-administered programs. For questions or concerns regarding non-discrimination contact the Director of Human Resources at 620-343-4600.

Effective Date: 07/06/06

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.60 Student Leave of Absence Policy

POLICY:

A student may apply for a leave of absence. The criteria for applying are as follows:

1. Student must currently be enrolled in 3 or more credit hours, seeking a Technical Certificate or an Associate's Degree.
2. One of the following extenuating circumstances must apply:
 - 2.1. A serious injury or illness to self, spouse or child (including custodial parents). Serious is defined as debilitating, life threatening, or long-term care.
 - 2.2. Death of an immediate family member, spouse or child. If you are a dependant student then your immediate legal guardian would apply.
 - 2.3. Pregnancy- typical leave of absence would be 6 weeks, which may include self, spouse or custodial parent.
3. The student must be incapacitated for no more than 180 calendar days.
4. The student must have the intention of returning the first semester after their leave of absence ends or is terminated.

An institutional committee will make the determination upon receipt of the application for the leave of absence. The committee will determine the eligibility, length, and acceptability of the application. All requests must include the proper documentation, i.e. doctor's statement, funeral program, etc. The committee will include the Vice President of Student Services, Dean of Instruction, Director of Enrollment Management & Placement, and two faculty members (one of whom should be the program instructor or Division Chairperson).

The student is then required to apply for readmission to the institution, if their leave of absence takes place over 2 semesters and the student needs to return on the 3rd semester. If a student re-enrolls before their leave of absence has expired or the following semester, the student does not have to apply for readmission to the institution.

Please, note the student will not be able to apply for or receive financial aid during their leave of absence. Upon return to the institution, the student must complete the number of credit hours, previously enrolled, to satisfy the leave of absence. Once the student has satisfactorily completed the leave of absence requirements, they may enroll the following semester and apply for financial aid at that time.

Effective Date:

Date Last Amended:

PROCEDURE:

Effective Date:

Last Amended:

6.61 Purchase Of Books And Supplies With Financial Aid Funds Policy

POLICY:

Students eligible to receive financial aid may charge their textbooks and supplies against their financial aid. Students may obtain their textbooks and supplies in the FHTC bookstore prior to the start of classes for the semester, up through the first two weeks of classes. A charge form will be completed by the Bookstore Manager or staff member and will include the books and supplies purchased and the amounts. The student will be asked to sign the charge form to confirm that if financial aid funds do not cover the cost of books and supplies charged, the student is financially responsible for paying the balance.

A charge for the total amount of books and supplies will be added to the student's statement, generated through the FHTC Business Office. When financial aid funds are applied, the books and supplies charge will be offset by the financial aid funds, including tuition and fee amounts, and any remaining amount will be disbursed directly to the student.

Students can also charge their tools with select vendors against their financial aid up through the first two week of classes. Participating vendors will be available during final enrollment, prior to the start of the fall semester. Students may also visit vendor locations to purchase tools. Students will have to sign a charge form, authorizing use of financial aid funds to pay for the tools and confirm that any balance not covered by financial aid is the responsibility of the student. Please contact the financial aid office for amounts available to you, forms and information. Charges and financial aid funds applied will appear on a student's statement, as described above.

Effective Date: 07/11/2011

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

6.62 Online Attendance Policy

POLICY:

In order to improve student learning and retention, as well as to achieve compliance with federal financial aid policies, Flint Hills Technical College requires regular, substantive interaction between faculty and students for online courses. Instructors are required to monitor and track student attendance. An online course is considered as "meeting" at least once a week. Students are required to "attend" an online course through communication or submission of some work, as defined by the course instructor, every 7 days. Students who do not communicate or submit work at a minimal level as determined by the instructor for one full week (that is, for one 7-day period) will be counted as absent for that week. Students are advised to visit with instructors regarding the grading and attendance systems used by the department in which the student is enrolled. Students will find course specific attendance requirements in each course syllabus.

When a student is administratively withdrawn, the College will adhere to the parameters in the Adding a Course/Withdrawing from a Course policy. Students will be notified in writing that they have been administratively withdrawn and must apply for readmission before continuing the class. Readmission must be accomplished in coordination with the Director of Registration and Enrollment Management, Vice President of Student Services and the appropriate Division Chairperson, who will jointly determine, following consultation with the student's instructor(s) and advisor, whether the student qualifies for readmission.

In all cases involving non-attendance the Financial Aid Office will be notified of the student's date of last attendance in order to return unearned financial aid in accordance with federal financial aid regulations.

Effective Date: 07/11/2011

Date Last Amended: 03/11/2019

PROCEDURE:

Effective Date:

Date Last Amended:

6.63 Credit Hour Policy

POLICY:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement of one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work which may include labs, clinicals, internships or other approved activities each week for approximately fifteen weeks for one semester hour of credit.

Effective Date: 07/11/2011

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

6.64 Credit For Prior Learning

POLICY:

Credit for Prior Learning (CPL) can expedite the completion of postsecondary education programs by evaluating an individual's existing knowledge and competencies and awarding college credit as appropriate.

For the purpose of this policy, "prior learning" includes the postsecondary-level knowledge and skills gained through work and life experiences, such as corporate and military training programs, industry certifications, non-credit postsecondary-level courses, and civic or volunteer experiences. Students may also seek credit through national exams for postsecondary credit (e.g. CLEP, DANTES, AP, IB, etc.), and credit by examination. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment.

Academic credit will only be awarded on a course-by-course basis to meet degree requirements and only to enrolled degree-seeking students. Changing majors will not result in reassessment of previously awarded CPL. A minimum of 15 credits or 25% of the technical credit requirements of a Technical Certificate or AAS degree (whichever is greater) must be earned at FHTC to be eligible for graduation.

There is no tuition cost for CPL. Administrative fees are based on the assessment service required of each type of assessment and are not determined by the number of credits awarded.

Effective Date: 06/08/2015

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

6.65 Academic Amnesty

POLICY:

Academic Amnesty is designed to allow students with an initial experience at FHTC with less than desired performance an opportunity to exempt one semester of grades awarded by FHTC from their GPA; grades from all other institutions will not be considered in the forgiveness plan. Flint Hills Technical College allows a student to retake a course or courses and have the higher grade count in the GPA. While this retake helps many students, it completely misses the needs of students who initially attempt a program that proves too difficult or students with a bad start for a variety of reasons. This policy would allow for these individuals to have one semester of poor grades removed from the GPA but would still remain on the transcript with a special notation. An Academic Amnesty Review Committee (AARC) comprised of the VP of Instructional Services, VP of Student Services and the Program Division Chair or Program Instructor will evaluate each application.

Amnesty Criteria:

1. A student may request Academic Amnesty once during his/her tenure at FHTC for one semester of course work.
2. Any academic probation and/or dismissals from the forgiven term or courses will not be accepted for amnesty. A student who was academically dismissed must go through the usual reinstatement process.
3. Any punitive grades awarded as the result of academic dishonesty will not be forgiven.
4. Academic forgiveness does not apply toward eligibility for financial aid.
5. Individuals making the request will be on academic probation until he/she has demonstrated satisfactory academic progress and attendance.
6. Not all divisions or programs may grant Academic Amnesty. It is the responsibility of the individual making the application request to make inquiry regarding programs exempted from this policy prior to readmission to FHTC.
7. Health and Human Services Division does not allow for use of the Academic Amnesty Procedure.
8. After two consecutive years of non-attendance, a student may request Amnesty after readmission to a technical program at FHTC.
9. The request must be made in writing using the Academic Amnesty application form prior to the midterm of the second semester after readmission and submitted to the Registrar's office.
10. The request will be reviewed by the Academic Amnesty Review Committee after the student has completed 15 credit hours and earned a GPA of at least 2.75. All applicants must meet with the AARC for a formal interview.
11. The determination of this Committee will be final.
12. Upon approval of the request, grades from the selected semester will be removed from the student's GPA but will remain on the official transcript designated with a special code for Academic Amnesty.

13. Academic Amnesty does not apply regarding consideration for the National Vocational Technical Honor Society (NVTHS). All grades on the transcript will be considered to determine student eligibility for NVTHS.
14. Academic Amnesty does not apply in determining eligibility for honors student status as an FHTC graduate. All grades on the transcript will be used to determine student honor status.

Effective Date: 06/08/2015

Date Last Amended:

PROCEDURE:

Effective Date:

Date Last Amended:

7.01 Policies Against Sexual Misconduct, Sexual Violence, Harassment, and Discrimination

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

Sexual Violence/ Sexual Misconduct

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student and employee; therefore, FHTC is committed to creating a community that is free from acts of sexual violence. The Sexual Violence/Sexual Misconduct Policy complies with the Title IX of the Education Amendments Act of 1972 and the Campus Sexual Violence Elimination Act (section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013, known as the “Campus SaVE Act” Sexual violence includes any unwanted, unwelcome, forceful or coercive sexual contact.

Sexual assault, as defined for purposes of this policy and procedure, is a crime. Degrees of sexual assault range from unwanted or coercive sexual contact to forced or coerced sexual penetration (Kansas State Statutes: 21-3517 and 21-3518). Acts of sexual assault are not tolerated at FHTC.

A victim/survivor of a sexual assault has the right to pursue legal proceedings against any alleged offender through criminal and/or civil court. A victim/survivor of a sexual assault has the right to pursue disciplinary action through FHTC in accordance with the Student Conduct Policy and the Suspension and Expulsion Policies and Procedures. This can include expulsion from FHTC and/or criminal prosecution. In the event the alleged assailant is an employee of FHTC, that employee, if found to have perpetrated such acts, will be subject to disciplinary actions which could include termination and/or criminal prosecution.

Definition of Sexual Assault

Sexual contact without consent is sexual assault. Outside of rape, sexual contact is outlined as touching, fondling, or grazing another person’s genitals or breasts without acquiring consent. Sexual contact is also considered touching, fondling, or grazing any part of another individual’s body with your own genitals or breasts without consent. Consent constitutes a fully functional adult giving approval for sexual contact. Coercion, intimidation, or forcing sexual contact is not consensual and is considered sexual assault.

What Constitutes Sexual Assault

Forced:

1. If an individual forcibly touches your genitals, your breasts, or rear-end even after you said, "No," that is sexual assault.
2. The same is true of sexual intercourse or penetration of any form.
3. If you did not give consent, it is sexual assault.
4. If weapons such as guns or knives are used in rape and/or sexual contact.
5. If your attacker has a partner, who aids them in raping you or achieving sexual contact.
6. If you are drugged via alcohol or in any other way rendered unconscious prior to a sexual assault or any other unwanted sexual contact.

Coercion: If an individual in authority claims he/ she will take actions against you unless you allow unwanted sexual contact or sexual intercourse. For instance, a teacher threatens or implies to threaten to fail you in their class or give you a bad grade unless you have sexual intercourse with them or allow them to touch you in a sexual manner. Individuals in authority include but are not limited to: employers, parent(s), teachers, law enforcement officers and doctors.

Intimidation: Intimidation is the act in which one individual instills fear in another individual or group. Individuals known to intimidate include: bosses, law enforcement officers, and even individuals you may feel are your friends. Sexual assailants often use intimidation to achieve sexual contact or sexual intercourse with their victims. Some intimidating threats used by these offenders include but are not limited to:

3. Threatening bodily harm or death of you or persons close to you.
4. Release of personal information or photographs that may harm you mentally or emotionally.
5. Release of false information that may result in job loss or other occurrences detrimental to your livelihood.

Anti-harassment / Sexual Violence – Students and Employees

Harassment is any action prohibited under State and Federal Statutes VII, IX, and Section 504 of the Rehabilitation Act. It further includes all forms of sexual harassment, racial/cultural slurs, verbal abuse, and verbally offensive language which are forms of discrimination under Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e seq.

Flint Hills Technical College expressly forbids harassment of students and employees because of age, race, creed, gender, color, religion, ancestry, disability, medical condition, sexual orientation, national origin, veteran status, political affiliation, marital

status, status with regard to public assistance or other protected group status. Flint Hills Technical College will not tolerate harassing conduct that negatively affects a person's employment status or student's grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working or classroom environment. Further, no person in any of these groups will be denied the benefits, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. All employees and students should clearly understand that, even in mild forms, harassment or sexual violence may carry penalties up to and including termination or expulsion.

Sexual Harassment as Sexual Assault

1. Threats to sexually contact another individual.
2. Using suggestive language in a sexual nature.
3. The display of pornographic, suggestive, or other sexually explicit pictures or materials.
4. Usage of degrading language such as referring to a person with whom you are not romantically involved as "Babe" or other inappropriate names.
5. Offering favors in exchange for sexual activity including that which is consensual.

Reporting Sexual Assault

FHTC strongly encourages persons who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, the College's primary focus will be on addressing the sexual assault and not on other College policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue both criminal prosecution and made apprised of College disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or College internal disciplinary processes, a person should report the sexual assault to the College and/or the local police. However, the College recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or a College disciplinary hearing. Choosing not to pursue College or criminal action, however, does not remove the responsibility of the College to investigate and/or take action.

Anonymous Reporting: The College recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, the College allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to

decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics. Please note that even with anonymous reports, the College has an obligation to investigate; however, anonymous reporting may limit the ability to conduct an effective investigation.

Timely Reporting/Crisis Assistance: The College supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

Responsibility of Confidentiality

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the College's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the report; any person assisting with the investigation; or the person or individuals being charged with the report; will result in disciplinary review. The College will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

Medical Care / Emergency Room Examination

Any person who has been sexually assaulted may go directly to the emergency room of any local hospital for medical attention. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. Newman Regional Health is the hospital located in Emporia at 1201 West 12th Avenue. No information will be disseminated between the hospital and College.

Anti-stalking Policy

In order to ensure that college students and employees are provided healthy education and work environments, Flint Hills Technical College (FHTC) is determined to provide a campus atmosphere free of violence for all members of the campus community. For this reason, FHTC does not tolerate stalking and will pursue the perpetrators of such acts to the fullest extent possible. FHTC is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all members of FHTC's community: students, faculty, staff, contract employees, volunteers, and campus visitors.

Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters and can sometimes escalate to violence.

Stalking is a crime in Kansas and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action. This can include expulsion from FHTC and/or criminal prosecution simultaneously.

Definition of Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Course of conduct is defined as "a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct."

Stalking Behaviors

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

1. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
2. Use of online, electronic, or digital technologies, including:
3. Posting of pictures or information in chat rooms or on Web sites
4. Sending unwanted/unsolicited email or talk requests
5. Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
6. Installing spyware on a victim's computer
7. Using Global Positioning Systems (GPS) to monitor a victim
8. Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
9. Surveillance or other types of observation including staring, "peeping"
10. Trespassing
11. Vandalism

12. Non-consensual touching
13. Direct verbal or physical threats
14. Gathering information about an individual from friends, family, and/or co-workers
15. Threats to harm self or others
16. Defamation – lying to others about the victim

Report Stalking

FHTC encourages reporting of stalking incidents to law enforcement authorities. The College respects that whether or not to report to the police is a decision that the victim needs to make. The Vice President of Student Services, Dean of Enrollment Management and Academic Advisor/Counselor, and Director of Human Resources are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of an advocate. FHTC offers services to victims even if they choose not to report the incidents. The Vice President of Student Services or Director of Human Resources provides referrals, advocacy, and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to the College by non-students or non-employees in certain circumstances.

Reporting Options:

1. Filing a criminal report with law enforcement authorities
2. Filing a college report or report of Student Conduct violations
3. Filing a confidential or anonymous report
4. Filing a third-party report

In certain instances, FHTC may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with the Vice President of Student Services, the Director of Human Resources or another administrator, since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

Safety for Victims of Stalking

FHTC is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following areas:

1. No-contact order
2. Services of a student victim advocate
3. Witness impact statement
4. Change in an academic schedule
5. The imposition of an interim suspension on the accused
6. The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Vice President of Student Services or Director of Human Resources. If safety is an immediate concern, encourage the victim to contact local law enforcement.

Stalking Victim Rights

Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report stalking have the right to:

1. Treatment with dignity and respect, not subjected to biased attitudes or judgments
2. Not having past and irrelevant conduct discussed during any resulting proceedings
3. Changes in academic programming, if deemed appropriate by FHTC administration
4. All support services regardless of the choice to file a school or criminal report
5. Submission of a written account of the incident and a victim-impact statement
6. Having a person of choice, including legal counsel or an advocate, present throughout the proceedings
7. Having one's identity protected
8. Victims can request immediate transfer of classes, subject to administration's approval and availability, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. The College will make reasonable efforts to accommodate such requests.

Rights of Accused

Students accused of stalking behaviors have rights on this campus. Those include:

1. The right to know the nature and source of the evidence used in the hearing process
2. The right to present witnesses and material evidence relevant to the case

3. The right to an advocate or attorney to aid in the preparation and presentation of the case
4. Referrals to community resources when appropriate.

Dating Violence Policy

A primary concern of the Flint Hills Technical College (FHTC) is the health and well-being of each student; therefore, FHTC is committed to creating a community that is free from acts of Dating Violence. Not unlike Domestic Violence, Dating Violence is controlling, abusive and aggressive behavior in a romantic relationship. It occurs in both heterosexual and homosexual relationships and can include verbal, emotional, physical, or sexual abuse, or a combination of these. Abusive partners may use a combination of the following tactics to control, manipulate and abuse a partner:

1. Physical – Hitting, pinching, shoving, restraining, destroying property, choking, threats of harm
2. Sexual – rape, sexual abuse, or any coercion or manipulation of a partner to engage in sexual behaviors
3. Emotional – insults, name-calling, yelling, threats, stalking, extreme jealousy, humiliating a partner in public or private, isolating a partner from friends or family, threatening to “out” a partner who is gay, lesbian or transgender, making someone account for their time, threats to harm themselves

Dating abuse occurs in all socioeconomic, racial, ethnic and religious groups.

Dating Violence –FHTC Policy and Kansas Law

Kansas has laws against Dating Violence behaviors such as sexual assault, domestic violence, and stalking. However, the specific term “dating violence” is not used specifically in these laws. Any and all forms of “Dating Violence” will not be tolerated on FHTC’s properties or at FHTC events. Any reported will be addressed by the Vice President of Student Services or Director of Human Resources within 48 hours, if feasible. A determination will be made on a case by case basis as it pertains to whether the incident of Dating Violence falls under current FHTC Sexual Assault, Domestic Violence or Anti-Stalking policies. The appropriate criteria of those policies will be the basis of the review and investigation of Dating Violence incidents.

Domestic Violence Policy

Flint Hills Technical College (FHTC) will respond effectively to the needs of victims of domestic violence and take appropriate actions to keep students and employees safe from domestic violence related incidents to the fullest extent possible without violating any applicable rules, regulations, statutory requirements, and/or contractual obligations. FHTC will investigate an act(s) of domestic violence occurring on the campus, whether or not an official report has been received. The Vice President of Student Services, Dean of Enrollment Management, Academic Advisor/Counselor, Director of Human Resources, and local agencies are available to support those in need of assistance concerning domestic violence.

Working Safety Plans

In accordance with applicable policies and procedures, FHTC will:

1. Make students and/or employees aware of their options and available resources
2. Help students and/or employees safeguard each other
3. Encourage student and/or employees to report domestic violence to designated officials.

The Vice President of Student Services is the designated liaison between the college and all available outside resources jurisdictionally, with the Director of Human Resources playing an active role in community resources. FHTC maintains emergency response procedures for contacting law enforcement agencies when appropriate, and provides students and/or employees with clear instruction on the steps to take if students or employees observe anyone engaging in threatening behavior. The Vice President of Student Services or Director of Human Resources will discuss the limitations on confidentiality under Kansas law with victims of domestic violence. To protect all students, employees, and the victim, the college will take actions to assist in mitigating the reoccurrence of domestic violence on campus. Assistance may include, but is not limited to:

1. Advising faculty (if an employee, their coworkers) and others as applicable on a need-to-know basis (i.e. Deans/Department Heads and/ or administration) of the situation
2. Temporarily relocating the victim to a secure area (if possible)
3. Providing options for voluntary transfer or permanent relocation to a new campus or work site (if feasible)
4. Escorts for entry to and exit from the building and campus
5. Permitting a change of class and/or work schedule (if possible)

6. Maintaining a copy of the abusers image and/or a copy of any existing court orders of protection in a confidential on-site location.

The college may address any additional concerns raised by a situation in which both the victim and offender are either enrolled or employed at the college.

Confidentiality of Information

Information related to a student and/or employee being a victim of domestic violence will be kept confidential except when dictated by law, FHTC policy, or when necessary to protect the safety of the campus population.

1. Reported information is kept private to the extent possible by federal and state law, and college policy, however Kansas law includes clear limitations on legal confidentiality.
 - 1.1. Confidentiality exists in certain instances for medical personnel, counselors, social workers, clergy, attorneys, and rape crisis counselors, but information may be required to be released through a subpoena or court order.
 - 1.2. Information reported to anyone not in one of the above named positions may have to be disclosed when required by law or pursuant to a subpoena.
 - 1.3. When medical information is received from a student and/or employee who is the victim of domestic violence, such medical information will be kept confidential to the extent permitted and required by law including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act.
2. When it is determined that maintaining confidentiality puts the victim or other students and employees at risk of physical harm, those individuals deemed necessary to protect the safety of the victim and other employees, or to enforce an order of protection, will be given the minimum amount of information required. When possible, the college will provide the victim of domestic violence with notice of the intent to provide information to other employees and/or law enforcement.
3. Some examples of situations where confidentiality cannot be maintained include:
 - 3.1. Law Enforcement officials investigating a report of domestic violence or incident that occurred on the campus will be provided relevant information in accordance with legal requirements when requested.
 - 3.2. Faculty or administration, and first responders may be informed about a report of domestic violence or incident that occurs on campus, if it is necessary to protect the safety of the student and/or employee or other individuals on campus.

Harassment and Discrimination

Flint Hills Technical College seeks to create an atmosphere that recognizes and protects an environment of tolerance for all members of the college community. Federal law and college policy protect a number of groups from unlawful discrimination. The College makes all decisions with reference to employment status and student status without regard to age, race, color, religion, gender, marital status, national origin, disability status, veteran status, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Moreover, the college regards inappropriate behavior, unfair treatment, or harassment of any individual to be inconsistent with its goal to provide an environment in which students, faculty, unclassified professionals, classified employees, and other members of the college community can develop intellectually, professionally, personally, and socially. These policies and procedures extend to all College personnel operating in a College-sanctioned capacity, both on and off campus.

1. Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967
2. Title VI and VII of the Civil Rights Act of 1964
3. Title VI and VII of the Civil Rights Act of 1964
4. Title VII of the Civil Rights Act of 1964
5. Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Pregnancy Act of 1978, Title IX of Education Amendments of 1972
6. FHTC Non-Discrimination Policy
7. Title VI and VII of the Civil Rights Act of 1964
8. American with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973
9. Vietnam Era Veteran's Readjustment Act of 1974, Uniform Services Adjustment and Re- Adjustment Act of 1994

Explanations

The Age Discrimination in Employment Act of 1967 prohibits discrimination against individuals who are at least 40 years of age. Discrimination is prohibited in all terms and conditions of employment including: hiring, firing, compensation, job assignments, shift assignments, discipline, and promotions.

Age is also addressed in the Age Discrimination Act of 1975. Under this act no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or

be subject to discrimination under any program or activity receiving Federal financial assistance.

Employment discrimination based on race, color, religion, sex, or national origin is prohibited under Title VII of the Civil Rights Act of 1964. It is unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment.

Under Title VI of the Civil Rights Act of 1964 no person on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated the same as other applicants or employees with similar abilities or limitations.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits an employer from discriminating against a qualified applicant or employee because of his/her disability. To be protected individuals need to be qualified and able to perform the job with or without reasonable accommodations from the employer. Discrimination based on disability in any program or activity receiving Federal financial assistance is prohibited under Sections 503 and 504 of the Rehabilitation Act of 1973.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination based on veteran status in federally assisted programs and it requires affirmative action to employ and advance in employment of veterans. Veterans protected by this act are Vietnam era veterans, special disabled veterans, and veterans who served

on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Sexual Harassment

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Kansas Law. Retaliation against an individual for making a report of sexual harassment is also considered to be sex discrimination and is therefore likewise illegal. No member of the college community shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions which affect that individual;
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; or
4. Such conduct is not legitimately related to the subject matter of a course.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal or physical conduct that is prohibited include, but are not limited to:

1. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
2. Direct propositions of a sexual nature;
3. A pattern of conduct causing discomfort, intimidation and/or humiliation that includes one or more of the following: comments or gestures of a sexual nature; sexually explicit statements, questions, jokes, or anecdotes;
4. Unnecessary touching, patting, hugging, or brushing against a person's body;
5. Remarks of a sexual nature about a person's clothing or body; or
6. Remarks about sexual activity or speculations about previous sexual experience.

Racial and/or Ethnic Harassment

Racial and/or ethnic harassment is a form of discrimination that is illegal under Title VII of Civil Rights Act of 1964. No member of the college community shall engage in racial or ethnic harassment. Retaliation against an individual for making a report of racial and/or ethnic harassment will be treated as a violation of the racial and/or ethnic harassment policy. For the purpose of this policy, racial and/or ethnic harassment is defined as ethnic slurs and other verbal or physical conduct to race, ethnicity, or racial affiliation that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, living environment, if residing in College housing, or participation in any college-sponsored activity;
3. Otherwise adversely affects an individual's academic or employment opportunities; or
4. Is not legitimately related to the subject matter of a course.

Racial and/or ethnic harassment may be blatant or subtle. Examples of the conduct that is prohibited include, but are not limited to:

1. Derogatory name calling or language based on cultural stereotypes;
2. Incidents or behaviors which are derogatory to a racial or ethnic group; or
3. Repeated ignoring or excluding of one's presence or existence in a College setting.

Other Harassment

No member of the college community shall engage in harassment on the basis of age, color, religion, marital status, national origin, disability status, veteran status, sexual orientation, or on any other factor that violates state or federal discrimination law. For the purposes of this policy, such aforementioned harassment is defined as unwelcome verbal and/or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or participation in any college-sponsored activity;
3. Otherwise adversely affects an individual's academic or employment opportunities; or,
4. Is not legitimately related to the subject matter of a course.

Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Nonconsensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

1. Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaged in sexual acts without the consent of the person observed)
2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
3. Prostitution
4. Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent

Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

One's own intoxication/incapacity is not an excuse for failure to recognize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This

policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Bullying

Flint Hills Technical College prohibits bullying in any form either by any student or staff member towards a student, or by a student or staff member towards a staff member on or while using college property, in a college vehicle, or at a college-sponsored activity or event. Bullying is defined as repeated or severe; aggressive behavior; likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally; that is not speech or conduct otherwise protected by the 1st Amendment. Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on Flint Hills Technical College networks, websites or between college email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption, or can be shown to have occurred through use of college property. Otherwise, such communications are considered speech protected by the 1st Amendment. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

GRIEVANCE PROCEDURES FOR FACULTY, STAFF, AND STUDENTS

Responsible Employees

Any employee of Flint Hills Technical College who a student could reasonably believe to have the authority or duty to take action to address sexual violence excluding any employee bound by privilege and confidential relationships, such as licensed counselors or legal counsel. An employee who has been given the duty of reporting incidents of

sexual violence or any other misconduct by students, faculty, staff, and others to the Title IX Coordinator or other appropriate school designee.

Flint Hills Technical College will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator or Deputy Coordinators.

The procedures described below will apply to all grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.

Title IX Coordinator and Deputy

The Title IX Coordinator is Lisa Kirmer, Vice-President of Student Services. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhctc.edu. The Title IX Deputy is Jacinda Kahle, Director of Human Resources. She can be reached at 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, jkahle@fhctc.edu. The Title IX Coordinator is responsible for the following:

1. Prepare and disseminate educational materials that inform members of the campus community of Title IX rights and responsibilities;
2. Coordinate training for employees and students;
3. Receive and process inquiries from students, employees, guests, visitors, and other third parties regarding rights and responsibilities concerning behavior or suspicion of behavior in violation of Title IX;
4. Issue findings of fact and recommendations for disposition of reports/complaints and notifies all parties regarding disposition;
5. Investigate alleged discrimination and/or harassment;
6. Conduct institutional monitoring;
7. Ensure compliance with state and federal law and regulations;
8. Provide ongoing consultation to the President and other College officials

Affirmative Action Officer

While the Affirmative Action Officer is available to assist in the report process, he/she is not permitted to be an advocate for either party and is obligated to assure fairness to both parties and to protect the College's interests. For further information, contact the Affirmative Action Officer, Jacinda Kahle, Director of Human Resources, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1384, or jkahle@fhctc.edu. If the Affirmative Action Officer is not available at the time a report must be made, the report

can be made to Lisa Kirmer, Vice President of Student Services, 3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhtc.edu.

Confidential Advocate

Micah Beatty is the Academic Advisor/Counselor for the College, mbeatty@fhtc.edu, 620-341-1376. The confidential advocate can provide sensitive intake and initial counseling of reports, act as an advocate assisting those involved in grievances to navigate the process, resources and reporting options, refer individuals to appropriate resources and provide complete confidentiality in extreme cases. Micah Beatty may also serve as an investigator in a situation where he was not contacted as a confidential advocate.

Investigators

Brenda Carmichael, bcarmichael@fhtc.edu, 620-341-1338, Dean of Enrollment Management and Micah Beatty, mbeatty@fhtc.edu, 620-341-1376, Academic Advisor/Counselor have been trained as Title IX Investigators. Both have offices on the main campus at 3301 West 18th Avenue, Emporia, KS 66801. The role of the investigator is to conduct a thorough, reliable, and impartial investigation through interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. The Investigators presents information gathered to either the Title IX Coordinator and/or Affirmative Action Officer, who will then render a final decision. In unusual circumstances or in a situation of conflict of interest, Jacinda Kahle and Lisa Kirmer have also been trained as investigators.

Appeals Officer

Nancy Thompson, Vice President of Business Services is the Appeals Officer, nthompson@fhtc.edu, 620-341-1304, 3301 West 18th Avenue, Emporia, KS 66801. If the reporting or responding party does not agree with the determination or sanction, an appeal may be made to the Appeals Officer.

Advocate

The reporting party and the responding party have the right to an advocate. The advocate can be present with the reporting party or responding party at any time during the investigation. The advocate may include a friend, family member, clergy, attorney or other appropriately deemed individual.

Filing a Grievance Report

Any member of the community, guest or visitor who believes that the policy on Equal Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator or the Affirmative Action Officer. It is also possible for employees to notify a supervisor, or for students to notify a faculty member. These individuals will in turn notify the Title IX Coordinator and/or Affirmative Action Officer.

All employees receiving reports of a potential violation of Flint Hills Technical College policy are expected to promptly contact the Title IX Coordinator and/or Affirmative Action Officer, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with the maximum possible privacy. Specific information on any grievances received by any party will be reported to the Title IX Coordinator. Subject to the College's obligation to redress violations some details of the case may have to be shared with appropriate parties.

Report Evaluation and Intake

Following receipt of a notice or a report, the Title IX Coordinator, in consultation with the Affirmative Action Officer will offer/make available advocacy services to the reporting party. The responding party will be notified of his/her rights. Normally, within two College business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the report does not appear to allege a policy violation or if conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation.

The College is required to conduct a full investigation if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business day period. The Title IX Coordinator can extend the period as necessary for appropriate cause with notice to the parties.

Interim Remedies/accomodations

If, in the judgment of the Title IX Coordinator/Affirmative Action Officer, the safety or well-being of any member(s) of the campus community may be at risk by the on-campus presence of the accused individual, the Title IX Coordinator and Affirmative Action Officer may, provide interim remedies. These interim remedies are intended to address the short-term effects of harassment, discrimination, or retaliation, to redress harm to the alleged victim and the community and to prevent further violations. These remedies may include:

1. referral to counseling and health services,

2. education to the community,
3. altering work arrangements for employees,
4. providing campus escorts,
5. implementing contact limitations between the parties,
6. offering adjustments to academic deadlines, course schedules, etc.

Flint Hills Technical College may temporarily suspend a student, employee, guest, visitor, or organization pending the completion of the investigation and related procedures. In all cases in which an interim suspension is imposed, the individual will be given the opportunity to meet with the Title IX Coordinator to show cause why the suspension should not be implemented. The Title IX Coordinator, in consultation with the Affirmative Action Officer, may implement or stay an interim suspension under the Policy on Equal Opportunity, Harassment, and Nondiscrimination, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion, termination, or potential legal action.

During an interim suspension or administrative leave, a student, employee, guest, or visitor may be denied access to College campus/facilities/events. This restriction includes classes and/or all other College activities or privileges for which the individual might otherwise be eligible. Further, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Investigation

If the reporting party, or the College, based on the alleged policy violation, wishes to pursue a formal grievance, the following process occurs. A formal investigation will be initiated if a report is complete, timely, within the scope of this policy and articulates sufficient facts, which if determined to be accurate, would support a finding that the College's Equal Opportunity, Harassment, and/or Non-Discrimination policy/policies have been violated. Usually within 2 college business days of determining that a grievance should proceed, the Title IX Coordinator will appoint an investigator to conduct an investigation. Investigators assigned to conduct an investigation will be impartial. In conducting investigations into violations of the College's policies, the Affirmative Action Officer will use a preponderance of the evidence standard in making factual determinations. A preponderance of the evidence standard means the fact(s) in issue is more probably true than not.

Investigation of grievances brought directly by those alleging harm should be completed expeditiously; however, the investigation may take longer when initial grievances fail to provide direct first-hand information. The College may undertake a short delay, to allow evidence collection, when criminal charges on the basis of the same behaviors that invoke

this process are being investigated. College action will not be altered or precluded because civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial, and will entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.

Confidentiality

It is the responsibility of the Title IX Coordinator and/or Affirmative Action Officer and the responsible administrator to whom a report is brought to maintain confidentiality while still allowing for an investigation, providing a remedy for individuals injured by discrimination or harassment, and allowing respondents to reply to reports. Investigators involved in the investigation process are also obligated to maintain confidentiality, and other individuals are expected to maintain confidentiality as to not hinder the investigation process. The College cannot guarantee reporting parties, respondents, or witnesses absolute confidentiality because the College is obligated to investigate reports.

Access to Information

Flint Hills Technical College will control access to information pertaining to reports, investigations, and outcomes of sexual violence reports by means appropriate to the circumstances. The institution follows all local, state, and federal mandates regarding privacy and confidentiality.

Statement of the Rights of a Reporting Party Bringing a Grievance

1. To be treated with respect by Flint Hills Technical College officials.
2. To take advantage of campus support resources.
3. To experience a safe living, educational and work environment.
4. To have an advocate during this process.
5. To decline to have an allegation resolved through conflict resolution procedures.
6. To receive amnesty for policy violations (such as alcohol or drug violations) that are ancillary to the incident.
7. To be free from retaliation.
8. To have grievances heard in accordance with these procedures.
9. To have full participation in any investigation process.
10. To be informed in writing of the outcome/resolution of the grievance, sanctions where permissible and the rationale for the outcome where permissible.
11. To receive assistance filing a report with law enforcement
12. To request accommodations/adjustments with employment and scheduling.
13. To request or benefit from a no contact order.

Statement of the Rights of the Responding Party

1. To be treated with respect by Flint Hills Technical College officials.
2. To take advantage of campus support resources.
3. To have an advocate during this process.
4. To decline to have an allegation resolved through conflict resolution procedures.
5. To be free from retaliation.
6. To have the opportunity to refute charges and provide evidence in accordance with these procedures.
7. To be informed of the outcome/resolution of the grievance and the rationale for the outcome, in writing.
8. To request accommodations/adjustments with employment, and scheduling.
9. To request or benefit from a no contact order.

Investigation Timeframe

The College will strive to complete harassment, sexual misconduct, and other forms of discrimination report investigations, including issuance of a report of findings to the reporting party and respondent, in as timely and efficient a manner as possible within 60 calendar days of receipt of a report. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the report. If an investigation cannot be completed within 60 calendar days of receipt of the report, then the investigator(s) will notify the reporting party and respondent of that fact and provide a timeframe for completing the investigation.

Investigation Procedure

The investigation will include the following steps:

Contact with Reporting party

If the investigator did not speak with the reporting party at the time that the report was received by the Title IX Coordinator and/or Affirmative Action Officer, the investigator will meet or speak with the reporting party at the start of the investigation. In all investigations, the investigator will meet with the reporting party throughout the investigation as appropriate.

Notice to Respondent

The respondent will be provided with a statement of the report in writing, and the reporting party will be provided a copy of this notification. The respondent will be provided an opportunity to meet with the investigator(s) investigating the report and to

respond to the allegation. Respondents may respond in person or in writing within a reasonable time to be determined by the investigators. If a respondent chooses not to participate or refuses to answer a report, his/her nonparticipation will not prevent the investigation from proceeding and could result in a finding based solely on the information provided by the reporting party.

Notice Regarding Retaliation

All parties to a report (reporting party, respondent, witnesses, and appropriate administrators or supervisors) will be informed that retaliation by an individual or his/her associates against any person who files a report or any person who participates in the investigation of a report is prohibited. Individuals who engage in retaliation are subject to disciplinary action, regardless of the disposition of the underlying report.

Representation

In any meeting with the investigators, the parties to the report (reporting party and the respondent) may bring a representative/advisor to the meeting. The reporting party and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the investigator or other parties involved in the investigation and/or hearing, nor shall he/she speak on the behalf of the individual being advised.

Information Relevant to Investigation

The parties to a report (reporting party and respondent) will be informed that they have the opportunity to identify witnesses, present witness statements, and any other evidence they believe relevant to resolution to the report. The investigator(s) will interview other persons whom the investigator(s) in his/her discretion determines to be necessary to gather relevant information. The investigator will review any written materials, emails or other media that as determined by the investigator in his/her discretion may provide relevant information regarding the report.

Findings of Investigation

The investigator(s) will provide a written summary of their findings to the respondent and the reporting party within a reasonable time following the conclusion of the investigation. In addition, the investigator(s) will provide a written report of the investigation findings and recommendations to the Title IX Coordinator and/or Affirmative Action Officer who will determine the appropriate action to be taken in light of the investigation findings and recommendations. The Title IX Coordinator and/or Affirmative Action Officer will have 20 working days from receipt of the investigation findings and recommendations to determine an appropriate resolution(s). Upon making a decision, Title IX Coordinator

and/or Affirmative Action Officer will simultaneously provide written notification of the decision to both the respondent and reporting party.

Grievance Resolution

During or upon the completion of the investigation, the investigators will meet with the Title IX Coordinator and/or Affirmative Action Officer. Based on that meeting, the Title IX Coordinator and/or Affirmative Action Officer will decide whether there is reasonable cause to proceed with the grievance. If the Title IX Coordinator and/or Affirmative Action Officer decide that no policy violation has occurred or that the preponderance of evidence does not support a finding of a policy violation, then the process will end.

The party bringing the grievance may request that the Title IX Coordinator make a determination based on extraordinary circumstances to re-open the investigation or may move to appeal. If there is reasonable cause to proceed with the grievance, the Title IX Coordinator will direct the investigation to continue. Or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution or a resolution based on the criteria below.

Conflict Resolution

Conflict resolution is recommended for less serious, yet inappropriate, behaviors and is encouraged as a process to resolve conflicts. The Title IX Coordinator and/or Affirmative Action Officer will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, the Title IX Coordinator or Affirmative Action Officer will facilitate a dialog with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution and failure to abide by the accord can result in appropriate responsive actions. Conflict resolution will not be the resolution mechanism used to address grievances of sexual misconduct or violent behavior of any kind or in other cases of serious violations of policy. It is not necessary to pursue conflict resolution first to make a formal report. Anyone participating in conflict resolution can stop that process at any time and request a resolution.

Resolution

Resolution can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment, and Nondiscrimination, at any time during the process. The Title IX Coordinator will provide written notification of a grievance to any member of the College community who is accused of an offense of harassment, discrimination, or retaliation.

The Title IX Coordinator/Affirmative Action Officer will meet with the responding individual to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator and Affirmative Action Officer will render a finding that the individual is in violation of College policy for the admitted conduct. For admitted violations, the Title IX Coordinator and Affirmative Action Officer will recommend an appropriate sanction or responsive action. If the sanction/responsive action is accepted by both the reporting party and responding party, the Title IX Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction/responsive action, the Appeals Officer will review the investigation and subsequent sanction/responsive action, according to the procedures below.

Sanctions

Sanctions or responsive actions will be determined by the Title IX Coordinator and/or Affirmative Action Officer after consideration of the report from the investigator.

Factors considered when determining a sanction/responsive action may include:

1. The nature, severity of, and circumstances surrounding the violation
2. An individual's disciplinary history
3. Previous grievances or allegations involving similar conduct
4. Any other information deemed relevant
5. The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
6. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
7. The need to remedy the effects of the discrimination, harassment and/or retaliation on the victim and the community

Student Sanctions

The following are the usual sanctions that may be imposed upon students:

1. Warning
2. Probation
3. Suspension
4. Expulsion
5. Fines
6. Removal from student housing
7. Organizational Sanctions
8. Other Actions

Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

1. Verbal Warning
2. Written Warning (in which case a Performance Improvement Plan will be implemented)
3. Suspension (administrative leave) with or without pay
4. Termination of Employment

These actions are not necessarily progressive in nature and may be used as needed.

Withdrawal or Resignation While Charges Pending

Students: Should a student decide to leave and not participate in the investigation, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Flint Hills Technical College unless all sanctions have been satisfied. The institution will act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

Employees: Should an employee resign while charges are pending, the records of the Affirmative Action Officer and Title IX Coordinator will reflect that status, as will Flint Hills Technical College responses to any future inquiries regarding employment references for that individual. The institution will act to promptly and effectively remedy the effects of the conduct upon the reporting party and the community.

Appeals PROCESS

Right of Appeal

Any decision of the Title IX Coordinator/Affirmative Action Officer or such other person as designated by the President may be appealed by the responding party or the reporting party within ten (10) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the Appeals Officer. A student or employee who fails to file a written notice of appeal to the Appeals Officer, within the times specified waives the right to appeal.

Standard for Appeal

Any disciplinary action or responsive action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the Appeals Officer. An appeal shall be conducted for one or more of the following purposes:

1. To determine whether the original process was conducted fairly a) in light of the charges and evidence presented, and b) in conformity with prescribed procedures.

This gives the reporting party a reasonable opportunity to prepare and present evidence that policy was violated, and gives the responding party a reasonable opportunity to prepare and to present a rebuttal of those allegations.

2. To determine whether the decision reached regarding the responding party was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of policy occurred.
3. To determine whether the sanction imposed was appropriate given the policy violation.
4. To consider **new** evidence sufficient to alter a decision or other relevant facts **not** brought out in the original process, because such evidence and/or facts were not known to the person appealing at the time.

If the Appeals Officer determines, in their sole discretion that the written appeals fails to meet the Standard for Appeal (noted above), they will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded and no further action will be taken.

If the Appeals Officer determines that an appeal is warranted the Appeals Officer will review the charges and imposed sanctions. The Appeals Officer shall decide whether the student has violated policy and whether the sanction imposed fits the nature of the violation. The Appeals Officer may uphold, modify, or completely reverse the original decision as appropriate.

A written summary of the findings must be provided and should the decision be modified it should be in accordance with one or more of the conditions delineated in this code. In all appeals any modification of the original sanctions may not result in more severe discipline for the accused student. The Appeals Officer shall render his/her decision in writing with three 20 College business days. The findings of the Appeals Officer shall be forwarded to the President.

Notification of Decision

The President's Office shall inform the student or employee, in writing, of the Appeals Officer's decision within three (3) College business days of the receipt of the Appeals Officer's decision. The findings of the Appeals Officer shall be final.

Failure to Complete Sanctions/Comply with Responsive Actions

All responding parties are expected to comply with conduct sanctions/responsive/corrective actions within the time frame specified. Failure to follow through on conduct sanctions/responsive/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional

sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College and will be noted in a student's disciplinary file or employee personnel file.

Records

In implementing this policy, records of all grievances, resolutions, and appeals will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

Retaliation

Retaliation is generally any adverse action taken without a legitimate reason as a result of involvement in an administrative review of a report of unlawful discrimination or harassment. It is a violation of Flint Hills Technical College's anti-harassment policies to retaliate against any individual involved in the report process. Appropriate sanctions will be imposed against persons who engage in retaliatory behavior. Respondents, reporting parties, witnesses, and other involved parties will be cautioned of inappropriate behavior in the form of retaliation.

Prohibition against Retaliation

Retaliation against persons who file harassment, sexual misconduct, and other forms of discrimination reports or persons who participate in an investigation of a report, whether by an individual directly involved or by his/her associates, is a violation of College and Board of Trustees policy as well as State and Federal law. Reporting parties who utilize these procedures or persons who participate in an investigation of a report should not be subjected to retaliation. Retaliation may take the form of unwanted personal contact from the respondent or giving additional assignments that are not assigned to others in similar situations, poor grades or unreasonable course assignments. Phone calls, email or other attempts to discuss the report may be perceived as retaliation under certain circumstances. Disciplinary action, harassment, unsupported evaluations, or other adverse changes in the conditions of employment or the educational environment may also constitute retaliation. Retaliation will not be tolerated and could result in suspension, reassignment, salary reduction, termination, expulsion or other disciplinary action.

Report of Retaliation

An individual who believes that he or she has been the subject of discrimination or retaliation, or a dean, director, chairperson or other supervisor or administrator who has reason to believe that discrimination or retaliation may have occurred, should contact the Affirmative Action Officer to initiate the filing of a report. A report should include the following, to the extent known and available:

1. Name and contact information (address, telephone, email) for the reporting party;
2. Name of person(s) directly responsible for the alleged discrimination or retaliation;
3. Date(s), time(s), and place(s) of the alleged violation(s);
4. Nature of the alleged violation(s); i.e., race, sex, disability discrimination or retaliation, etc.;
5. Detailed description of the specific conduct that is the basis of the alleged violation(s);
6. Copies of any documents or other tangible items pertaining to the alleged violation(s);
7. Names and contact information for any witnesses to the alleged violation(s);
8. Any other relevant information.

Upon receiving a report, the Affirmative Action Officer will provide the reporting party with an acknowledgment of receipt within 7 working days and will include the Discrimination Report Resolution Process.

Administrative Closure of a Report without Investigation

The College may not proceed with a report investigation under a variety of circumstances, for instance:

1. A reporting party, even after contact and follow up with an investigator, fails to describe in sufficient detail the conduct that is the basis of the report;
2. The conduct alleged in the report is not covered by this policy;
3. The report is untimely;
4. The reporting party refuses to cooperate with the College's investigation;
5. The reporting party is anonymous.

If it is determined that the College will not proceed with investigation of a report, the Title IX Coordinator/Affirmative Action Officer will notify the reporting party (if not anonymous) in writing explaining the reasons why the report is not being investigated. The notification letter will include a statement notifying the reporting party that he or she may appeal the determination not to proceed with an investigation of the report to the Appeals Officer within 10 working days of the notice as outlined in the Right of Appeals process.

Accountability for Students and/or Employees who are Offenders

Students or employees may be subject to corrective or disciplinary action in accordance with Student Conduct Policy and Agreement of Employment, or Employment Contract, statutes, and regulations in the following situations:

1. A student or employee has threatened, harassed, or abused an intimate partner using FHTC resources such as work time or equipment.
2. A student or employee intentionally uses his/her job-related authority and/or college resources in order to:
3. Negatively impact a victim of domestic violence
4. Assist an abuser in locating a victim
5. Assist an abuser in perpetrating acts of domestic violence
6. Protect an abuser from appropriate consequences of their behavior.

Abuse of the Discrimination Report Resolution Process

The College takes all harassment, sexual misconduct, and other forms of discrimination reports seriously. However, knowingly filing a false report is considered serious misconduct and is also subject to sanction. An individual who establishes a pattern of repeatedly filing frivolous reports that harass colleagues and/or abuse the report resolution process may lose the right to file reports for a specified period of time.

Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator, Affirmative Action Officer, Investigators and Appeals Officer. Modifications may be made to procedures that do not materially jeopardize the fairness owed to any party. However, the team may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

Effective Date: 5-12-2014

Last Amended: 04-09-2018

7.02 Student Pregnancy Policy

Flint Hills Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage.

Flint Hills Technical College hereby establishes a policy and associated procedures ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy--related conditions, and new parents.

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom." According to the DOE, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began. This generally means that pregnant students should be treated by Flint Hills Technical College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, FHTC will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations. In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort -model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and

comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Effective Date: 5-12-2014

Last Amended: 04-09-2018