



# *Wharton County Junior College*

911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560

## **WCJC EMPLOYEE HANDBOOK ACKNOWLEDGMENT**

**(Revised 01/26/17)**

Dear Employee:

The WCJC Employee Handbook is available online at [www.wcjc.edu](http://www.wcjc.edu). Employees who do not have access to a computer during their regular course of duties with the College may request a hard copy of the handbook. Requests should be made directly to the Human Resources Department.

Please review the handbook and refer to it in the future as questions arise. If you have any additional questions, please contact your supervisor or the Human Resources Department at (979) 532-6591 or (800) 561-9252, Extension 6591.

Your signature below, on this WCJC Employee Handbook Acknowledgment Form, affirms you have been made aware the Employee Handbook is available online or through the Human Resources Department. Please print this form, sign it, and return it to the Human Resources Department for inclusion in your individual personnel folder.

### **Verification of Notification or Receipt:**

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (clearly print first, middle, and last name)

@\_\_\_\_\_  
Banner ID Number



***Wharton County Junior College***  
*911 Boling Highway • Wharton, Texas 77488 • (979) 532-4560*

# ***Employee Handbook***

**Prepared under the supervision of Betty A. McCrohan, President**

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### **Affirmative Action with Respect to Employment**

Wharton County Junior College (WCJC) provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity or expression, national and ethnic origin, age, disability, genetic information, marital status, amnesty, political affiliation or belief, status as a beneficiary of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States, status as a participant in any WIOA Title I financially assisted program or activity, or status as a covered veteran in accordance with applicable federal, state and local laws. WCJC complies with applicable state and local laws governing non-discrimination in employment in every location in which the College has facilities. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, and training. Any other protected status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other college administered programs and activities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, termination, layoff, recall, leaves of absence, compensation, and training.

WCJC expressly prohibits any form of unlawful employee harassment based on race, color, religion, sexual orientation, gender identity or expression, national or ethnic origin, age, genetic information, disability, political affiliation or belief, status as a beneficiary of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States, status as a participant in any WIOA Title I financially assisted program or activity, or veteran status. Improper interference with the ability of WCJC's employees to perform their expected job duties is absolutely not tolerated.

Inquiries and complaints concerning WCJC's policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504, Affirmative Action, Equal Opportunity) may be directed to Judy J. Jones, Director of Human Resources, at Wharton County Junior College, 911 Boling Highway, A-206, Wharton, TX 77488. Telephone: (979) 532-6561. E-mail address: [hr@wcjc.edu](mailto:hr@wcjc.edu). Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711.

### **Quick Reference Guide**

Toll Free (to Wharton Switchboard)	(800) 561-9252
Wharton Campus	(979) 532-4560
Sugar Land Campus	(281) 243-8447
Richmond Campus	(281) 239-1500
Bay City Campus	(979) 244-4552
<b>Security, Wharton</b>	
8a.m.-5p.m., Mon-Fri	(979) 532-6523
Security Cell Phone (all times)	(979) 282-1993
<b>Security, Sugar Land</b>	(832) 842-2929
<b>Security, Richmond Campus</b>	(281) 239-1501
<b>Fax Numbers</b>	
<b>Wharton Campus</b>	
Administration	(979) 532-6526
Admissions and Registration	(979) 532-6494
Athletics	(979) 532-6584
Business Office	(979) 532-6528
Continuing Education	(281) 239-1628
Facilities Management	(979) 532-6546
Faculty (located in the Mail Room/Service Center)	(979) 532-6545
Fine Arts	(979) 532-6587
Human Resources Department	(979) 532-6928
Information Technician	(979) 532-6589
ITV/Distance Learning	(979) 532-6567
M.G. & Lillie A. Johnson Health Occupation Center	(979) 532-6489
LaDieu Technology Center	(979) 532-6585
J.M. Hodges Learning Center (Library)	(979) 532-6527
Mail Room/Service Center	(979) 532-6545
Marketing and Communications	(979) 532-6493

Payroll & Benefits	(979) 532-6579
J.R. Peace Building	(979) 532-6564
Public Safety Training	(979) 532-6541
F.J. L. Blasingame Science Building	(979) 532-6582
Student Services	(979) 532-6466

<b>Sugar Land Campus</b>	(281) 243-8583
	(281) 243-8583

<b>Richmond Campus</b>	
Administration	(281) 239-1604
Admissions and Registration	(281) 239-1611
Mail Room	(281) 253-1604

<b>Bay City Campus</b>	(979) 244-4377
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College Website Addresses: <http://www.wcjc.edu>      <http://www3.wcjc.edu> (internal-WCJC specific)

## ***PART ONE: OVERVIEW***

### **1.0 AUTHORIZATION**

The contents of this *Employee Handbook* replace and supersede all previous versions of such handbooks for faculty and staff at WCJC. The *Employee Handbook* of Wharton County Junior College (also referenced as "WCJC" or "College") further provides employees with current information to aid them in their jobs. Similarly, this *Handbook*, in combination with the College regulations manual, constitutes a codification of policy, practices, procedures, and guidelines that replaces and supersedes all previous codifications of policies and procedures.

The policies and procedures set forth in this handbook are not a binding employment contract. This handbook provides general guidelines only and none of its provisions are binding or contractual in nature. This handbook is not a contract guaranteeing employment for any specific employment for any specific period of time. The policies, procedures, benefits, and working conditions outlined in this handbook will be applied at the discretion of WCJC. The College reserves the right to deviate from, change, or withdraw those policies, procedures, benefits, and working conditions at any time, for any reason, and without prior notice. The College will make every effort to notify employees when an official change in policy or procedure has been made, including but not limited to notification through internal communication channels. Employees are, however, responsible for knowing and understanding College policies and for staying informed about changes.

### **2.0 WCJC STATEMENT OF MISSION**

[\[Ref: Reg. 001\]](#)

WCJC Mission Statement is included in its entirety College Regulation 001.

### **3.0 PURPOSE OF HANDBOOK**

This handbook summarizes policies and procedures concerning the operations of the College, performance expectations for and evaluation of employees, and the rights and responsibilities of the members of the faculty and the staff of the College.

### **4.0 EMPLOYEE CLASSIFICATIONS**

[\[Ref: Reg. 911\]](#)

The classification system for full-time employees recognizes two major divisions: *faculty* and *staff*. The latter grouping is divided into two categories: *administrative staff* and *support staff*.

### **5.0 COLLEGE ORGANIZATION**

(See [Figs. 1](#) for organizational chart)

#### **5.1 Board of Trustees [\(Fig. 3\)](#)**

The College is governed by a nine-member Board of Trustees elected in district-wide elections on an at-large basis for staggered six-year terms. The WCJC District consists of Wharton County in its entirety and Needville Independent School District in Fort Bend County. The district constitutes the area in which the College is authorized to levy taxes (on an ad-valorem property basis). The College's service area, which does not provide tax support to the College, is a much larger region in Fort Bend County and other surrounding counties (see *Texas Education Code*, Section 130.210). More detailed information regarding the College Board is found in the *WCJC Regulations Manual* under the following:

002	Board's Legal Status <a href="#">[Ref: Reg. 002]</a>
003	Board Members <a href="#">[Ref: Reg. 003]</a>
004	Internal Organization: Officers, Officials, & Committees <a href="#">[Ref: Reg. 004]</a>
005	Board Members' Statement of Ethics <a href="#">[Ref: Reg. 005]</a>
006	Board Policies and Bylaw Development <a href="#">[Ref: Reg. 006]</a>
007	Board Meetings <a href="#">[Ref: Reg. 007]</a>
008	Nepotism <a href="#">[Ref: Reg. 008]</a>
009	President of the College <a href="#">[Ref: Reg. 009]</a>

### 5.1.1 Policies

Policies are the directives of the Board of Trustees. Only the Board may establish, modify, change, grant exceptions to, abrogate, suspend, or negate a policy; and the board may do so at any time in its capacity as the institutions lawfully elected governing body. Therefore, all employees of the College, *with no exception*, are required to comply with College policy.

## 5.2 President

(See [Figs. 1](#) and [4](#) for organizational charts)

The President of the College is the chief executive officer of the organization and reports directly to the Board of Trustees.

### 5.2.1 Procedures

Procedures are the directives of the President of the College. Only the President may establish, modify, change, grant exceptions to, abrogate, suspend, or negate a procedure; and the President may do so at any time in his/her capacity as the institution's lawfully appointed chief executive officer. Therefore, all employees of the College, *with the exception of the President*, are required to comply with College procedures.

*Note:* Appendix VIII contains Board's Policy 010, entitled Roles and Functions of the WCJC Board of Trustees, which provides a detailed description not only of board responsibilities and duties but of the President's responsibilities and duties as well.

## 5.3 Senior Administrative Officers

(See [Figs. 1](#) and [2](#) for organizational charts)

Official position descriptions for all administrative officers, as well as for all full-time employees, are maintained in the Human Resources Department and are available for review.

## 6.0 GOVERNANCE

### 6.1 Faculty Constitution

In the spring of 1995, WCJC officially adopted a Constitution of the Faculty Association, which is included in its entirety in [Appendix III](#) of this handbook.

### 6.2 Support Staff Constitution

In the spring of 1995, WCJC officially adopted a Constitution of the Support Staff Association, which is included in its entirety in [Appendix VI](#) of this handbook.

*Note:* These two constitutions describe governance procedures within the faculty and support staff as separate constituencies at the College. Participation in college-wide governance for faculty and support staff (as well as administrative staff, who participates through their respective administrative units, rather than according to a separate constitutional structure) is described below.

### 6.3 Participatory Governance at WCJC

(See [Fig. 4](#))

Faculty and staff governance is part of a larger system of participatory governance. This section outlines this broader internal governance system for WCJC, the purpose of which is to encourage the active involvement of *all* constituent groups (faculty, staff, and students) in conducting the affairs of the institution. The single most important principle in forming the construction and operation of governance at WCJC is the following:

*All those affected by a decision are consulted or are provided ample opportunity to offer input, and their input is seriously considered by those who bear responsibility for the decision.*

More specifically, the ends toward which the joint-governance system is aimed are increased communications among all constituents (so that they talk to each other, as well as with administrative super ordinates, to gain better appreciation of alternative perspectives); increased

participation in decision making, goal setting, and determining institutional directions and emphasis; and, consequently, wiser policies, more efficient and customer-oriented procedures, further improvements in quality of instruction and services, a shared vision with common goals and aspirations, a stronger sense of community and an atmosphere of openness in which all may be assured of having a voice, and, most important, enhanced awareness and understanding.

### 6.3.1 Structure and Process

WCJC's internal governance structure has the following components:

President's Extended Cabinet

President's Cabinet

Administrative ("vertical") Councils:

President's Executive Council

Academic Affairs Council

Administrative Services Council

Student Services Council

Technology and Institutional Research Council

Categorical ("horizontal") Councils:

Faculty Council (drawn from the Faculty Association)

Student Government Association

Support Staff Council (drawn from the Support Staff Association)

### 6.3.2 Councils and Associations

Three associations' cross-cut the College; that is, they are formed from categories or classifications of persons rather than along functional lines: the Faculty Association, the Support Staff Association, and the Student Government Association. These three associations may be thought of as "horizontal organizations."

The members of these respective associations *as categories* have a number of concerns and issues in common, faculty *as faculty* and support staff *as support staff* share many concerns regardless of which department or office of the College they happen to work in; and students *as students* share many concerns regardless of their programs or majors or particular educational goals.

Each association elects a set of officers (president, vice president, secretary) and others who form a *council*, a representative group that serves as the coordinating or steering committee for the larger association.

Readers may review the structure and functions of these associations by perusing their respective constitutions. These organizations were suggested by the president; but they were defined and designed, along with the constitutions on which they are based, by their respective memberships. Only two requirements were placed on the architects of these associations when establishing their organizations: (a) that they truly represent their constituents; that is, they "speak with their voice"; and (b) that they are efficient; that they are responsive and timely.

The remaining five councils, which may be conceptualized as "vertical organizations," are designed to coincide with administrative/managerial functions; and each is chaired by a cabinet-level officer. The President's Executive Council is chaired by the President, the Academic Affairs Council is chaired by the Vice President of Instruction, the Administrative Services Council is chaired by the Vice President of Administrative Services, the Student Services Council is chaired by the Vice President of Student Services, and the Technology and Institutional Research Council is chaired by the Vice President of Technology and Institutional Research.

The membership of these four councils varies, but primarily the members are drawn from those persons with administrative assignments who report directly to the cabinet officer.

Their function is to represent the administrative staff and the perspectives and interests of their respective units.

### 6.3.3 President's Executive Cabinet

The President's Executive Cabinet consists of all vice presidents:

- President
- Vice President of Administrative Services
- Vice President of Instruction
- Vice President of Technology and Institutional Research
- Vice President of Student Services

This group serves as the chief executive body of the College and an advisory committee to the President. It meets bi-weekly, and virtually all matters of importance to the institution come through this group.

### 6.3.4 President's Cabinet

The President's Cabinet consists primarily of all persons who report directly to the President, the senior executive staff (vice presidents and deans), and certain directors:

President

(See [Figs. 1](#) and [4](#) for organizational charts)

Vice President of Instruction

(See [Figs. 1](#) and [2](#) for organizational charts)

Vice President of Administrative Services

(See [Figs. 1](#) and [6](#) for organizational charts)

Vice President of Student Services

(See [Figs. 1](#) and [8](#) for organizational charts)

Vice President of Technology and Institutional Research

(See [Figs. 1](#) and [7](#) for organizational charts)

Dean of Vocational Instruction

Dean of Academic Instruction

Dean of Financial and Business Services

Dean of Planning and Institutional Effectiveness

Director of Security

Bay City Campus Specialist

Director of Fort Bend Campus

Director of Sugar Land Campuses

Director of Human Resources

Director of Communications and Marketing

Athletic Director

Director of Grants Management

Director of College Transition

This group serves as the chief administrative body of the College and an advisory committee to the President. It meets bi-weekly to discuss matter of importance to the institution.

### 6.3.5 President's Extended Cabinet

This group, which meets monthly and consists of the President's Cabinet plus the five chief officers (i.e., president and vice president) of the other councils (faculty, support, students), is the final clearinghouse for major College decisions. It assures that at least once a month all constituent groups of the College faculty, staff, and students are represented at a meeting with the President and, significantly, *with each other*.

An example of how the extended cabinet system works is outlined below using Regulation 111, *Establishing College Regulations*. [[Ref: Reg. 111](#)]

A *regulation* states a College policy (*what we do*) as well as outlining the procedures and

guidelines for implementing the policy (*how we do it, who does it, and when*). Anyone (Board member, faculty, staff, or student) may request or initiate the development of a regulation. The draft of the regulation is submitted to the President, who reviews them and discusses them in President's Cabinet prior to distribution. In some cases, the draft may be returned to the originator for revision before distribution. In rare instances, the President may decide that the proposed regulation is inappropriate or ill advised and will return it to the originator without further action.

The President's Cabinet reviews the regulation and advises the President on its need, utility, correctness, workability, etc. The President then sends a draft of the regulation to College faculty and staff.

How the draft regulation is handled, at this point, is left to each council; but the purpose is to solicit reactions, suggestions, and comments, etc.; from the constituents the councils represent. Each council then brings a written recommendation on behalf of its constituents to a meeting of the Extended Cabinet. The recommendations of all College groups are shared at the meeting. Through discussion, compromise, and debate, etc., at the meeting the draft regulation is revised as needed, with the President making the final decision on the regulation.

The regulation is placed on the agenda of the Board of Trustees. If the Board approves the policy, the regulation is promulgated and incorporated in the College's official regulations manual.

The case of regulation development serves as an illustration that incorporates both the intent of the proposed governance structure and how it works.

Figure 3 contains a diagram illustrating the governance structure.

#### 6.4 Institutional Governing Documents

The official regulations are located in the President's Office. Each regulation includes:

Type of Material	Repository
"Legal" policies (i.e., externally generated policies to which the College is subject)	The <i>Policy Reference Manual</i> , compiled and updated for WCJC by the Texas Association of School Boards
"Local" policies (i.e., policies approved by the Board of Trustees that govern the operation of the College)	The <i>WCJC Board Policy and Operating Manual</i> , compiled and maintained by the Office of the President
"Local" policies plus the administrative procedures and guidelines for implementing these policies	The <i>WCJC Regulations Manual</i> compiled and maintained by the Office of the President

Local policies, contained in the *WCJC Board Policy and Operating Manual* are distinguished from state policies (known as "legal" policies) and do not affect in any way the "legal" policies to which the College is subject and which are compiled and updated for the College by the Texas Association of Community Colleges (with the cooperation of the Texas Association of School Boards or TASB).

The *WCJC Regulations Manual* (or Regulations Manual, for short), contains the set of institutional governing documents. The Regulations Manual is an administrative tool. That is, the *WCJC Board Policy and Operating Manual* normally contain only policy statements; but the Regulations Manual contains board-approved College policies and the procedures and guidelines for implementing those policies since implementation of board policy is an administrative responsibility. The numbers assigned to College regulations are the same as those assigned to the corresponding board policies (for example, Board Policy 276 is the authorizing policy for Regulation 276 on copyright privileges).



## **7.0 DESCRIPTION OF COMMITTEES AND RESPONSIBILITIES**

Members of the College are organized into standing committees for the purpose of researching and hearing problems, recommending policies, and engaging in educational planning. Three classes of committees are distinguished according to committee membership:

College-Wide Committees: committees whose membership consists of representatives of all constituencies of the College (faculty, administrators, support staff, and students).

Joint Committees: committees whose membership consists of representatives from at least two of the constituent groups of the College.

Academic Affairs Committees: committees established by the Vice President of Instruction and whose membership consists of faculty and administrators in the academic affairs area.

Members of the faculty serve on all these committees. Copies of minutes of all committee meetings must be sent to the Web Review Group for posting on the Employee Intranet.

## **8.0 COMMITTEE COMPOSITION**

Committee Assignments are distributed at the beginning of each academic school year. This information is available through this hyperlink to the WCJC Intranet: [Committee Composition](#) (Employee Intranet Access Only).

## ***PART TWO: FACULTY RESPONSIBILITIES, RECRUITMENT, AND ETHICS***

### **9.0 STATEMENT ON ACADEMIC FREEDOM**

[\[Ref.: Reg. 131\]](#)

WCJC's Statement on Academic Freedom is found in its entirety in College Regulation 131. To emphasize its commitment to academic freedom, WCJC adopted the following statement:

#### **Academic Freedom and Responsibilities**

American institutions of higher education have long been considered as bastions of freedom. As such, these institutions have been conducted under the premise that it is essential to promote the free search for truth and the concomitant free expression.

It is essential to this philosophy that a faculty member of WCJC is free to pursue scholarly inquiry without undue restriction and to voice and publish his or her conclusions concerning the significance of evidence he or she considers relevant. He or she must be free from the corrosive fear that the community may do irreparable damage to his or her professional career because his or her scholarly conclusions differ from the standard view.

Each faculty member of the WCJC District is entitled to full freedom in the classroom in discussing the subject which he or she teaches. Each faculty member is also a citizen of his or her nation, state, and community, and when he or she speaks, writes, or acts as such, must be free from institutional censorship or discipline.

The concept of academic freedom in the WCJC District is accompanied by an equally demanding concept of faculty responsibility as follows:

- The fundamental responsibility of a faculty member as an instructor and a scholar includes maintenance and exhibition of competence in his or her field of specialization.
- The exercise of professional integrity by the faculty member includes the realization that the community will judge his or her profession and the WCJC District by his or her statements. Therefore, he or she should strive to be accurate in all statements, to exercise appropriate restraint, to show respect for the opinions of others, and to avoid creating the impression that he or she speaks or acts for the WCJC District when he or she acts as a private citizen.
- A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has relationship to the subject he or she has been assigned to teach. It is an instructor's mastery of his or her subject and his or her own scholarship which entitle him or her to a classroom and to freedom in the presentation of his or her subject. It is improper for an instructor persistently to use material in the classroom which has no relationship to the subject.
- The faculty member should be free to participate in professional organizations.
- The faculty member should not, during the contractual period, undertake for pay extensive activities outside his or her instructional assignments that would interfere with the fulfillment of the tasks assigned him or her by the institution. He or she should not exploit his or her position with the institution to secure outside income or favor in competition with non-academic colleagues.
- Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institution on the other. If such conflicts become acute, and the instructor's attention to his or her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, he or she cannot escape the responsibility of that choice, but should either request a leave of absence or resign his or her academic position.

## 10.0 ROLES OF THE FACULTY

In general, faculty are responsible for designing the curriculum; developing academic programs; implementing and monitoring the curriculum policies and programs approved by the Board; defining the conduct of students; reviewing and making recommendations for the academic calendar; certifying the eligibility of students for degrees; recommending probation, suspension, or dismissal of students from the College for academic reasons; evaluating library and other support materials in their respective disciplines; developing procedures to assess and improve their respective disciplines; and performing other assigned tasks.

The faculty have primary responsibility for such areas as subject matter and methods of instruction, evaluation of student performance, requirements for degrees offered, determination that degree requirements have been met, and those aspects of student life that relate to the educational process. On these matters, the power of review or final decision is lodged in the Board of Trustees or delegated by it to the President of the College.

Faculty judgment is central to general educational policy regarding responsibilities and status of faculty. Scholars in a particular field are most competent to judge the work of their colleagues. Final determinations in faculty personnel matters, however, are made by the Board of Trustees upon the recommendation of the Vice President of Instruction and the President of the College.

## 11.0 OVERVIEW OF DUTIES AND RESPONSIBILITIES

### 11.1 General Responsibilities

The faculty member is responsible for providing the most effective instruction possible in his or her discipline. Guidance is received from the department head, who reports to the division chair, who in turn reports to the dean (as appropriate) and the Vice President of Instruction. Each faculty member insures that his or her instruction is meeting the educational needs of students.

#### *Administrative Duties:*

Keep accurate records of student attendance and evaluations.

Supervise assigned student employees.

Assist assigned student groups in the planning and managing of student activities.

Make arrangements, approved in writing by the appropriate supervisor, for covering classes when scheduling an absence.

Maintain current knowledge of careers related to teaching field and of transfer issues (both in one's field and in general).

Assume responsibility for the physical condition of assigned office and classrooms and report needs to the building supervisor.

Provide grade reports to the Director of Admissions and Registration/Registrar.

#### *Faculty Development Obligations:*

Maintain oneself as a competent scholar in the teaching field/fields.

Design and implement a plan for professional development to improve instructional abilities.

Participate in professional activities related to discipline.

Comply with professional development and instructional assessment policies.

Maintain currency in pedagogy.

#### *Instructional Responsibilities:*

Instruct students in courses assigned, following the official master syllabi and using approved textbooks.

Meet all classes regularly and promptly as scheduled and for the full duration of each class period.

Participate in the department's three year review of all course offerings.

Upgrade the educational program by evaluating course content, student needs, and instructional methods and making recommendations for improvement.

Assist in the preparation of course syllabi.

Evaluate support materials available to students in the WCJC libraries and make recommendations for improving collections.

Teach assigned courses at time, locations, and in classrooms as assigned.

Prepare, organize, and deliver course material in an effective manner.

Provide course outlines (hard copy or electronic version) to students and to appropriate supervisor.

Teach online courses as assigned.

*Other Professional Duties:*

Adhere to policies published in the *Regulations Manual*.

Follow college policies regarding work schedule, office hours, etc., published in the *Instructor Procedure Manual*, *Regulations Manual*, *Employment Agreement*, and other official college documents.

Participate in assigned committee work.

Attend faculty meetings and commencement exercises as appropriate.

Perform assigned advising, registration, and recruiting duties.

Review and make recommendations for the improvement of the educational program, the college's learning environment, and related services.

Familiarize oneself with the purpose of the college and with college policies and procedures.

Assume special responsibilities or assignments from supervisors.

Review the *Student Handbook* and become familiar with its contents.

Report absences to the appropriate supervisor.

Demonstrate commitment to the profession and students.

Provide professional and/or nonprofessional services (national, regional, local) as appropriate.

## **11.2 Relationship of Performance Review and Employment**

11.2.1 Faculty members are employed by the College on term contracts. At the sole discretion of the College, faculty members may be offered a new employment contract before their current contracts expire (known as contract "extension") or at the end of the current contracts (known as contract "renewal"); and both options constitute *actions*; that is, they must be explicitly acted upon by the President of the College and the Board of Trustees.

### 11.2.2 Contract Renewal

Also at the sole discretion of the College, faculty members' contracts may be allowed to expire

without a new contract or additional employment being offered; and the College makes no promise or guarantee of employment to any contractual employee beyond the expiration date of the employee's current contract. Contract "renewals" or "extensions" (as defined above) are actually offers of *new* employment under a *new* contract, not a continuation of current employment; and the College is under no obligation to re-employ anyone. Accordingly, no employee should develop an expectation for employment beyond the expiration date of the current contract. "Non-extension" of an employment contract and "nonrenewal" of employment occur automatically *unless* the College, in its sole discretion, decides to intervene and offer an employee a new employment contract. Therefore, unlike "extension" and "renewal," which are action items, "non-extension" and "nonrenewal" require no action on the College's part except that, in the case of "nonrenewal," the College must notify the employee of its intent not to renew employment by April 1 of the year in which the employee's contract expires [[Regulation 887](#)].

#### 11.2.2.1 The College's Standard Term Contract

The College's standard term contract, signed by all full-time faculty, contains the following statements:

The Board has not adopted any policy, rule, regulation, law, or practice providing for tenure. No right of tenure or any other contractual obligation or other expectancy of continued employment or claim on entitlement is created beyond the Contract term.

I have read this Contract and agree to abide by its terms and conditions. I understand that the duration of this Contract is only for the time specified above, and this agreement does not create any expectation of employment beyond the time specified above.

#### 11.2.3 Non-extension or Nonrenewal

Since the College may choose not to act to renew an employment contract for no reason or for any reason, so long as the reason is not illegal or unconstitutional (Regulation 886, Section III.G; Regulation 887, Section II.A; Regulation 892, Section III.B.1.a), the decision not to offer further employment need not be related to the results of a faculty member's performance review; that is, though an unsatisfactory performance review may result in "non-extension" or "nonrenewal," a satisfactory performance review does not automatically guarantee that an employee will be extended or renewed though, typically, re-employment normally follows a satisfactory evaluation if other factors (such as program discontinuance and financial exigency, as described in the College's governing documents) are not present. (In other words, no *necessary* connection exists between performance reviews and future employment. While satisfactory reviews are a *necessary condition* for additional employment, they are not a *sufficient condition* for additional employment.)

## 12.0 RECRUITMENT AND SELECTION OF FULL-TIME FACULTY

The following regulations contain personnel policies and procedures relevant to faculty:

[Regulation 821](#), *Recruitment and Appointment of Full-Time Personnel*, describes responsibilities and procedures for recruiting, selecting, and appointing full-time personnel (faculty, administrative staff, and support staff).

[Regulation 827](#), *Recruitment Advertising and Posting of Vacancies*, establishes procedures for advertising and posting position vacancies.

[Regulation 838](#), *Equation of Experience for Faculty and Administrative Staff*, provides procedures for evaluating past related experience of faculty and administrative staff and equating that experience with comparable years of experience at WCJC in order to place employees at appropriate locations on the College's approved salary schedules.

[Regulation 872](#), *Evaluation of Faculty*, contains information on assessment of faculty performance (which is also reproduced in Appendix I). Please note that, during 1996-97, the following credentials were recommended by the Faculty Association and approved by the President and the Board of Trustees as qualifying for salary increments:

Master's Degree in Special Education  
Special Education Counselor  
English as a Second Language Certification  
Developmental/Remedial Education Specialist  
Advanced Developmental/Remedial Education Specialist  
Certified Novell Engineer  
Certified Novell Instructor  
Certified Public Accountant  
Certified Professional Secretary  
Certified Records Manager  
Professional Licensure in Psychology  
Automotive Service Excellence (ASE) Master Certification Technologist  
Master of Fine Arts (terminal degree)  
Master of Dental Hygiene (terminal degree)  
Certified Wildlife Biologist

[*Note:* The Juris Doctor (J.D.) degree is not a terminal degree in law and, therefore, is not recognized by WCJC as constituting a terminal degree for purpose of salary placement. Those faculty members who were hired prior to 1998 with the understanding that their J.D. degrees would be treated as terminal degrees will have such agreements honored by the College.]

**Regulation 875**, *Remediation of Performance*, provides a process for investigating suspected major weaknesses in the performance of contract employees and outlines procedures for remediation.

**Regulation 877**, *Employee Grievances and Complaints*, explains the availability of procedures for College employees to remedy grievances and address complaints.

**Regulation 886**, *Reprimand, Suspension, and Dismissal of Contract Employees*, describes policy and procedures for disciplinary action of contract employees.

**Regulation 887**, *Nonrenewal, Termination, and Dismissal*.

For the first three years of service, faculty, if renewed, are employed on one-year term contracts. After three years of service, faculty are eligible for two-year contracts. The administration reviews contracts annually for renewal or extension and notifies of intent to recommend action concerning renewal of contracts by April 1 of the final year of the contract. Regulation 887 also contains information concerning dismissal of faculty for financial exigency and for discontinuance of educational programs.

### 13.0 FACULTY WORKLOADS AND COMPENSATION

[\[Ref. Reg. 465\]](#)

All full-time faculty are expected to work a minimum of 40 hours per week. Faculty workloads and compensation can be found in its entirety in College Regulation 465.

### 14.0 CODE OF ETHICS

We, the administration and faculty of WCJC, acknowledge in the following professional code, that we have ethical obligations:

*To the institution we represent:*

It is our obligation at all times to give every consideration to the stated objectives and policies of WCJC.

*To the student:*

Realizing that the college exists primarily for the development of the student, we assume the obligation to contribute to the educational development of each one with whom we are in contact. In carrying out this moral obligation to the student, we should treat each one with respect, courtesy, and fairness, whether dealing with him/her directly or commenting about him/her to others.

Should the occasion arise within the community to discuss the college, a student, or several students, we are bound by the same ethical and legal obligations that apply when we are working within the college.

*To the faculty and administration:*

When differences of opinion arise, whether these differences arise between faculty members or between faculty members and administrative officials, the individuals concerned should discuss them with straightforward courtesy. The details of such discussion should be confidential, unless everyone concerned agrees they need not be. Any agreements reached should be binding.

*To the community:*

Within reason, we should give of our time and talents to activities of our choice which aim at the betterment of the community.

We should give respectful consideration to the views of people in the community concerning educational matters.

In return for the freedom to discharge the obligations of citizenship in the community, we should carry out these duties as citizens.

*To the teaching profession:*

We should recognize that teaching is a profession worthy of respect.

We should keep in mind at all times that sound professional relationships are built upon personal integrity, dignity, mutual respect, and loyalty to one another.

We should participate in professional organizations and keep abreast of new developments both in our own fields and in the field of education in general.

We should strive continually to improve our teaching.

## **15.0 PART-TIME FACULTY**

Each of the seven division chairs maintains an informal file of qualified part-time faculty members whose credentials have been reviewed by the appropriate department head. (Official applicant and employment files are kept in the Human Resources Department.) The division chair or department head (with approval from the division chair) assigns classes to these part-time instructors as the need arises.

Part-time instructors are required to have the same minimum professional and scholarly qualifications demanded of their full-time counterparts. They also must submit to the same type of supervisory and student evaluations.

To keep the pool of part-time faculty current, the College advertises in area media as well as on electronic sites from time to time. The credentials of applicants are reviewed by the appropriate department head and division chair, and the division chairs are responsible for insuring that all paperwork is complete and on file in the Human Resources Department. The criteria applied to their credentials are the same as those applied to those of an applicant for a full-time position. Those who are qualified are added to the part-time faculty pool.

[*Note:* See [Regulation 823](#), Recruitment and Appointment of Part-Time Faculty.]

### **15.1 Compensation**

The compensation for part-time semester-credit hour faculty may be found in [Regulation 461](#).

### **15.2 Orientation and Supervision**

Division chairs and department heads are responsible for the orientation and supervision of part-time faculty. They insure that each part-time faculty member in their division/department has appropriate course syllabi, and appropriate textbooks.

### **15.3 Workload of Part-Time Faculty**

Typically, part-time faculty will teach no more than three sections per full semester; however, at the discretion of the Vice President of Instruction, part-time faculty may be allowed to teach up to four sections. Likewise, part-time faculty compensated on an hourly basis will work no more than 19 contact hours per week unless otherwise approved by the Vice President of Instruction.

## ***PART THREE: STAFF RESPONSIBILITIES, RECRUITMENT, AND ETHICS***

### **16.0 ROLES OF SUPPORT STAFF AND ADMINISTRATIVE STAFF**

Under the direction and guidance of the President of the College as chief administrator, administrative and support staff help define the college's mission and assist in its fulfillment while satisfying standards and guidelines set by the Texas Higher Education Coordinating Board and national, state, local, and discipline-specific coordinating agencies. In the absence of instructions from the President of the College to the contrary, administrative and support personnel execute board-approved policy and procedures contained in College regulations and pertinent handbooks and manuals. Position-specific duties and responsibilities are found in job descriptions on file in the Human Resources Department.

### **17.0 OVERVIEW OF OFFICE/DEPARTMENTAL RESPONSIBILITIES**

#### **17.1 College Offices**

All Departments and Offices are accountable to the President of the College.

##### 17.1.1 Office of the President

The Office of the President is directly responsible for:

- Human Resources
- Marketing and Communications
- Planning and Institutional Effectiveness/Grants Management
- Intercollegiate Athletics

##### 17.1.1.1 Human Resources

The Human Resources Department, working in close cooperation with all departments, oversees procedures for the recruitment and retention of faculty and staff and monitors employment practices within the College regarding federal, state, and local civil rights and employment laws.

The Human Resources Department is responsible for the following:

- Employee recruitment, including advertising
- Job descriptions
- Employee relations
- Employment contracts
- Personnel records
- Employee handbook
- Compensation review
- New employee orientation
- New supervisor's training
- Specialized training

##### 17.1.1.2 Marketing and Communications

The Office of Marketing and Communications develops and implements the College's public relations, marketing, and employee communications plans. Specific areas of responsibility include:

- Producing the College's class schedules and catalogs
- Advertisements, and campus-wide collateral materials
- Producing the College's employee newsletter and other internal communication materials
- Creating and distributing press releases
- Taking photographs of College events
- Planning and coordinating special events, dedications, open houses, and other promotional activities
- Serving as the primary contact for media inquiries and response
- Overseeing the College's Alumni Association and Booster Club



- Overseeing the design of the College's website

#### 17.1.1.3 Planning and Institutional Effectiveness/Grants Management

The purpose of the Office of Planning and Institutional Effectiveness is to support the individuals and groups who make policies and decisions affecting WCJC by supplying data, conducting analyses, supporting campus assessment/evaluation activities, and facilitating other planning efforts. These activities provide senior administrators and trustees with information needed to guide the College's progress towards achieving its basic teaching and public service missions. The focus of the Grants Management Office is to provide technical assistance to support research, scholarly activities, and creative engagement of administrators, faculty, and staff in seeking funding to meet College goals.

#### 17.1.1.4 Intercollegiate Athletics

### 17.1.2 Office of Vice President of Instruction

The Office of Vice President of Instruction is responsible for all instruction at the College and the elements needed to deliver instruction. Final approval of programs and courses rests with this office. The full range of faculty affairs, evaluation, professional growth, academic decisions, to name a few, is another responsibility of this office. Support services for the delivery of instruction, such as library resources, are also under the purview of this office.

The Vice President of Instruction also chairs the Academic Affairs Council. (Reference 6.3.2)

#### 17.1.2.1 The Director of Library Services

The Director of Library Services establishes procedures for the operation of the WCJC libraries and coordinates all activities therein.

WCJC libraries are academic libraries and, as such, provide books and other research materials primarily for use by college students. Faculty members and staff are welcome to use the libraries' facilities and resources.

#### 17.1.2.2 Coordinator of Dual-Credit Enrollment

#### 17.1.2.3 The Instructional Assessment Office

#### 17.1.2.4 The Dean of Vocational Instruction

#### 17.1.2.5 The Dean of Academic Instruction

#### 17.1.2.6 Distance Education

#### 17.1.2.7 Adult Learning and Literacy

#### 17.1.2.8 Senior Citizen

#### 17.1.2.9 Continuing Education

### 17.1.3 Vice President of Administrative Services

The Vice President of Administrative Services has responsibility for the management of the College's finances, the payroll and benefits office, auxiliary services, facilities management, and extension campuses.

The following service areas constitute the administrative services of the College:

- Facilities Management
- Financial and Business Services
- Security and Public Safety
- Richmond Campus Operation
- Sugar Land Campus Operation
- Bay City Campus Operation

#### 17.1.3.1 Dean of Financial and Business Services

The Dean of Financial and Business Services is responsible for operations of the Business Office, Payroll, and records management and serves as chief financial officer.

The following programs and offices are under the supervision of the Dean of Financial and Business Services:

- Bookstore
- Business Office
- Fitness Center
- Payroll and Benefits
- Purchasing
- Campus Dining Services

#### Bookstore

The WCJC Bookstore is operated on a contract basis with a private company to serve students, faculty, and staff. The bookstore provides students with both required and recommended learning materials and offers, in addition, various goods and services for the convenience of students and employees.

#### Business Office

The Business Office prepares financial reports for internal and external use, records all accounting transactions in keeping with established accounting practices and applicable state and federal laws, provides budgetary control, and makes timely payment of all financial obligations incurred by the College. The Business Office, in addition, manages mail and copy service, the college switchboard, and the PBX operation.

#### Payroll and Benefits

The Office of Payroll and Benefits pays the salaries and related taxes of College employees and remits contributions to carriers of employee benefits.

The Office of Payroll and Benefits is responsible for the following:

- Payroll documentation/liaison
- State and federal reports
- Employee benefits

#### Fitness Center

The College has a well-equipped fitness center. Membership is open to employees and the public. Free membership is available for full-time employees of the College.

#### Purchasing

Purchasing, which procures goods and services in keeping with Board of Trustee policies and federal and state laws requiring competitive bidding, also falls within the domain of the Business Office.

#### Campus Dining Services

The WCJC Campus Dining Services is operated on a contract basis with a private company to serve students, faculty, and staff.

#### 17.1.3.2 Facilities Management

The Facilities Management Department maintains buildings and grounds; provides security and custodial services; monitors shipping, maintenance program for all College

transportation and property. The department strives to provide the College community with a clean, safe, and comfortable campus environment.

#### 17.1.3.3 Campus Operation

Extension campus operations include oversight of the instructional facility, business functions, security functions, and facilitation of instruction.

#### 17.1.3.4 Security and Public Safety

The Security and Public Safety Department is charged with assuring the safety of persons, assuring the safety, security, and protection of college property, and responding to emergency situations.

#### 17.1.4 Office of Vice President of Student Services

The Office of Vice President of Student Service supervises the functional areas within the Office of Student Services. These areas include Advising, Student Discipline (52.0), Counseling, Recruiting, Career Services, Testing, Housing, and Student Activities, Financial Aid, and Admissions and Registration. The Vice President of Student Services is also charged with the approval of Student Organizations (77.0 and 87.0).

The following service areas and offices are under the supervision of the Vice President of Student Services:

- Office of Admissions and Registration
- Office of Student Financial Aid (including the College Work-Study Program 91.0)
- Student Recruitment
- New Student Orientation
- Testing Services
- Services for Students with Disabilities
- Residential Housing
- Academic Advising
- Personal and Career Counseling
- Student Handbook
- Commencement Ceremonies

#### 17.1.5 Vice President of Technology and Institutional Research

The Vice President of Technology and Institutional Research is the College's chief technology officer. Among the duties of the Vice President of Technology and Institutional Research are management of the technology infrastructure, management information system (MIS), college records and reporting, and operation of the college websites.

The following service areas and offices are under the supervision of the Vice President of Technology and Institutional Research:

- Database and Applications Services
- Technical Services
- Information Systems Services
- Web Services
- Helpdesk and Training Services
- Institutional Research

##### Database and Application Services

The Database and Application Services Office maintains and enhances the administrative management information system by coordinating upgrades, implementing new administrative systems, and enforcing security measures for protecting data.

##### Technical Services

The Technical Services Office plans, installs, and maintains the College's network, telephone system, and internet connections. In addition, the office installs and maintains the college's inventory of computers, laptops, printers, and data projectors within all classrooms and offices.

#### Information System Services

The Information System Services Office supplies technical support to the users, resolves technical issues, and directs the functional capabilities of the management information system.

#### Web Services

The Web Services Office develops and maintains the college's internet, intranet, on-line services, and faculty web pages.

#### Helpdesk and Training Services

The Helpdesk and Training Services Office perform a variety of technology problem analysis and monitors tasks for the department of Information Technology. The office also designs, develops, and conducts training focused on general technology and specialized for the management information system.

### 18.0 RECRUITMENT AND SELECTION OF STAFF

The following regulations contain personnel policies and procedures relevant to administrative and support staff:

**[Regulation 821](#)**, *Recruitment and Appointment of Full-time Personnel*, describes responsibilities and procedures for recruiting, selecting, and appointing full-time personnel (faculty, administrative staff, and support staff).

**[Regulation 827](#)**, *Recruitment Advertising and Posting of Vacancies*, establishes procedures for advertising and posting position vacancies.

**[Regulation 838](#)**, *Equation of Experience for Faculty and Administrative Staff*, provides procedures for evaluating past related experience of faculty and administrative staff and equating that experience with comparable years of experience at WCJC in order to place employees at appropriate locations on the College's approved salary schedules.

#### 18.1 Pre-employment File

**[\[Ref.: Reg. 841\]](#)**

WCJC Human Resources Department maintains the pre-employment file for all employees. Pre-employment file requirements can be found in its entirety in College Regulation 841.

#### 18.2 Official Personnel File

**[\[Ref.: Reg. 841\]](#)**

An employee's personnel files are maintained in the Human Resources Department and the Payroll and Benefits Office. Refer to College Regulation 841 for additional information for documents maintained in these files.

#### 18.3 Probationary Period

**[\[Ref.: Reg. 821 and Reg. 874\]](#)**

No formal probationary period exists for employees. There is an Orientation Period for employees. Supervisors are responsible for providing training and completing an evaluation during the first six months.

Contract employees serve on one-year contracts during the first three years of employment, after which they are eligible to be considered for two-year contracts. This is not a probationary period.

No formal probationary period exists for non-contract at-will employees.

#### 18.4 Hiring

**[\[Ref.: Reg. 821\]](#)**

Upon completion of the selection process, Human Resources prepare an intent-to-employ confirmation letter informing the selected candidate of the College's intent-to-employ as well as the salary and start date of the position. It should be made clear to the selected candidate that the intent-to-employ and the proposed terms do not constitute a commitment until approval is obtained from the President of the College. The letter of intent also makes clear that the President will make a recommendation to employ the applicant to the Board of Trustees but that board action is required for contract appointments to be finalized.

During the first two days of employment, the new full-time employee meets with the Human Resources Department, the Office of Payroll and Benefits, and a member of the Technology Department for New Employee Orientation. During the orientation WCJC policies and regulations are reviewed, benefits are discussed, new hire forms are completed, and the employee is introduced to the WCJC Management Information System Banner. The Human Resources Department provides the new employee with a binder containing handbooks, brochures, and other informative materials.

The department supervisor provides the new full-time and part-time employee with a formal orientation to his/her job and all pertinent departmental College policies and procedures. The department supervisor insures that the new employee has obtained all necessary keys, and other informative materials about the College.

## **19.0 STAFF WORKLOADS AND COMPENSATION**

### **19.1 Classification/Definitions**

#### 19.1.1 Full-time employee

One who is classified as full-time by oral or written agreement with the College and who normally works a minimum of 2080 hours per year or 40 hours per week. All full-time employees are expected to work a minimum of 40 hours per week.

#### 19.1.2 Part-time employee

One who works less than 2080 hours per year.

#### 19.1.3 Regular employee

An employee who works either part-time or full-time on a continuing basis.

#### 19.1.4 Temporary employee

One who is hired expressly as a non-regular worker for a specified, short duration.

#### 19.1.5 Exempt employee

Workers in a *bona fide* executive, administrative, or professional capacity who are not subject to the Fair Labor Standard Act's minimum wage and overtime provisions. All full-time contract personnel are exempt.

#### 19.1.6 Non-exempt employee

Workers who are protected under the Fair Labor Standard Act's minimum wage and overtime provisions. All full-time non-contract staff are non-exempt.

## ***PART FOUR: ADMINISTRATION OF COMPENSATION AND BENEFITS***

### **20.0 ABSENCE POLICY**

#### **20.1 Leaves and Absences, Vacations, and Holidays**

[\[Ref.: Reg. 851\]](#)

Regulation 851, *Leaves and Absences, Vacations, and Holidays* lists the procedures and policies relating to leaves, absences, etc.

#### **20.2 Approved Absence from the Campus Without Loss of Pay**

Approved absence from the campus without loss of pay is permitted as outlined in College Regulation 851.

#### **20.3 Request for Absence Form**

All employees, including faculty, must complete a Request for Absence Form for all planned absences.

#### **20.4 Approved Planned Absences**

In all cases of approved planned absences, the instructor must make arrangements for classes and must have such arrangements approved in writing by the division chair.

#### **20.5 Emergency or Unplanned Absences**

Emergency or unplanned absences (e.g., due to illness) are to be reported as soon as the employee is aware that he or she will be absent. The employee is responsible for notifying the supervisor. (In the case of faculty, the faculty member is responsible for notifying the department head and the division chair, and the latter is responsible for notifying the Vice President of Instruction.)

#### **20.6 Unauthorized Absence from Duty**

Unauthorized absence from duty results in loss of pay and constitutes a breach of employment agreement that may lead to dismissal or, for contract personnel, non-renewal of employment.

#### **20.7 Discharging Job Responsibilities**

Regardless of calendar date, faculty members' job responsibilities do not end until all responsibilities have been discharged (e.g., processing changes in grades of "incomplete".)

#### **20.8 Documentation for Absences Charged to Sick Leave**

The College may at any time require an employee to provide documentation (e.g., a written statement of explanation from a medical doctor or other healthcare practitioner) for absences charged to sick leave.

### **21.0 AMERICANS WITH DISABILITIES ACT (ADA) FOR EMPLOYEES**

[\[Ref.: Reg. 882\]](#)

### **22.0 BENEFITS ELIGIBILITY AND SERVICE DATE**

#### **22.1 Eligibility**

All full-time employees and employees who work 1040 hours or more per year on a continuing basis for the College are eligible to enroll for benefits.

#### **22.2 Service Date**

Service date is the first day of continuous, full-time employment, in a benefits-eligible position with the College. The service date is used in calculating, among others, the commencement of certain benefits, accrual of vacations, and the awarding of two-year contracts and service awards. Questions about eligibility or service date should be addressed to the Director of Payroll and Benefits.

**23.0 BEREAVEMENT LEAVE**

[\[Ref.: Reg. 851\]](#)

Employees are allowed bereavement days with pay as a result of a death in the immediate family of the employee or of the employee’s spouse, including grandparent, grandchild, parent, child, spouse, brother, or sister. Additional days of bereavement leave may be charged against accumulated sick leave days if approved by the appropriate dean or vice president. Refer to College Regulation 851 for additional details.

**24.0 FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

[\[Ref.: Reg. 851\]](#)

**25.0 HEALTH INSURANCE**

**25.1 Group Health Insurance**

The College pays group health insurance premiums for full-time employees and a portion of the premiums for the employee’s spouse and unmarried dependent children who are younger than 26 years old.

**25.2 Optional Reimbursement Accounts**

Employees may opt to pay for voluntary coverage with pre-tax money that reduces taxable income by the premium contribution. Premiums may be paid for dependent medical insurance, dependent dental insurance, and supplemental accidental death and dismemberment. Detailed information may be obtained from the Director of Payroll and Benefits.

**25.3 Extended Health Coverage (COBRA)**

Upon termination of eligible employment, employees and their families may be eligible for a temporary extension of certain health benefits. Affected employees should contact the Director of Payroll and Benefits for more information.

**26.0 HOLIDAYS**

WCJC observes holidays whose actual dates are published each year in the master calendar and the College catalog.

All full time, twelve-month employees, who work 2080 hours per year, are entitled to 27 paid holidays per year as follows:

Labor Day.....	One day
Fall Break.....	One day
Thanksgiving.....	Three days
Winter Break.....	Twelve days
Martin Luther King Jr. Day.....	One day
Spring Break.....	Five days
Easter Holiday.....	Two days
Memorial Day.....	One day
Independence Day.....	One day

**27.0 LIFE AND DISABILITY INSURANCE**

WCJC carries \$5,000 life insurance on each employee and also provides for all full-time employees long-term disability insurance that has a 90-day elimination period and pays up to 60% of the insured employee’s salary. The Office of Payroll and Benefits may be contacted for further information.

**28.0 OVERTIME**

[\[Ref.: Reg. 464\]](#)

The overtime provisions of the Fair Labor Standards Act apply to all non-contract workers. Overtime may be assigned for all non-contract positions at WCJC subject to approval by the administrative head or designated representative and the cabinet-level supervisor.

Permission or notice to work overtime must be obtained in advance when possible, and under no conditions should the employee authorize or certify his/her own overtime work. The Office of Payroll and Benefits may not process

overtime pay without documentation of proper authorization, as stipulated in Regulation 464. All authorized overtime is paid at the rate of at least 1.5 times the regular hourly pay.

## **29.0 PAID PROFESSIONAL ASSIGNMENTS**

[\[Ref.: Reg. 469\]](#)

Paid professional assignments (PPA) are made to faculty and staff full-time employees to perform functions or engage in activities in lieu of or in addition to contractual obligations. PPA costs are computed as (1) a percentage of contractual load or (2) as an overload, depending on the specific situation.

## **30.0 PAYMENT OF SALARIES**

Annual salary of all full-time regular positions is paid over a 12-month period and paychecks for all full-time salaried faculty, administrative, and support employees are distributed on the last working day of the month. Full-time maintenance, custodial, and grounds personnel are paid bi-weekly. Checks are issued to hourly part-time employees the 15th of the month.

Employees paid on a twelve-month basis but with a work schedule spanning only the fall and spring semesters should make arrangements with the Payroll and Benefits office for handling summer salary checks. Compensation for faculty for summer school teaching is made at the end of each term. If an employee resigns or is dismissed during the year, he or she is paid on a pro-rata basis.

### **30.1 Payroll Distribution**

All payroll disbursements are distributed through the Office of Payroll and Benefits according to prior arrangement.

### **30.2 Time Sheets**

Full-time support staff shall complete and submit monthly time sheets to the Office of Payroll and Benefits. Maintenance, custodial, and grounds personnel are required to punch a time card to record actual time worked. The Secretary to Facilities Management reviews these time cards and submits an electronic time card that is submitted to the Office of Payroll and Benefits after approval of the Director of Facilities Management. Part-time support staff and college-work study employees shall submit electronic time sheets and have supervisor approval before being routed to the Office of Payroll and Benefits for processing.

## **31.0 PERSONAL BUSINESS DAYS**

Requests for absence from the campus for personal business must be submitted in advance to the employee's supervisor. Approval may be contingent upon the ability of the employee to arrange for colleagues to assume his or her responsibilities during the time of the absence requested.

## **32.0 RETIREMENT PROGRAMS**

Texas law requires that all full-time employees of WCJC become members of either the Texas Teacher Retirement System (TRS) or a college-approved optional retirement program (ORP).

Administrative, faculty, and professional staff have the option to choose membership in TRS or an approved ORP. Support staff participates only in TRS.

A state-approved percentage of the salary is deducted from each employee's earnings for either the Texas Teacher Retirement System or an approved ORP. Employee contribution is 7.7% of gross pay to the TRS or 6.65% of gross pay to ORP.

The Texas Teacher Retirement System provides a retirement plan, disability, death and survivor benefits, and allows for options to be taken at the time of retirement. Additional information may be obtained in the Office of Payroll and Benefits.

*Optional retirement plans are available during the first 90 days of employment in an eligible position with an institution of higher education; after that time, the option is no longer available. The decision to enter optional retirement is irrevocable.*



### **33.0 SALARY SCHEDULE: FACULTY**

The current salary schedule for faculty (Schedule FAC) is maintained by the Office of Payroll and Benefits and is available to anyone desiring a copy. This information is also available on the WCJC website at <http://www.wcjc.edu/About-Us/administration/offices/human-resources/salary-schedules.aspx>

### **34.0 SALARY SCHEDULE: STAFF**

WCJC personnel are paid according to a salary schedule adopted by the Board of Trustees upon the recommendation of the President of the College. An employee's placement on the schedule is determined by the employee's position, responsibilities, experience, education, and years of service.

The current salary schedule for WCJC staff is maintained by the Office of Payroll and Benefits and is available to anyone desiring a copy. This information is also available on the WCJC website at <http://www.wcjc.edu/About-Us/administration/offices/human-resources/salary-schedules.aspx>

The Board of Trustees reserves the right, upon the recommendation of the President of the College, to award increases beyond the step and level categories of the official WCJC Salary Schedule. The Board of Trustees has the prerogative, upon recommendation of the President of the College, to make "performance awards" to faculty and staff. These awards may vary in amounts and are not to be considered in computation.

### **35.0 SICK LEAVE POLICY**

[\[Ref.: Reg. 851\]](#)

#### **35.1 Full-time Employees**

Full-time employees on contract accrue twelve (12) hours of sick leave per contract month upon assuming their duties. Full-time support personnel earn twelve (12) hours of sick leave per calendar month of service and may not use sick leave days before they are accrued.

#### **35.2 First-year Contract Employees Credited Sick Leave**

First-year contract employees are credited with five (5) days of sick leave upon the assumption of their duties. These five (5) days are part of the maximum total of thirteen and one-half (13 1/2) sick leave days for a nine-month employee and eighteen (18) sick leave days for a twelve-month employee that can be accumulated in the first nine- or twelve-month employment period.

#### **35.3 Maximum Accumulated Sick Leave**

For all full-time employees, the maximum sick leave that can be accumulated is sixty (60) workdays. Consecutive days of sick leave taken may not exceed ninety (90) days (sixty consecutive workdays plus holidays, weekends, and vacations). If the employee will exceed the ninety calendar days allowed, he/she may request to be placed on long-term disability. The request must be made as early as possible before the ninety-day period has lapsed.

#### **35.4 Reporting Absence to Supervisor and the Office of Payroll and Benefits**

Employees must report absence due to illness to the supervisor, who relays the information to the Office of Payroll and Benefits. (Faculty members must report absence due to illness to the department head and division chair, which relays the information to the office of the Vice President of Instruction and to the Office of Payroll and Benefits.)

#### **35.5 Request for Physician's Statement**

Normally, a doctor's statement is not required unless the employee is absent for more than five (5) consecutive workdays, but the College reserves the right to request a physician's statement at any time. When an employee does not present a physician's statement if requested, the absence is considered an unapproved absence and the employee's salary is adjusted. Sick leave is not granted after the last day of employment.

**35.6 Emergency Sick Leave**

Sick leave may be used for emergencies in the immediate family of the employee or of the employee's spouse, i.e., spouse, child, parent, brother, or sister. One day of sick leave is charged for each day of absence.

**35.7 Absence Due to Pregnancy**

Absence due to one's pregnancy is treated in the same manner as absence due to sickness. Sick leave continues only as long as a medical doctor certifies that the physical disability exists.

**35.8 Retention of Sick Leave for Re-employed Employee**

If a contract employee resigns and is re-employed by the College within two years, he/she retains the sick leave days accumulated prior to his or her resignation.

**36.0 SOCIAL SECURITY**

Social Security coverage is mandatory for all full-time employees of the College. Salary deductions are made each pay period in accordance with Social Security law, and an equal amount is provided from College funds. Employee contribution amounting to 7.65% of gross pay is allocated between Social Security (6.20% of gross pay) and Medicare (1.45% of gross pay).

**37.0 SUBSTITUTE PAY**

[\[Ref.: Reg. 855\]](#)

When a full-time instructor must be absent for a period of time not exceeding a week, his or her colleagues substitute without compensation. When a colleague substitutes in a given class in excess of a week, the substituting colleague is compensated for the extra class meetings at the prorated part time faculty compensation.

**38.0 EXPENSES AND REIMBURSEMENT**

[\[Ref.: Reg. 482\]](#) and [\[Ref.: Reg. 484\]](#)

**39.0 TUITION GRANTS**

Tuition grants are available for unmarried dependent children and spouses of full-time employees. These awards are for enrollments in WCJC courses on the undergraduate level but do not include Continuing Education classes. Application forms should be completed and returned to the Financial Aid Office prior to registration. (*Dependent children* refer to those children who receive more than half of their support from the employee and live in the employee's household.)

**40.0 UNEMPLOYMENT COMPENSATION**

The College pays into an unemployment fund with the Texas Workforce Commission on a reimbursement basis in compliance with a Texas law that provides, under certain conditions, that weekly payments be made to individuals who become unemployed through no fault of their own. These payments are made for a stipulated period while the individual is looking for work.

**41.0 VACATIONS**

Only full-time employees working 40-hour work weeks during a twelve-month period shall be entitled to paid vacation. Only one day of vacation (i.e., 8 hours) is accrued per month, but vacation privileges for the current year are available as of September 1 or on date of hire. Vacations may be taken only upon the advanced approval of the employee's supervisor and must be completed by August 31 of each year. After this date, any unused vacation time for the current year will be forfeited.

Accrued vacation time shall be paid if the employee resigns or is terminated. If an employee uses vacation time before it is accrued, and then resigns or is terminated, an adjustment will be made to his/her paycheck to recover any wages paid for unearned vacation time. The President of the College shall have the discretion, on a case-by-case basis, to extend the time during which vacation can be carried forward and used, or to authorize payment for unused accrued vacation.

## 42.0 WORKERS' COMPENSATION

The College pays the entire cost of workers' compensation insurance premiums for all employees. This insurance covers medical treatment expenses and provides compensation for lost earnings when an employee is injured in a job-related accident.

All accidents in the workplace and resulting injuries must be reported in writing to the supervisor and to the Director of Payroll and Benefits, regardless of whether treatment is sought or not. If the injury requires medical treatment, the employee should seek it immediately. In order to process a claim for the injury, however, the employee must notify the supervisor and the Director of Payroll and Benefits and complete a *First Report of Injury Form*, which must be returned immediately to the Office of Payroll and Benefits.

## ***PART FIVE: SELECTED INSTRUCTIONAL GUIDELINES AND POLICIES***

### **43.0 ASSIGNMENTS, EXAMINATIONS, AND GRADES**

Faculty members must become familiar with the College's purpose and use instructional techniques and formulate course policies appropriate both to the purpose of the institution and to the goals of each course. The faculty member is responsible for informing students in writing of the goals and requirements of each course, the nature of course content, and the methods of evaluation to be used.

Tests and other methods of evaluation should be given frequently enough to provide a sound basis upon which both the students and instructors may evaluate their efforts. Evaluations of student progress should discern the various levels of performance. *Final examinations are a required part of the instructional program in every course.* The official final examination schedule must be followed unless an exception is approved by the Vice President of Instruction through the academic administrative channels. *There are no exemptions from final examinations.*

Grade reports are posted on the WCJC website at the end of the semester. *Grades are confidential.* Use of the Social Security numbers or the last four digits of Social Security numbers is not permitted. All grade reports requested by the Director of Admissions and Registration must be submitted by the designated time to expedite clerical processes. Semester grades having been reported to the Director of Admissions and Registration may not be changed without the approval of the Division Chair and then the Vice President of Instruction. A final grade may be changed only by the instructor with the approval of the Vice President of Instruction or by action of the Board of Trustees.

Any student dissatisfied with a grade or alleged ill treatment by an instructor should be referred to the instructor for explanation. If dissatisfaction persists, the student should be referred to the department head, who will provide the student with a copy of Regulation 663, Appeal of Academic Decisions. [[Ref. Reg. 663](#)]

In accordance with Texas Success Initiative (TSI) guidelines, WCJC will assess each undergraduate student entering the institution (unless exempted) and determine if the student is "College Ready" in reading, writing, and math. Students who fail one or more sections of the THECB approved assessment instruments (determined by WCJC to be "Not College Ready" in one or more areas), must satisfy TSI requirements by the completion of an individualized developmental education plan. More information regarding WCJC's Developmental Education Plan is available in the counseling office on each campus. Students determined to be "Not College Ready" must meet with an academic advisor prior to registering for courses.

See the current College Catalog for grading symbols and notations.

### **44.0 COURSE OUTLINES**

All full- and part-time faculty are required to provide certain information to students during the first class day. This information includes the student syllabus, the official Administrative Master Syllabus Cover Sheet, and the Acknowledgment of Receipt of Student Syllabus.

Faculty must discuss the student syllabus the first day of class. Student syllabi may be distributed via hard-copy in class or made available electronically through Blackboard, department/faculty web page, or student email. Content required in the student syllabus is noted in the Full-Time and Part-Time Instructor Procedures Handbook posted on the Intranet.

The official cover sheet must be included with the student syllabus. A copy of the cover sheet and the Acknowledgement of Receipt of Student Syllabus for each course must be turned in to the division secretary and the department head by the end of the first week classes begin.

### **45.0 ATTENDANCE**

Attendance in classes conducted in the traditional format should be checked daily. Students who are not physically present at the times their classes are scheduled should be recorded as absent. Instructional staff must be aware of Regulation 661, Student Attendance. [[Ref. Reg. 661](#)]

Instructors should not permit class “cuts” or “walks” except under unusual circumstances and with the prior approval of the Vice President of Instruction.

#### **46.0 CAMPUS/CLASS VISITORS**

Individuals who are not enrolled as students, employed by the College, or invited guests of the College are not permitted to attend classes without prior approval of the Vice President of Instruction.

#### **47.0 CATALOG**

Instructors must familiarize themselves with the content of the College catalog and make recommendations to the department head for changing program curricula and course descriptions. Recommended catalog changes proceed through the division chair to the appropriate dean and the Vice President of Instruction no later than December 1 of each year.

#### **48.0 CLASSROOMS AND EQUIPMENT**

Classrooms are assigned in accordance with their suitability to course requirements, class size, and accessibility to instructors’ offices. Instructors may not change classrooms on any campus without the approval of the Director of Admissions and Registration, Division Chair, the Vice President of Instruction, and the Campus Director, if applicable.

For the College to provide the necessary custodial services, staff members are requested to file with the individual building supervisor a list of things that are neglected or need to be done. If this request is made, everything within the bounds of reason will be done to take care of the situation. However, teachers and other employees are requested to make their needs known. The custodian may not be called upon to run errands or perform tasks for individuals except in an extreme emergency.

Should adjustments in the air conditioning be needed, the needs must be reported to the Director of Facilities Management or the appropriate campus director. In no situation may windows be raised in an effort to adjust the air conditioning as this throws an extra load on the equipment and causes discomfort in other classrooms.

Energy should be conserved. Unless an instructor knows his or her classroom will be used the following period, he or she must turn the lights off when he or she leaves the room.

Audio-visual equipment records such as the model, serial number, parts information, and the location of the equipment are to be recorded by personnel of the Maintenance Department. The letters “WCJC” are marked on each piece of equipment. Instructional media must remain in the designated classroom. Equipment malfunctions should be reported to the building supervisor.

#### **49.0 COMMENCEMENT EXERCISES**

Full-time professional personnel are required on a rotating basis to participate in commencement exercises. Academic regalia may be purchased or rented through the bookstore.

#### **50.0 CREATION OF COPYRIGHTED MATERIAL**

[\[Ref.: Reg. 276\]](#)

##### **50.1 Publishing, Copyrighting, Inventing and Patenting Materials and Objects**

Employees of the WCJC District are encouraged to publish and copyright, invent and patent materials and objects of their own creation that will contribute to the advancement of knowledge. The College desires to insure that public funds and property are not used for personal gain. The author, creator, inventor is free to benefit from royalties and monies accruing from such publication or invention subject to the following conditions:

50.1.1 Using Own Time and Without College Facilities, Equipment, and Support  
Materials or objects created on the employee’s own time, and without the use of College facilities, equipment, materials, or support, are the sole property of the creator.

#### 50.1.2 On College Time Using College Facilities and Materials

Materials or objects created by employees at College expense or on College time or using College facilities or equipment are the property of the College.

The College, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership or any present or subsequent copyright/patent in accordance with the following paragraph.

#### 50.1.3 Materials or Objects Sold to Entities Outside the College

In the event that materials or objects are sold to entities outside the College, all income will go to the College until all developmental expenditures incurred by the College for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses related to the creation of the materials or objects are recovered. Thereafter, all remuneration as a result of copyrighted publications or patented sale will go to the creator(s) of the materials or objects.

#### 50.1.4 Profit from Materials Sold Exclusively to WCJC Students.

No College employee may realize a profit from materials sold exclusively to WCJC students.

### 50.2 Informing President and Board of Trustees of Intent to Create

Any College employee who intends to create any materials or objects developed wholly or partially using College time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects, must inform the Board of Trustees through the President of the College of that intent.

### 51.0 DESK COPIES OF TEXTBOOKS

[\[Ref.: Reg. 253\]](#)

Each instructor is entitled to a free copy of current textbooks that he or she has assigned as required reading in his or her classes. The department head, program director, or program coordinator, as appropriate, is responsible for seeing that faculty members have free copies of such books, either through having each faculty member individually pursue a complimentary copy from the publisher or by ordering desk copies for all faculty in his or her department or program.

### 52.0 DISCIPLINE

Instructors and staff insist upon proper student behavior at all occasions sponsored by the College. When, in the instructor's judgment, student misbehavior disturbs the learning situation or is detrimental to the interests of the College community, the instructor should tactfully admonish the offender. Should this action be ineffective, the instructor may request the student leave the classroom or activity. Then the matter should be reported to the Department Head, Division Chair, Vice President of Instruction, and the Vice President of Student Services. If the student classroom disruption is a threat to harm self or others, the instructor should immediately contact security. Then the matter should be reported to supervisors.

All documents and publications related to disciplinary actions, appeals, grievances, etc., must reference Regulations [Regulation 591](#), *Student Grievances and Complaints*; [Regulation 592](#), *Student Disciplinary Action*; [Regulation 663](#), *Appeal of Academic Decisions*; [Regulation 664](#), *Appeal of Student Disciplinary Action*; and [Regulation 665](#), *Disciplinary Hearings* and must clearly distinguish in their narratives between academic and nonacademic disciplinary actions and decisions. Further, all policies, procedures, and practices of individual programs must conform with, and may not supersede, those stipulated in official College regulations. All handbook and policy statements must be reviewed against the regulations and must be revised to be compatible with the provisions of the regulations.

The authority to permanently dismiss a student from the college or from a program of the College resides with the Vice President of Student Services, the Vice President of Instruction, and the President. For good cause, faculty may dismiss a student from a class period for inappropriate or unacceptable behavior or conduct and then may make a recommendation for further action to their supervisor who notifies the Vice President of Instruction. Unless a student poses a clear and present threat to his or her own safety or to the safety or well-being of others or exhibits behavior that disrupts the educational process to such an extent that teaching and learning cannot proceed as

intended in the class, the student is to be permitted to continue to attend class pending the outcome of the formal disciplinary proceedings set forth in College regulations.

**Regulation 591, *Student Grievances and Complaints.*** Provides internal procedures for handling student grievances and complaints concerning (a) discrimination or harassment based on sex, race, gender identity, age, national origin, religion, veteran status, or handicap; (b) *nonacademic* decisions, rules, or regulations; (c) actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions; (d) management or conduct or programs; (e) allegations of misleading advertisement or promotion of programs; or (f) other actions of College employees.

**Regulation 592, *Student Disciplinary Action.*** The disciplinary procedure outlined in this regulation is *not* explicitly designed for application to student behavior as part of academic performance in the classroom, laboratory, or similar educational settings. Student performance in the classroom or in the performance of academic work is a matter of concern of the faculty who are responsible for determining standards of acceptable behavior in their classrooms and similar settings.

**Regulation 663, *Appeal of Academic Decisions.*** Provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly, arbitrarily, capriciously, or on the basis of bias or prejudice. Examples of decisions affecting academic status are the assignment of course grades, placement in courses based on academic performance, and judgments concerning academic dishonesty.

**Regulation 664, *Appeal of Student Disciplinary Action.*** Provides procedures for students to appeal a disciplinary action or decision applied to them for alleged violation of college policy, rule, regulation, or standard of behavior *other than academic* in nature.

**Regulation 665, *Disciplinary Hearings.*** Describes the conduct of disciplinary hearings, both those convened to render disciplinary decisions or initiate disciplinary action and those convened to hear appeals of disciplinary actions or decisions.

### **53.0 DISTANCE EDUCATION**

[\[Ref.: Reg. 772\]](#)

Selected courses are offered each semester. For additional information, see Regulation 772.

### **54.0 FACULTY MEETINGS**

All faculty members are expected to attend faculty meetings called for professional purposes except as personally excused by the President or Vice President of Instruction.

### **55.0 OFFICE HOURS**

Each instructor must schedule sufficient office hours—minimum of 10 office hours per week--during which he or she will be in his or her office for student conferences. This schedule must be posted on the instructor's office door, one copy filed with the department head, one copy with the division chair, and one copy with the office of the Vice President of Instruction.

### **56.0 LIBRARY HOURS OF OPERATION**

See Part Seven, Section 94.0 for information on WCJC libraries.

### **57.0 SUMMER SESSIONS**

The rate of compensation for employment in the summer session is \$600 per equated pay hour. Salaries of faculty employed in the summer session are subject to Social Security, teacher/optional retirement, and withholding tax. Sick leave is not accrued during the summer session, nor does sick leave that has been accrued by 9 month faculty apply in the summer session. Absence due to illness or for any unauthorized reason is subject to salary deductions.

**58.0 TEXTBOOKS**

[\[Ref.: Reg. 251\]](#)

The adoption of a text is a departmental function, and all sections of a course must use the same text unless exception is granted by the department head and the division chair. Any changes in textbooks must be approved by the division chair and reported to the manager of the bookstore according to the deadlines set by the manager of the bookstore.

**59.0 TRAVEL TO OFF-CAMPUS LOCATIONS OR INTER-CAMPUS TRAVEL**

[\[Ref.: Reg. 484\]](#)

An instructor teaching at an off-campus location or at another campus is compensated for mileage, which exceeds the distance between his or her home and the instructor's home campus. (For procedures for reimbursement, see Regulation 484.) Part-time faculty are compensated for mileage from their home to their teaching assignment and back minus 50 miles.

**60.0 USE OF COPYRIGHTED MATERIALS**

The "Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals" is designed to state the minimum standards of educational fair use under Section 107 of H.R. 2223, the Copyright Revision Bill [\[Ref.: US. Code\]](#). There may be instances in which copying that does not fall within the guidelines stated herein may nonetheless be permitted under the criteria of fair use.

A single copy may be made of the following by or for an instructor for scholarly research or teaching purposes:

- a book chapter;
- a periodical or newspaper article;
- a short story, essay, or poem;
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.\*

\*Copyrighted, syndicated cartoon characters may not be reproduced.

Multiple copies may be made by the instructor not to exceed one copy per pupil in a course, if copying meets tests of brevity, spontaneity, and cumulative effect; and each copy includes notice of copyright.

**61.0 WORK SCHEDULE**

Full-time faculty are expected to be on duty daily to devote all the time necessary to meet their classes, to keep office hours, to engage in professional consultation, and to perform the special assignments and general responsibilities of faculty as stated elsewhere in this handbook.

Instructors are expected to be available each of the five work days per week of the regular semesters, beginning with the opening week of the fall semester and continuing through Commencement of the spring semester excepting authorized absences, holidays, and/or vacations provided for in the official WCJC master calendar.

Instructors teaching in a summer session are required to be on campus each of the work days per week through final examinations, excepting holidays, for the performance of their professional duties.

Instructors must meet all their scheduled classes, arriving in ample time to begin the classes at the scheduled times and keeping the classes in session until the end of the scheduled periods. When circumstances such as the completion of tests or experiments justify student dismissals on an individual student basis, departure must be orderly so as not to disturb other classes.

Faculty teaching online classes may not fit neatly into all these categories.



## ***PART SIX: SELECTED PROCEDURES AND REGULATIONS***

### **62.0 ACTIVITIES CALENDAR**

The Activities Calendar is available on the college website. Procedures for adding activities onto the calendar are outlined on the college intranet under Help and Tutorials/Online Training Materials/Calendar Submission.

### **63.0 ADMISSION TO ATHLETIC EVENTS**

Admission to baseball and volleyball events is without charge. Rodeo events require purchase of a ticket or gate admission.

### **64.0 ALCOHOLIC BEVERAGES AT COLLEGE-SPONSORED STUDENT FUNCTIONS**

[\[Ref.: Reg. 878\]](#)

Official College policy prohibits the use or possession of alcoholic beverages on campus. Though recognizing the legality of possession and use of alcohol by individuals twenty-one years of age or older, WCJC does not encourage the possession or the consumption of such beverages at any off-campus event by a student club or organization. Any WCJC club or organization that allows alcoholic beverages at its off-campus events should not publicize the event on campus as one at which alcohol will be present, nor should the club or organization expend any College funds for the purchase of alcoholic beverages.

### **65.0 ALCOHOL AND DRUGS**

[\[Ref.: Reg. 878\]](#)

### **66.0 BUSINESS CARDS**

[\[Ref.: Reg. 231\]](#)

Regulation 231 provides policies and procedures for ordering College business cards.

### **67.0 CAFETERIA REGULATIONS**

An outside vendor under contract with the college operates the cafeteria. Only authorized employees of the vendor may enter the kitchen. All others must obtain authorization from the Vice President of Administrative Services or the Director of Facilities Management.

### **68.0 CAMPUS/CLASS VISITORS**

Individuals who are not enrolled as students, employed by the College, or invited guests of the College are not permitted to attend classes without prior approval of the instructor.

### **69.0 CHARGES TO STUDENTS**

Unless special arrangements are made in advance and approved in writing by the Vice President of Administrative Services, no fees of any kind may be assessed and collected from students by employees unless approved by College policy, nor may any charge be made by employees for services rendered; and employees may not sell supplies of any kind to students.

### **70.0 COLLEGE FACILITIES**

Refer to [Regulations 371](#) and [Regulation 372](#) for college policies and procedures regarding the use of *all* buildings and premises owned and operated by WCJC.

Any WCJC property removed from a building must have the approval of the Vice President of Administrative Services. The Change of Inventory Form must be completed with the building supervisor prior to the removal of the equipment.

Change of Inventory Form is available on the College's Intranet. [\[Change in Inventory Form\]](#) (Employee Intranet Access Only).

Equipment is not available for non-college use.

## **71.0 COLLEGE VEHICLES**

### **71.1 Buses**

#### **71.1.1 Priority for Use**

Buses are made available for use by college groups when practical. Each request is reviewed on an individual basis with consideration given to distance of trip, availability of equipment, conservation of energy, and conflict with existing bus schedules.

#### **71.1.2 Approval Process for Use**

For academic or class-related trips, faculty must secure approval of the Vice President of Instruction at least three school days before the trip. Existence of ample funds to cover the expense of travel is obtained from the Business Office before approval of the trip is granted.

#### **71.1.3 For Nonacademic or Student Activity Trips**

For nonacademic or student activity trips, the faculty sponsor must secure approval of the Vice President of Student Services at least seven school days before the trip. Existence of ample funds to cover the expense of travel is obtained from the Business Office before approval of the trip is granted.

#### **71.1.4 Arrangements to Use**

Arrangements to authorize the transfer of charges and the driver's check request must be made no later than the first working day after the completion of a trip.

#### **71.1.5 Responsibilities of All individuals requesting Buses:**

The individual must provide adequate sponsors or chaperones for each bus on a trip. College policy requires that at least one faculty, coach, or administrative staff member is required to be on each bus during the entire trip.

The individual must provide an approved driver. A list of approved drivers is available from the Director of Facilities Management. To be approved, a driver must make application to the Director of Facilities Management and be certified by the College insurance carrier.

Out of state trips are only allowed by the athletic teams. Any trips over eight (8) hours one way automatically require an overnight stay. Any trips that will not allow the bus to reach the destination before 12 o'clock midnight will require an overnight stay. Only hotels/motels that have adequate parking for the bus should be considered for overnight stays. A motel room will be provided for the driver and paid for by the trip sponsor.

The bus will only carry the number of passengers that seats are available for. (No standing or sitting on the floor or in the stairwell.) Passengers will remain seated while the bus is in motion.

The individual must provide the Vice President of Student Services a transportation request including the following information for out-of-town trips extending beyond the normal class period(s): (1) names of all students, (2) departure and expected return time, and (3) name and phone number of hotel or motel if appropriate.

The individual must not permit persons not enrolled at WCJC to use College vehicles unless the College is a co-sponsoring agency of some community activity.

Insure that the vehicle is cleaned upon return to the bus barn.

#### **71.1.6 Charge for Use of Vehicle**

The academic department or organization approved for use of the vehicle is charged for the miles

traveled using the current mileage rate set by WCJC (or the current IRS-approved rate). Approved drivers who receive extra pay for trips are compensated on an hourly basis for actual hours of operation of the vehicle.

#### 71.1.7 Legal Regulations

Buses must be operated in compliance with the legal regulations stipulated by the Texas Department of Public Safety.

#### 71.1.8 Breakdown or Wreck Situation

In the event of a breakdown or a wreck while using college vehicles, the driver and/or the faculty must follow established procedures that are posted near the driver's seat of each vehicle.

### 71.2 Student Vehicles

The College does not reimburse students for use of private automobiles, and College insurance does not cover these drivers and their passengers.

### 72.0 COLLEGE USE OF STUDENT E-MAIL

WCJC Student e-Mail is considered an official method of communication. Official WCJC Student e-Mail communications are intended to meet the academic and administrative needs of the campus community. The college has the right to expect that such communications will be received and read in a timely fashion.

WCJC administrative offices will communicate with students using the WCJC Student e-Mail regarding account status, financial aid, academic standing, campus closures or emergencies, and other official communications. These communications are for the purposes of conducting official WCJC business and will only be conducted using the WCJC Student e-Mail address. WCJC administrative offices have the right to expect that those communications are read in a timely fashion.

Faculty will determine how WCJC Student e-Mail will be used in their classes. Faculty intending to use WCJC Student e-Mail or the College's learning management system (LMS) to communicate course content, class schedule changes, class discussion, or other class-related material will clearly communicate this expectation in the course syllabus. Faculty will only use the WCJC Student e-Mail address or LMS for such communication. WCJC faculty have the right to expect that those communications are read in a timely fashion.

### 73.0 COMPUTER USE AND NETWORK SECURITY

[\[Ref.: Reg. 146\]](#)

An employee of the college shall be allowed to use computer resources in accordance with Regulation 146 and other applicable college policies. Each employee is responsible for the confidentiality of and safeguards against the possibility of loss of electronic information resources over which he or she has control. It is the employee's responsibility to not share their computer account information and to maintain the secrecy of their password(s).

### 74.0 EMPLOYEE GROWTH AND DEVELOPMENT

[\[Ref.: Reg. 888\]](#) and [\[Ref.: Reg. 889\]](#)

### 75.0 GUEST SPEAKERS

Guest speakers may be used by the faculty and student organizations to promote the general educational objectives of WCJC. All invitations to outside speakers for academic events must be channeled through the Vice President of Student Services for out-of-class groups and through the Vice President of Instruction for class meetings.

### 76.0 INTERCAMPUS MAIL

Mail service is provided between the Wharton Campus and extension campuses. Mail being sent to these centers should be placed in the appropriate containers in the Service Center. Mail being sent to the Wharton Campus should be placed in the appropriate containers at the extension locations.

The intercampus mail schedule is posted in the WCJC Service Center in the Administration Building near the beginning of each semester.

#### **77.0 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

The College does not pay for an employee's membership in professional societies or licenses unless such membership is required by the College as part of the employee's responsibilities. For example, the College may require that one of its business officers maintain membership in NACUBO and, consequently, pays the membership fee; but the College does not pay for that employee's membership in his or her particular professional organization, such as the American Management Association. Similarly, the College does not pay for faculty members' membership in their professional associations. That is, the College does not pay for a psychology instructor's membership in the American Psychological Association or an English instructor's membership in the Modern Language Association, and so on. Similarly, the College does not pay for an employee's RN license from the Board of Nurse Examiners.

#### **78.0 OFFICE HOURS**

All College offices containing more than one employee must remain open continuously from 8:00 AM through 5:00 PM by staggering lunch hours. In some instances when an office is staffed by only one employee due to the absence of other employees from the office, the office may need to be closed to allow that remaining employee to take lunch. All such cases and any other exceptions must be reviewed and approved by one of the following: President, Vice President of Instruction, Vice President of Administrative Services, Vice President of Student Services, Vice President of Technology and Institutional Research, Dean of Vocational Instruction, Dean of Academics, Director of Sugar Land Campus, Director of Fort Bend Technical Center, Dean of Financial and Business Services, or Director of Admissions and Registration.

#### **79.0 ORGANIZATIONAL FUNDS**

All campus organizations must secure approval from the Vice President of Student Services for any on-campus fund-raising project before they launch any campaigns. (See [Regulation 127](#))

All money collected by staff or student organizations must be deposited in the business office as soon as practical after its collection. Cash payments may never be made from the money collected. Disbursements are made through the Business Office by purchase orders submitted by the student official and faculty sponsor of the student organization. Unused funds in club accounts are carried forward each year for use by that club. This procedure is required by state and local auditors.

#### **80.0 PARKING**

[\[Ref.: Reg. 315\]](#)

All employee vehicles, including motorcycles, parked on College-owned or College-controlled property must be registered with the College and must display a current WCJC parking tag. The tag, which may be secured from the Safety and Security Office, must be displayed in a manner easily visible to patrolling security. Employees must park in designated parking areas only.

#### **81.0 POSTAGE PROCEDURES**

All mail to be posted must be sent to the service center located in the Administration Building on the Wharton Campus.

Because postage is charged to departmental budgets, the sender's last name, department name and organization budget numbers must be identified properly on the mail submitted. Mail that cannot be identified will be held until departmental identification is made.

#### **82.0 PUBLIC INFORMATION AND PUBLICITY**

[\[Ref.: Reg. 131\]](#)

All employees and offices must utilize the Office of Marketing and Communications to assure uniform, timely, and accurate dissemination of college information through news releases. Therefore, all publications intended for external audiences, including advertising, must be coordinated through the Director of Marketing and Communications. Regulation 131 gives the procedures for preparing publicity material.

## **83.0 PURCHASING**

**[\[Ref.: Reg. 222 and the Purchasing Policy Manual \(Employee Intranet Access Only\)\]](#)**

### **83.1 General Policy and Guidelines**

#### **83.1.1 College District Spending**

College district spending, including purchase of supplies, material, equipment, and services, is given special attention by the Board of Trustees. The Board seeks optimum quality at the lowest possible cost.

#### **83.1.2 Insuring Compliance with Board Policy**

After adoption of the budget by the Board of Trustees, it is the responsibility of the Vice President of Administrative Services, under the general supervision of the President, to insure compliance with Board policy and state law in expending and accounting for all College funds.

#### **83.1.3 Estimated Annual Requirements**

Whenever possible, annual requirements of supplies, materials, and equipment are estimated and bids taken for the total yearly requirement.

### **83.2 Format and Authorization for Purchase Orders**

All purchases must be made in the name of WCJC using Banner Purchase Order data-entry screens, properly coded as to budget charge, and signed by the Dean of Finance and Business Services except when deviations are submitted in writing and approved by the President.

### **83.3 Purchasing and Bid Locale**

The law is strictly followed in regard to purchasing, and bids are sought from firms located within and outside the WCJC District.

### **83.4 Purchases Based on Quality and Price**

Purchases are made on the basis of quality and price. When quality is equal, purchase is normally made from the firm offering the best and lowest bid.

### **83.5 Specifications for Proposed Purchases**

Specifications for proposed purchases should be written to encourage optimum competition.

### **83.6 Bidding and Price Quotation Procedures**

Purchase of items valued at more than \$50,000 must be formally bid as required by State Law and approved by the Board of Trustees.

### **83.7 Preparation of Purchase Orders**

Preparation of Purchase Orders: Any College department that has a budget appropriation may issue a purchase order against that appropriation in accordance with the following procedures:

#### **83.7.1 Entering into the Banner System**

Purchase Orders are entered in the Banner System and approved by the proper authorities.

#### **83.7.2 Issuance of Purchase Orders**

The Business Office causes a purchase order to be issued determining that (1) the expenditure is in accord with the purpose of the account, (2) the cost is within the approved budget appropriation, (3) the quality and price are within the College's standards and policy, and (4) electronic approval by the proper authorities.

#### **83.7.3 Purchase of Goods and/or Services without an Approved Purchase Order**

Employees who purchase goods and/or services without an approved Purchase Order must assume complete responsibility for the purchase. The Business Office is not authorized to issue a purchase order for these items and/or services after the fact. Once an item has been received, a Purchase Order will not be issued. Exceptions to this must come from the Vice President of Administrative Services or the President.

83.7.4 Review of Proper Interpretation and Compliance Purchase Order Procedures  
Detailed Purchase Order procedures prepared by the Vice President of Administrative Services and approved by the President of the college supplement these policies and regulations as necessary to insure proper interpretation and compliance. (See Purchasing Manual).

83.7.5 Availability of Purchasing Policy Manual  
A copy of the [Purchasing Policy Manual](#) (Employee Intranet Access Only) is also available online on the WCJC Intranet. Requests for hard copies must be made in writing to the Director of Purchasing.

### **83.8 Purchase of Supplies from Bookstore**

83.8.1 Items Needed on Emergency Basis  
It is strongly recommended that supply items be purchased from the College's Preferred Vendor for supplies and not the bookstore. Items for personal use are not provided. The College furnishes instruction-related publications only. To help the Bookstore bill purchases correctly, a list of authorized purchasers is made each spring and fall semester and given to the bookstore personnel. Employees desiring to make purchases must ascertain that they are authorized to do so as documented on the bookstore list. For items needed on an emergency basis by the faculty and staff, the bookstore is authorized to furnish materials on a "Bookstore Requisition" that requires either the signature of the instructor or staff member.

### **83.9 Central Receiving Department**

83.9.1 Location of Central Receiving Department  
The Central Receiving Department for parcel post items is located in the Service Center in the northwest corner of the Administration Building. Other materials are delivered to the Maintenance Shop.

83.9.2 Central Receiving Department Deliveries  
The Central Receiving Department delivers materials received to the department placing the order.

### **83.10 Acceptance of Cash or Checks**

83.10.1 Approval to Accept Cash or Checks  
No employee of the college may accept money for the College unless a pre-numbered written receipt is given or some other arrangement has been made and approved in advance through the Office of the Vice President of Administrative Services or President.

83.10.2 Payable Only to WCJC  
In no instance may a check covering payment to the College be made payable to an individual. It must be payable to WCJC.

### **84.0 RESIGNATIONS, NONRENEWAL, TERMINATION, AND DISMISSAL**

[Regulation 871](#) outlines the procedure to be followed by contract employees who intend to resign from the institution.

[Regulation 887](#) contains the policy on non-renewal, termination, and dismissal.

#### **84.1 Exit Procedure**

[\[Ref.: Reg. 848\]](#)

Full-time employees leaving employment with WCJC shall discharge all remaining obligations and responsibilities to the College to be considered as having terminated employment in good standing. For the entirety of the exit procedure, refer to College Regulation 848.

## 85.0 SAFETY AND SECURITY: OFFICE AND SERVICES

The Safety and Security Office on the Wharton Campus is located in Room 107 of the Pioneer Student Center. Security at both the Sugar Land Campus and the Richmond Campus is located at the front reception desk. Contact numbers are as follows:

<i>Wharton Campus</i>	(979) 532-6523
Security Cell Phone	(979) 282-1993
	(979) 532-3131 (Wharton P.D.)
	Ask for WCJC security unit 149
<i>Sugar Land Campus</i>	
Security Office Extension	(832) 842-2929
<i>Richmond Campus</i>	(281) 239-1501

## 86.0 SECURITY AT ORGANIZATION OR CLUB FUNCTIONS

[\[Ref.: Reg. 372\]](#).

## 87.0 SELF-REPORTING OF EMPLOYEE SUBSEQUENT CONVICTIONS

An employee shall notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral turpitude includes, but is not limited to:

- Dishonesty, fraud, deceit, theft, misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor, felony possession;
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
- Acts constituting abuse under the Texas Family Code.

## 88.0 SEXUAL HARASSMENT

[\[Ref.: Reg. 879\]](#) and [\[Ref.: Reg. 877\]](#)

WCJC does not tolerate sexual harassment of any form. An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the dean or immediate supervisor.

The Director of the Human Resources Department or the President may also be contacted by personnel on issues relating to sexual harassment.

## 89.0 SMOKING AND USE OF TOBACCO PRODUCTS ON CAMPUS

[\[Ref.: Reg. 375\]](#)

Smoking and use of other tobacco products is not permitted in any building on any WCJC campus. Smoking is allowed in parking lots. No tobacco product is permitted at the University of Houston Sugar Land campus.

## 90.0 SPONSORSHIP OF ORGANIZATIONS OR CLUBS

Staff members, with approval from their supervisors, can be assigned to be sponsors of clubs and/or organizations. Duties of sponsors include; completion of annual sponsor training program (including Campus Security Authority-CSA training), attending business and social meetings of the organization, countersigning requests for payment of funds from the organizational treasury, reviewing student eligibility for offices and honors, and providing guidance to the group in achieving the organization's purposes and in complying with College policies. Sponsors must be present at all off-campus activities of their student organizations.

**91.0 TELEPHONES AND FAX MACHINES****91.1 Telephone Usage by Employees**

The College provides telephones for business purposes and urges discretion in the use of telephones for social and personal affairs.

**91.2 Student Usage of Telephones**

Students must use faculty and staff telephones only under the direct supervision of the personnel to whom the phones are assigned. Students are not permitted to make long-distance calls.

**91.3 Local Calls**

Calls made to Wharton numbers (531, 532, and 282 exchanges) can be completed by dialing "4" for an outside line and at the dial tone dialing the number. Calls to the following towns are toll-free: Boling, East Bernard, Egypt, Glen Flora, and Needville.

**91.4 Long-Distance Calls**

Long-distance calls can be made by dialing "4" and, at the dial tone, dialing 1 + area code + number desired + department code. Most calls from Wharton to the 281 and the 713 area codes are made without dialing a "1": Dial 4 + 281 (or 713) + number.

**91.5 Calls to WCJC Extension Campuses from Wharton**

Calls to the Sugar Land Campus and Richmond Campus may be made by dialing the proper extension number since the telephones on both campuses are part of a single system.

**91.6 Calls to Wharton from the Sugar Land Campus and Richmond Campus**

Employees at the Sugar Land Campus and Fort Bend Technical Center may reach the Wharton Campus by dialing the proper extension number.

**91.7 Calls to Bay City from Wharton, Richmond, and Sugar Land**

Calls to employees the Bay City Campus may be made by dialing "4" and the appropriate ten digit number.

**91.8 Calls from Bay City to Wharton**

Calls to employees at the Wharton Campus may be dialed using the appropriate ten digit number.

**91.9 Calls from Bay City to Richmond and Sugar Land**

Calls to employees at the Richmond and Sugar Land campuses may be dialed using "1" and the appropriate ten digit number.

**91.10 College Fax Machine Usage**

College fax machines are available to all employees for College business purposes only.

**92.0 NORMAL OFFICE HOURS**

Normal office hours are from 8:00 in the morning to 5:00 in the afternoon, Monday through Friday. Certain departments, however, follow staggered shifts and other variations in schedules. In these cases, supervisors provide employees with work schedules.



## ***PART SEVEN: PROGRAMS AND SERVICES***

### **93.0 LIBRARY SERVICES AND LEARNING RESOURCES**

The Learning Resources Program of WCJC provides a variety of services that support and expand the instructional program of the institution. The J. M. Hodges Library on the Wharton Campus, the University Branch, WCJC/UH joint use Fort Bend County Library at the Sugar Land Campus, the Open Computer Lab/Online library at both the Bay City Campus and Fort. Bend Technical Center- welcomes the faculty and staff of WCJC to explore and make use of their resources and services. Faculty are encouraged to take a personal interest in seeing that materials are current and adequate to support assignments. Faculty and staff may contact the Director of Library Information and Technical Services for more information.

#### **93.1 Library Hours**

[\[Ref.: Library Hours\]](#)

#### **93.2 Resources**

The Learning Resources program provides the following types of materials.

Books and Electronic Books (eBooks)	DVDs
Periodicals	Publishers' Catalogs
Tapes, Audio and Video	Microfilm
Streaming Media	College Catalogs
Occupational Materials	Online Databases

#### **93.3 Requests for Acquisition of Materials**

Requests for acquisition of materials: Print and non-print purchases must be planned and budgeted for acquisition. Faculty and staff are encouraged to submit material requests continuously during the year through campus mail or email. To expedite handling of materials request, the following must be observed:

##### **93.3.1 Provide Full Order Information**

Provide full order information, including source and price, if possible. For new titles just off the press or soon to be released, send publisher advertisement or blurb to the library via email or campus mail.

##### **93.3.2 Indicate Order Preference**

Mark your request with a 1st or 2nd order preference in your recommendation list. Any special processing notes, such as "Rush," "Need by Spring Semester," etc., should be noted on the list.

##### **93.3.3 Where to Send Requests**

Send your request to the Director of Library Information and Technical Services through campus email, interoffice mail or give them to one of the staff members.

The requester receives notification when the requested material has been processed and is ready for circulation.

#### **93.4 Circulation of Materials**

Faculty and staff can email the library at [wjcibrary@wcjc.edu](mailto:wjcibrary@wcjc.edu) or call the Circulation Desk Staff (979-532-6509) to request College library materials be sent to their campus office through inter-campus courier service.

Print materials, available through the J.M. Hodges Library, are circulated to faculty and professional staff for three (3) months unless the materials are designated RESERVE, REFERENCE, or professional development collection. Materials should be returned as soon as the user is through with them. Overdue notices are sent to faculty and staff when materials are kept out for more than three months, but fines are not assessed.

Non-print media programs are checked out from the J.M. Hodges Library (979-532-6509) for a three-week time period. Under normal circumstances, this provides adequate time for programs to be used in the classroom. Programs must be returned as soon as they have been shown. The limit of eight items

(programs) is observed with circulation to the faculty.

Periodicals and Reference books, because of the frequent use, *do not circulate* from the Library. One-day loans may be arranged with the library staff (979-532-6509) if the material is needed for class. Photocopiers are available for print, microfilm, and microfiche.

Faculty members must identify themselves when checking out materials and equipment at the Circulation Desk. Faculty are encouraged to present their bar-coded WCJC ID card. The WCJC ID card becomes a borrower's card when a bar code label is attached.

Faculty spouses and children may apply for borrowers' cards by contacting the library staff (979-532-6509). Faculty families receive the regular two-week loan privilege. Faculty and staff enrolled in a WCJC credit course must observe the library regulations for all students printed in the *Student Handbook*.

### **93.5 Classroom and Office Materials**

If a faculty member deems it necessary to keep materials in his or her office or classroom for more than three months, arrangements must be made for copies of the materials to be purchased through the departmental budget. Library materials are for short-term circulation.

### **93.6 Reserve Materials**

Space is provided at all libraries for materials that faculty wish to place on RESERVE. Lists of materials to be reserved must be submitted several days *before* the assignments using the materials are made to a class. Please indicate *when the materials may be removed* from the RESERVE status.

### **93.7 Class Assignments**

A copy of class assignments requiring library materials is recommended to be placed on file at libraries; this helps the librarian prepare for the reference questions the assignment will generate. Assignments involving the use of library materials should be completed using the student's time rather than class time. Orientation sessions are an exception.

### **93.8 Extension-Campus Class Loans**

Librarians make available supplemental instructional materials for the WCJC Extension Campuses.

Faculty at extension campuses should contact the Director of Library Information and Technical Services for their teaching and research needs.

### **93.9 Sugar Land Campus**

The University Branch, WCJC/UH joint use Fort Bend County Library (FBCL) is open to all WCJC students. The librarians at the branch assist faculty and students with their research needs. For specialized services, including scheduling a library orientation, recommending the acquisition of materials or for placing reserve items in house, please contact academic liaisons at University Branch (281-633-5164 or 5166). In order to check out FBCL materials, use their computers and learning resources, WCJC faculty, staff, and students need to get a county library card. Any Texas resident can apply for a free FBCL card. An online application for the county library card is at

<http://catalog.fortbend.lib.tx.us/polaris/patronaccount/selfregister.aspx?ctx=1>

### **93.10 Bay City Campus and Richmond Campus**

Open Computer Lab/Online library at both the Bay City Campus and Richmond Campus is open to all WCJC students.

### **93.11 Interlibrary Loan Requests**

The campus libraries participate in interlibrary borrowing practice, and the faculty is welcome to take advantage of this service. Requests can be made by contacting the J.M. Hodges Library at 979/532-6509. Each interlibrary loan request must be verified and submitted with full bibliographic data. Postage for interlibrary loans is paid by the library; however, any other charges for photocopies of material must be paid by the person making the request.

### **93.12 On-line Services**

All campus libraries have Internet access. The library staff cooperates with faculty to make this resource

an effective teaching/learning tool. Orientation sessions with faculty can be arranged; class demonstrations are also possible. Persons using the Internet must sign and adhere to the *WCJC Libraries Internet Policies and Guidelines*.

### **93.13 Orientation**

All campus libraries present the Libraries' general policies and procedures as part of the general student orientation. Orientation sessions designed to meet the research needs of specific subjects or assignments are highly desirable. Ample time for preparation is needed; a week is usually enough time. The librarians presenting the orientation can come to the classroom, or the students can come to the libraries for the session. The library orientation session is available through the college website at <http://www.wcjc.edu/Students/Library/Research-Help/tutorials.aspx>.

### **93.14 Information Guides**

Information sheets about the Learning Resources program and its services are available upon request. The information is also provided through *LibGuides* page at <http://wcjc.libguides.com/>. Rules and regulations are published in the *Student Handbook*. These publications are available in the campus libraries.

### **93.15 Gifts and Memorials**

The Learning Resources program welcomes gifts that have merit for a College collection. Persons with materials to donate to the libraries should contact a member of the library staff.

All materials presented or purchased as memorials are acknowledged to the family as well as the donor. A special bookplate appears in each gift or memorial book. The J. M. Hodges Library provides the donor with an acknowledgment of the gift but does not attach a value to the gift.

### **93.16 Archive Collection**

The J. M. Hodges Library attempts to keep the record of WCJC history. College activities, pictures, articles, papers, etc., all play an important part of institutional history. Each faculty member is encouraged to file records such as professional activities, club sponsorships, dissertations, publications, and any other record concerned with the "official memory of the institution."

### **93.17 Non-print Materials Collection**

Non-print materials are circulated from the J.M. Hodges Library for short-term loan. Since the collection is small and the materials are in great demand, faculty members are encouraged to schedule their use in advance and to return them as quickly as possible. Materials may be reserved by contacting the Circulation Desk Staff of the J. M. Hodges Library.

### **93.18 Preview of Non-print Materials**

Faculty are encouraged to preview non-print materials before purchase. Previews may be requested through the J. M. Hodges Library; fees for previews are not usually paid by the library unless arrangements are made before the preview. Fees for previews ordered by an individual of a department are not paid by the WCJC Libraries. A Preview Request Form must be submitted for each title ordered; forms are available in the J. M. Hodges Library. When a preview is received, the requester is notified by campus mail; preview times and facilities should be scheduled as quickly as possible. The WCJC Libraries and Open Computer Labs are not responsible for returning preview materials that are not requested through the J. M. Hodges Library.

A Non-Print Evaluation Form must be completed for all previews and returned to the J. M. Hodges Library; purchase of materials is based on evaluation data gathered during the preview process.

Evaluation forms must be completed for all previews. Future purchase of materials is based on evaluation data gathered during the preview process.

**94.0 COLLEGE WORK-STUDY PROGRAM (CWSP)****94.1 Purpose of the College Work-Study Program**

The purpose of the College Work-Study Program at WCJC is (1) to provide jobs for students who need employment to finance their education and (2) to provide additional assistance to improve the total operation of the College.

**94.2 Policies for the College Work-Study Program**

The policies for the College Work-Study Program are as follows:

**94.2.1 How to Request Work-Study Students**

Employees may make requests for work-study students to the Financial Aid Office.

**94.2.2 Maximum Hours Work Study Student May Work**

A student working under the College Work-Study Program may average a maximum of 19 hours per week in any academic term during which his or her classes are in session.

**94.2.3 Eligibility Requirements for Work Study Students**

To be eligible and to maintain eligibility for employment, a student must carry a minimum of 12 semester hours and must be in good standing at WCJC.

**94.2.4 Priority in Receiving Financial Assistance**

In the granting of positions, priority is given to students needing financial assistance.

**94.2.5 Discrimination Prohibited**

Discrimination on the basis of sex, race, color, religion, age, national origin, disability, or veteran's status is prohibited.

**94.3 Work-Study Job Standards**

Generally, work-study jobs are at an entry level and the student is trained to do the job by the supervisor to whom he or she is assigned. The supervisor is responsible for maintaining high standards of work.

Students failing to maintain proper standards of work should be counseled in regard to proper work performance.

Students failing to maintain expected standards after adequate counseling should be referred to the Student Financial Aid Office with a recommendation for dismissal from the College Work-Study Program. Supervisors should be especially conscious of maintaining high standards of honesty and dependability.

**94.4 Specific Supervisor Functions****94.4.1 Develop Job Descriptions**

Supervisors develop job descriptions for positions in the department.

**94.4.2 Request Student Worker**

Supervisors initiate requests for students to fill positions with the Student Financial Aid Office.

**94.4.3 Train Employee**

Supervisors should train each employee thoroughly in the duties and responsibilities of the job.

**94.4.4 Verify Time Sheets**

Supervisors must check time entered for accuracy and to approve time in Web Time Entry at the end of the month.

**94.4.5 Develop Effective Working/Learning Conditions**

Supervisors must develop effective working-learning conditions for students through the design, planning, and organization of work.

94.4.6 Monitor Workload

Supervisors should decrease the work schedule if the workload decreases. Maximum hours need not be maintained or make-up hours provided if not justified by the workload.

## ***PART EIGHT: CURRICULAR PLANNING AND COURSE DEVELOPMENT***

### **95.0 INTRODUCTION**

The Board of Trustees of WCJC recognizes that the curriculum is appropriately of central concern to the faculty and therefore encourages all faculty members to propose the addition of courses and programs as well as the revision and deletion of existing courses and programs. The approval process for such additions and revisions includes review by the affected departments or programs, the Curriculum and Instruction Resources Committee, as well as the Offices of the Dean of Vocational and Academic Instruction, Vice President of Instruction, and the College President.

This section of the handbook is designed as a user's guide for faculty, instructional leaders, administrators, and staff who are responsible for developing and processing arts and sciences and technical-occupational credit curriculum proposals. Although most of the initiatives for curriculum change should come from faculty, the process of moving these ideas through the necessary channels to incorporate them into the curriculum requires the joint efforts of faculty, instructional leaders, administrators, and staff.

The courses that constitute the College curriculum are arranged by discipline or programs. Proposed curriculum change involves examining how each course relates to other courses in the discipline(s) and/or program(s). This curriculum revision process is designed to facilitate careful planning, deliberation, and communication, as well as to provide the format necessary for approval and implementation.

The Curriculum and Instructional Resources Committee (CIR) has a key role in this process. It is responsible for representing all faculty and division chairs by bringing their ideas to the committee and discussing the ideas of others with the committee members to gain consensus. Since the entire curriculum is of concern to *all* faculty and since a change in one part of the curriculum affects the rest of the curriculum, the CIR is responsible for representing all faculty and the entire curriculum.

As stated in the *The Principles of Accreditation: Foundations of Quality Enhancement*, published by the Southern Association for Colleges and Schools Commission on Colleges (2012 edition, p. 19, 28-29): "Core Requirement 2.7.2 The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education."

"Comprehensive Standard 3.4.1 The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. 3.4.10. The institution places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty."

### **96.0 CURRICULUM DESIGN: OCCUPATIONAL PROGRAM ADVISORY COMMITTEES**

When a new technical/occupational curriculum is to be considered, an advisory committee consisting of professionals or specialists in the field is formed to determine the feasibility of offering the curriculum and to assist in planning before it is developed for recommendation to the Board of Trustees. Each occupational program maintains a standing advisory committee that meets as necessary, but no less than once each year to advise the college about the program and to review curriculum proposals and capital equipment requests.

The effectiveness of the curriculum planning and revision process depends on work provided by faculty through their departmental review of curriculum.

### **97.0 CURRICULUM REVIEWS**

At least once every three years, normally in the fall semester, the discipline completes an in-depth evaluation of its curriculum as part of the Program Management Plan (PMP). Program Management Plans look at many variables within the discipline/program/department. Program Management Plans are part of the overall institutional effectiveness plan for the college; data from these plans are essential in reviewing relevancy and currency of curriculum. The data compiled for the PMP Reports should be used in assisting in this evaluation of curriculum.

**98.0 RESPONSIBILITIES OF DEPARTMENTAL (PROGRAM) FACULTY**

Departmental faculty are responsible for determining content, prerequisites, methods of instruction, selection of textbooks, and methods of evaluation for the various courses taught within the discipline.

If any evaluation (PMP) reveals that the curriculum needs restructuring or modification, the faculty within the discipline, supervised by the department head, revises the curriculum accordingly. The department head, in conjunction with the division chair, reviews the proposed changes for:

- accuracy
- content (substance) and format
- fit into overall curriculum and program objectives
- compliance with Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board guidelines
- compliance with college general-education and degree requirements, where appropriate

The division chair presents the revised curriculum to the CIR for review and recommendation to the Vice President of Instruction.

## ***PART NINE: GUIDELINES FOR EMERGENCIES***

Detailed guidelines on how to handle specific emergencies within the College can be found in the Disaster Preparedness Manual in [Appendix XII](#) or in the Emergency Procedures Manual in [Appendix XI](#). Full-time and part-time employees are expected to be familiar with the Disaster Preparedness Manual. All employees must complete the Disaster Preparedness Tutorial and submit the acknowledgement form to the Human Resources Department for documentation in their personnel file.

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### **Appendices**

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- Appendix V** [Regulation 009 - College President](#)
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- Appendix VIII** [Regulation 851 - Leaves and Absences, Vacations and Holidays](#)
- Appendix IX** [Emergency Management Handbook](#)
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- Appendix XII** **Campus Maps: 1) [Wharton](#)**
- Appendix XIII** [Building Supervisors](#) (Employee Intranet Access Only)





# *Wharton County Junior College*

WCJC (WCJC) is a public, two-year, comprehensive community college offering a wide range of postsecondary educational programs and services including associate degrees, certificates, continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate-granting institutions.

WCJC's main campus is located on 72 acres in the city of Wharton, about 55 miles southwest of Houston. In addition, it operates extension campuses in Richmond and Sugar Land and offers courses in El Campo, Bay City, Palacios, and other locations in Wharton, Fort Bend, Matagorda, and Colorado counties.

WCJC is an institution that emphasizes personal attention to students, innovation, and flexibility in its credit and noncredit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

If you are interested in learning more about WCJC, please write to the Office of Student Services (911 Boling Highway, Wharton, Texas 77488) or phone 1-800-561-9252.

Also, visit our website at [www.wcjc.edu](http://www.wcjc.edu)

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711.