Amarillo College®

Amarillo College Employee Handbook

Success Is | Doing Work You Love

Success Is | Making a Difference

Success Is | Growing in Leadership

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Introduction to The Amarillo College Employee Handbook

The Amarillo College Employee Handbook ("Handbook") describes the policies and procedures governing all employees of the College. The Handbook supplements information contained in The Amarillo Junior College District Board of Regents Policy Manual. The purpose of this handbook is to provide information that will help with questions and pave the way for a successful employment relationship. Not all college policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the employee's appropriate cabinet member. The President's Cabinet may seek additional employee input on proposed changes to the handbook, but has ultimate authority to make changes to the handbook. Where applicable, other policies and college documents are hyperlinked from this handbook to assist employees in finding the information they need quickly.

This handbook is neither a contract nor a substitute for the official Board Policy Manual. Nothing contained in the Handbook constitutes an employment contract or an offer to contract with any employee, and nothing contained in the Handbook changes the employment-at-will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

Utilization and proper administration of the policies and procedures listed in the Handbook are the responsibility of each supervisor of faculty, classified and administrative employees. College employees are responsible for reviewing and understanding the Handbook contents and to be attentive to communications regarding changes to the Handbook or the Board of Regents Policy Manual. These policies and procedures may change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with certain handbook topics, confer with their supervisor, or call the appropriate college office.

Printed copies of the Handbook are unofficial and may not contain the most updated information. New and revised policies and procedures are generally added to the online handbook within five business days after Cabinet adoption. The policies, procedures, and other documents in the handbook supersede all previous versions of employee, staff or faculty handbooks.

1.1 Description of the College

Effective: March 2023

Board Policy Manual Reference: AA, AB, AC

Amarillo College (AC) is a vibrant community college that typically enrolls about 9,000 students at seven campuses in three Texas Panhandle counties and has recently garnered significant national attention.

In fact, 2021 was not only a year to remember, it was quite possibly a year of transcendence for AC, which was named one of the Top 5 community colleges in the nation by the Aspen Institute and captured Aspen's prestigious Rising Star Award.

Additionally in 2021, AC received a magnanimous gift of $15 million from author and philanthropist MacKenzie Scott; won a prestigious award for its exemplary spirit of collaboration between CEO and Board of Regents from the American Association of Community Colleges; became the sole community college to join a national alliance called REP4 that charges students with designing education's future; and was granted full membership in the National Junior College Athletic Association in light of AC's return in 2022 to intercollegiate athletics.

And looking forward, AC is already short-listed as one of 25 semifinalists for the 2023 Aspen Prize, the nation's biennial signature recognition of community college excellence.

AC began to take a foothold on the national landscape in 2015 when it adopted an innovative *Culture of Caring* that prioritizes student success and connects first-generation and/or academically underprepared students with social services structured to help them overcome barriers to success.

In the ensuing years, the College opened a counseling center, a legal aid clinic, a career and employment center, and a childcare center. AC also launched an Advocacy and Resource Center, which houses a food pantry and connects students with social services provided by more than 60 local nonprofits.

The College's game-changing initiatives led national community college reform leader Achieving the Dream to name AC a co-recipient of its 2019 Leah Meyer Austin Award, a significant national accolade contingent upon measurable improvements in student outcomes.

Additionally, in 2018, AC was named a "Great College to Work For" in *The Chronicle of Higher Education*'s eleventh annual survey on the academic workplace.

AC, which enjoys unflagging community support, received a major boost in May of 2019 with passage of an $89 million bond issue. Among the many projects this enables the College to undertake are creation of an Innovation Outpost, establishment of a First Responders Academy, and centralization of Student Services.

With a proven blend of quality and affordability that makes Texas community colleges so appealing – approximately half of the students enrolled in higher education in Texas attend a community college – AC provides students with a solid academic foundation, whether they are looking to immediately enter the workforce or proceed to a university.

1.2 Mission, Values, Vision

Effective: March 2023

Board Policy Manual Reference: AD

Mission

Transforming our community and economy through learning, innovation, and achievement.

Values

Create a No Excuses philosophy through actions which display the following values:

- Caring through WOW:
  - Every student and colleague will say "WOW, you were so helpful, supportive, and open" after an interaction with us.
- Caring through FUN:
  - We will find ways to have fun with each other and celebrate each other.
  - We will find ways to make our work fun and effective.
- Caring through INNOVATION:
  - We will see ourselves as "roadblock removers" – for students and for each other.
- Caring through FAMILY:
  - We will find ways to show we care about our students and each other.
  - We will readily and effectively share information with each other.
  - We will approach our interactions with each other with trust and openness.
  - We will put the needs of others before our own.
- Caring through YES:
  - We will think "yes" first and find solutions rather than finding "no."
  - We will be passionate about our jobs and helping each other.

Vision

We will ensure an 80% completion rate by 2025.

More information about AC's Mission, Values, Strategic Plan, and Culture of Caring is available on the Amarillo College President's Page.

1.3 Instructional Sites

Effective: March 2023

Amarillo College's official campus is located in Amarillo, Texas at 2201 S. Washington Street.

Additional off-campus instructional sites include but are not limited to:
Moore County Campus
Moore County Technical Center
Hereford Campus
East Campus
West Campus
North Campus/Community Link
Downtown/Innovation Outpost Campus
TDCJ correctional facilities

Campus maps are available online here.

1.4 Board of Regents

Effective: March 2023

Board Policy Manual Reference: BA, BB

Consistent with Texas law and Southern Association of Colleges and Schools Commission on College standards, the board of regents has the power to govern and oversee the management of the College. The board is the policy-making body for the College and has overall responsibility for the curriculum, taxes, annual budget, facilities, and appointment of the president or other chief executive, deans, faculty, and other employees. The board has complete and final control over college matters within limits established by state and federal laws and regulations, and its own standard operating procedures.

The board of regents is elected by the citizens of the College district to represent the community's commitment to a strong educational program for students. Board members are elected at large and serve six-year terms. Board members serve without compensation, must be qualified voters, and must reside in the College district.

Current board members include

Ms. Anette Carlisle – Chair (term expires 2027)

Mr. Jay Barrett – Vice Chair (term expires 2029)

Ms. Michele Fortunato (term expires 2029)

Mrs. Irene Hughes (term expires 2029)

Mr. Johnny Mize (term expires 2025)

Dr. Paul Proffer (term expires 2025)

Dr. David C. Woodburn (term expires 2025)

Mr. John Betancourt (term expires 2027)

Ms. Peggy Thomas (term expires 2027)

Non-Voting Representatives to the Board

Ms. Sara Pesina—Hereford Hinkson Memorial Campus (term expires 2025)

Ms. Kathie Fuston—Moore County Campus (term expires 2025)

1.5 Board Meetings

Effective: March 2023

Board Policy Manual Reference: BD

The Board usually meets the 4th Tuesday of the month at 6:45 p.m. Special and emergency meetings may be called when necessary. A written notice of regular and special meetings will be posted on the College website and posted at the central administrative office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held or addition to the board agenda made with a one-hour notice.

The board meeting schedule, agendas, notices, and minutes are posted on the College website.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

1.6 Administration—President's Cabinet

Effective: March 2023

Board Policy Manual Reference: BF

The President's Cabinet is the executive team and the central coordinating committee for all college operations.

Current Cabinet Members:

Name	Title	AC Hire Date
Dr. Jamelle Conner	President	2025
Robert Austin	Vice President of Student Affairs	2003
Kevin Ball	Vice President of Communications & Marketing	2016
Denese Skinner	Vice President of Strategic Initiatives	2017
Dr. Frank Sobey	Vice President of Academic Affairs	2005
Dr. Mychal Coleman	Vice President of Human Resources	2025
Joe Bill Sherrod	Vice President of Institutional Advancement, Executive Director of the AC Foundation	2020
Mark White	Executive Vice President and General Counsel	2016

1.7 College Calendar

Effective: March 2023

The Master Calendar for the College can be found here.

1.8 Helpful Contacts

Effective: March 2023

From time to time, employees have general questions about employment at AC. If those questions or concerns cannot be answered by supervisors or at the department level, the employee is encouraged to view the New Employee Toolkit, which is full of helpful information for all employees regardless of length of time at AC.

1.9 Tobacco-Free Organization

Effective: March 2023

Objective

Amarillo College is a tobacco-free organization for the health and wellness of employees and students of the College. The tobacco-free policy applies to all employees, faculty, students, guests and visitors to any campus of Amarillo College. The East Campus Housing rental properties are exempt from this policy.

The use of **all** tobacco and vapor products including but not limited to cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, hookahs and vaping devices are prohibited ***inside*** any Amarillo College building.

The use of any **smoking** tobacco products including but not limited to cigarettes, cigars, pipes, electronic cigarettes, hookahs and vapor devices is prohibited ***inside and outside*** on ALL Amarillo College property, inside buildings and facilities on all campuses and locations, including parking areas, parking lots, green spaces, sidewalks, and walkways near the perimeter of property owned or operated by Amarillo College.

The use of **all** tobacco products is prohibited in all vehicles owned or leased by the College District.

The use of **all** tobacco products is prohibited for all employees while operating any machinery or equipment.

These restrictions apply at all times, including after normal duty hours, on weekends and on holidays.

Enforcement

All employees and students of Amarillo College are expected to cooperate in the enforcement of this policy in an atmosphere of mutual respect and consideration, reminding students, faculty, staff, volunteers, vendors, and visitors of the prohibition of smoking and tobacco use at Amarillo College, as necessary. Violations by employees may be reported to the individual's supervisor and, if needed, steps may be taken consistent with other policies. Violations by students may be reported to the Office of the Vice President for Enrollment Management for potential action in accordance with Student Conduct and Responsibilities guidelines.

Appropriate signage shall be placed throughout the campuses of Amarillo College indicating the College's prohibition of smoking and tobacco use. Such signage or the lack thereof shall not limit or otherwise impact the ability of Amarillo College to enforce this policy.

2.1 Equal Employment Opportunity

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: DAA, DIAA, DIAB

General Information

In its efforts to promote nondiscrimination and as required by law, Amarillo College does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the college does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX and 34 C.F.R. part 106, the college does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the college's Title IX coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The college designates and authorizes the following employee as the Title IX coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Tammy Coats, Director of Human Resources, Washington Street Campus, Student Services Center, Suite 262, 806-371-5042, tlcoats@actx.edu.

Disability Accommodations for Employees

The college designates and authorizes the following employee as the ADA/Section 504 coordinator to address concerns regarding employment discrimination on the basis of a disability: Tammy Coats, Director of Human Resources, Washington Street Campus, Student Services Center, Suite 262, 806-371-5042, tlcoats@actx.edu.

Employees seeking an accommodation should contact Human Resources to discuss the request. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Amarillo College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Amarillo College. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the college's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace may be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the college's ADA/ADAAA policy and procedure.

The Human Resources department is responsible for implementing this policy and procedure, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Disability Accommodations for Students

Students seeking an accommodation should contact AC's Disability Services department to discuss the request.

Complaints

Employees with complaints regarding discrimination based on sex, disability, or on other protected characteristics should refer to Board Policy DGBA for proper complaint procedures.

2.2 Expectations of Employees

Effective: March 2023

Policy

All employees of Amarillo College are expected to embrace and exemplify the AC Values in support of the College's student-centered Mission, the AC Vision, AC Values and the AC Culture of Caring.

AC Mission

Transforming our community and economy through learning, innovation, and achievement.

AC Vision

We will ensure an 80% Completion Rate by 2025.

Core Purpose

At Amarillo College, we help each student to succeed.

AC Values

Create a No Excuses philosophy through actions which display the following values:

- Caring through **WOW**:
  - Every student and colleague will say "WOW, you were so helpful, supportive, and open" after an interaction with us.
- Caring through **FUN**:
  - We will find ways to have fun with each other and celebrate each other. We will find ways to make our work fun and effective.
- Caring through **INNOVATION**:
  - We will see ourselves as "roadblock removers" for students and for each other. We will always look for ways to help others and improve our processes.
- Caring through **FAMILY**:
  - We will find ways to show we care about our students and about each other. We will readily and effectively share information with each other. We will approach our interactions with each other with trust and openness. We will put the needs of others before our own.
- Caring through **YES**:
  - We will think "yes" first and find solutions rather than finding "no." We will be passionate about our jobs and helping each other.

Essential Functions of All Jobs

A. **Employees will be others-focused, providing exceptional service to all customers, students and colleagues, whether external or internal.**
   1. Each employee will treat others with dignity and respect at all times.
   2. Each employee will exhibit teamwork.
   3. Each employee will delight his/her students and customers by doing more than what they expect more quickly than they expect.
   4. Each employee will do the right thing at the right time in the right place.
   5. Each employee will perform his/her work competently, efficiently and with concern for the student's or customer's well-being and dignity.
   6. Each employee will address and report inappropriate behavior and comments that are discriminatory, harassing, abusive or unwelcome.
   7. Each employee will foster teamwork and employee participation, encouraging the representation of different employee perspectives.
   8. Each employee will seek out insights from employees with different experiences, perspectives and backgrounds.

B. **Employees will take personal responsibility for their actions.**
   1. Employees will promptly report all job-related injuries and any safety hazard or violation of safety rules.
   2. Employees will comply with the college's personal appearance policy.
   3. Employees will bring no unauthorized weapons onto the premises.
   4. Employees will park only where authorized to do so.
   5. Employees will be good stewards of time, equipment, materials and supplies of the College.
   6. Employees will maintain the confidentiality of student, college and employee information.
   7. Employees will not report to work under the influence of an illegal substance or alcohol.
   8. Employees will conduct personal business, including phone calls, political activities, sales of merchandise and appointments at times other than working hours and away from the College premises.
   9. Employees will avoid slang or idioms that might not translate across cultures.
   10. Employees will confront the decisions or behaviors of others that are based on conscious or unconscious biases.
   11. Employees will be open-minded and listen when given constructive feedback regarding others' perception of the employee's conduct.

C. **Employees will follow the mobile device guidelines.**
   1. Employees are expected to be aware of and ready to greet students, guests and colleagues in public spaces. Mobile devices should not be used or viewed while walking.
   2. Mobile device usage is strongly discouraged in public areas of the College's campuses, such as hallways, waiting areas, lobbies, stairs, elevators, sidewalks and green spaces.
   3. During meetings and classes, employees should refrain from using their mobile devices for purposes not directly related to the meeting or class.
   4. Mobile device alerts should be set to silent or vibrate.
   5. Employees should practice self-management: Limit personal usage of mobile devices, utilize the College's time wisely.

D. **Employees will be responsible for compliance with the college's social media policies and procedures, and with the information technology acceptable use policy.**

2.3 Staff Recruitment and Selection

Effective: March 2023

Revised: February 2024

Board Policy Manual Reference: DC

Posting Guidelines for Staff Positions

Except as noted below, the following guidelines shall apply:

1. When a position is vacated or an additional position is requested, the hiring manager will obtain cabinet member approval and will submit a position request form to HR for posting.
2. When a staff position is vacated or an additional position is requested within the **Academic Affairs** division, the hiring manager will submit a VPAA position request form which will be approved by VPAA prior to Human Resources creating a job posting.
3. The hiring manager is responsible for approving the job advertisement presented by the recruitment team. Job openings are posted on the college website and may be listed on other career and job boards online as well.
4. During the recruitment process, Human Resources will initially receive and screen all applications.
5. All regular budgeted positions must be posted for a minimum of five (5) business days.
6. To provide current college employees promotional opportunities, only internal candidates may be considered by the hiring manager during the first five (5) business days.
7. When an adequate pool of applicants has been obtained, Human Resources may place the position posting on hold until the hiring manager reviews all qualified applicants in their hiring portal queue.
8. Hiring managers are expected to interview candidates in a timely manner once a job is posted and Human Resources presents candidates.

Exceptions to posting guidelines:

1. A non-faculty position filled on an interim basis (see *Interim Positions* below).
2. A reorganization or reassignment as approved by the college President (Policy DJ).
3. Presidential appointment of an individual to a critical or key role within the college (see *Presidential Assignment* below).
4. The President and Cabinet positions may be filled through the utilization of an executive search firm, as approved by the Board of Regents for the President's position, and as approved by the college President for Cabinet positions.

Interviewing and Selection

1. Hiring managers are expected to conduct thorough and fair interviewing of qualified candidates.
2. Panel and peer interviewing are recommended.
3. Hiring managers and those involved in peer and panel interviews should utilize interview guides and candidate evaluation tools available from Human Resources.
4. Candidate evaluations must be completed for all candidates interviewed and submitted to Human Resources prior to requesting HR to extend an employment offer.
5. Newly hired employees may not start work until all pre-employment requirements have been met and the employee is cleared to work by Human Resources.

Note regarding internal applicants: When a current employee applies for an open college position, the hiring manager AND the employee's current manager are responsible for seeking and sharing honest feedback about the employee's strengths, weaknesses and challenges in their current position as well as potential for success or challenges in the new position being sought. Hiring managers are NOT obligated to interview internal applicants. If a hiring manager chooses to interview an internal applicant but subsequently chooses not to hire that applicant, the hiring manager is required to contact the applicant directly, inform the applicant of the decision, and provide constructive feedback as appropriate to the applicant on why they were not selected.

Presidential Assignment

All employees are subject to assignment and reassignment by the college President at any time. The college President has the authority to select an individual for a critical or key role that furthers the strategic goals of the organization, without following the normal job posting guidelines.

New Hire Salary Placement

Human Resources will recommend salary placement for all new staff and faculty hires, both internal and external, in accordance with board policy DEA and the college's compensation structure. Staff and faculty salary scales are posted on the Human Resources website.

Interim Positions

1. For key administrator and non-faculty positions, the college President or designee may select an individual to serve in an interim role when a position is vacant.
2. Compensation shall be handled in accordance with the compensation structure.
3. Any person who is selected for and accepts an interim assignment for the position of college President shall not be eligible for consideration for the permanent position. This provision applies to interim assignments including but not limited to the titles of "Interim" and "Acting."
4. Full-time positions may not be filled on an interim basis for more than twenty-four (24) months. At the end of twenty-four (24) months, the college President shall budget for a regular position or redistribute the duties and eliminate the position.

Re-employment

Any former employee rehired by the college shall:

1. Be treated as a new employee.
2. Forfeit accumulated sick leave, credit for service during the time out of the college's employment, and salary increases that could have been earned during continuous employment.

Individuals who were discharged for cause may not be reemployed or reinstated except upon request by the appropriate cabinet member and with approval of the college President.

Vacation Accrual for Faculty Transferring to Administrator or Classified Status

Faculty members who transfer to a full-time administrator or classified position will begin accruing vacation leave at the zero-year's level. See procedure ***5.1 Vacation Leave***.

Faculty Recruitment and Hiring

See procedure ***9.1 Faculty Recruitment and Selection***.

2.4 New Hire Orientation

Effective: March 2023

Policy

The following procedures outline the steps involved in the orientation process for employees hired at Amarillo College including institutionally funded and auxiliary/grant-funded positions. All full-time, part-time and adjunct staff and faculty are required to attend orientation.

Pre-Hire Paperwork

Upon acceptance of a new position, external candidates will be expected to communicate with the Human Resources department to schedule a time to complete in-person I-9 acceptable documentation. Employees will also need to complete all new hire paperwork electronically when prompted. Internal candidates who accept a position moving them from non-benefits-eligible to benefits-eligible must also complete full-time employee paperwork as well as attend orientation.

New Employee Orientation

All new external hires and newly benefits-eligible employees must attend a New Employee Orientation (NEO) as assigned by Human Resources. Ideally the NEO should coincide with the employee's hire date/first week. NEO will be completed virtually and a link to join the session will be emailed to the new employee on the day before the online session. If the new employee is unable to attend the NEO, they will be assigned to the next available NEO. New employees who do not attend NEO within the first thirty (30) days of employment at Amarillo College may be subject to termination of employment. New employees shall be paid for time spent in the New Employee Orientation.

Department Orientation

Department leaders are responsible to provide new employees, both internal and external hires, a thorough orientation to the specific roles and responsibilities of the department and the new employee's position. The length of department orientations may vary, depending on the complexity of the department's operations and the specific role. Within a department or division, leaders shall ensure that all new employees in similar positions are afforded a similar orientation. Items for department orientation may include:

- A tour of the department/campus
- Specific information on department procedures, such as office hours, communication expectations, call-in procedures, vacation request procedures, meal breaks, supplies requests, parking locations
- Introductions to other team members as well as key contacts the new employee will need
- A timeline for training, and expected outcomes
- Review of the new employee's job description and expectations for training and learning of essential functions of the position

Faculty Orientation (Refer to Chapter 9 Faculty-Related Procedures)

The Academic Affairs division conducts "Teaching for Transformation," an intensive orientation for all new full-time faculty members. Both external and internal new hires to full-time faculty status are expected to attend "Teaching for Transformation" at the first opportunity upon hire.

New Employee Onboarding

Once an employee is cleared for employment, the human resources recruiting representative will contact the department leader and confirm the start date and orientation date. The department leader should send a congratulatory announcement email to the department, copying the new employee, using the new employee's email address as listed in the recruitment management system.

As applicable, the department leader should ensure that the new employee's computer access and work station are set up, clean and ready for the employee on their first day.

New employees should be welcomed and invited to lunch or coffee (if feasible) on their first day in their new job.

The new employee's supervisor should make time to check in with the new employee at various increments during the first few months. These check-in sessions can be times for mutual feedback between the employee and the supervisor.

Human Resources/Organizational Development may send surveys to new employees around their ninety-day mark, to assess their experience as a new employee of Amarillo College.

2.5 Employment After Retirement

Effective: March 2023

Board Policy Manual Reference: DC

An individual receiving retirement benefits from the Teacher Retirement System (TRS) may be employed by the College if the board determines that the employment is in the best interests of the College and the retiree qualifies for an Employment After Retirement (EAR) exception as stated in TRS guidelines. An individual who retired under the Texas Optional Retirement Program (ORP) also may be rehired and is not subject to a waiting period. Failure to follow TRS rules may result in a reduction or loss of annuity. Job applicants should disclose their retiree status to Human Resources during the application process.

Please refer to the Human Resources department for specific information.

2.6 Certification and Recertification of Employment Authorization

Effective: March 2023

Board Policy Manual Reference: DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Current employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

2.7 Searches and Alcohol and Drug Testing

Effective: March 2023

Board Policy Manual Reference: CR, DHA

General Information

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, work area, or college-owned technology resources to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the College reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if there is reasonable suspicion that an employee is under the influence of alcohol or drugs in violation of college district policy. The College may search the employee, the employee's personal items, and work areas including college-owned technology resources, lockers, and private vehicles parked on college premises or work sites, or used in college business. Disciplinary action may result if an employee refuses to submit to testing or is found to have violated college policy.

Employees Required to Have a Commercial Driver's License

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Faculty, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing may be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists and at random. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty. Testing may be conducted following accidents.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the relevant policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employee with questions or concerns relating to alcohol and drug policies and related educational material should contact AC Employee Health.

2.8 Criminal History Background Checks

Effective: March 2023

Conditional Job Offers

An external candidate who is moved forward to the offer phase of selection shall electronically authorize the College to conduct a criminal history background check as part of the employment clearance process. Job offers are contingent on satisfactory criminal background check results.

Definitions Relating to Criminal History Background Checks

"Conviction" means a finding of guilt or acceptance by the court of a plea of guilty or no contest (nolo contendere).

"Security-Sensitive Positions" are positions that are described in Texas Education Code 51.215 as positions in which the employee handles money, has access to a computer terminal, has access to personal information or identifying information of another person, has access to financial information of another person, has access to a master key, or works in a security-sensitive position designated by the College.

Criminal History Background Checks

Under authority of Subchapter E of Chapter 51 of the Texas Education Code, chapter 411 of the Texas Government Code and the Fair Credit Reporting Act, [15 U.S.C 1681b(a)(3)(B) et seq.], Amarillo College is entitled to obtain a criminal history background check of applicants for employment, including employees under consideration for internal transfer or promotion, volunteers, and independent contractors and their employees that do business with the College District if the employment or relationship with the College District involves a security-sensitive position as defined by Texas Education Code 51.215 and Texas Government Code Sec. 411.094. A criminal background check will be completed on every candidate recommended for hire because all employees have access to a computer terminal. Job offers are contingent on satisfactory criminal background check results.

The criminal background check may be repeated if an employee is recommended for transfer or promotion to the position of police officer, child care worker or, a position that routinely requires handling cash or conducting or receiving financial transactions unless the employee has already been screened by the College in the past six (6) months. If a position requires an updated criminal background check at the time of recommendation for promotion or transfer, the requirement will be included in the job description and the job posting. A criminal background check may be conducted on other current employees as permitted by law.

The Chief of the Amarillo College Police Department shall be responsible for checking records for College Police Department positions in compliance with Texas Education Code 51.215 after consultation with Human Resources, and Human Resources shall be responsible for checking records for other positions in compliance with Texas Education Code 51.215.

The College shall not employ a person, contract with an independent contractor/contractor's employee, or enlist a volunteer who has been convicted (to include probated sentences and deferred adjudication) of a felony or misdemeanor involving any type of sexual contact with a child or abuse of a child that includes, but is not limited to, indecency with a child, injury to a child, or endangerment of a child.

The College reserves the right to refuse to employ a person, contract with an independent contractor/ contractor's employee, or enlist a volunteer who has been convicted (to include probated sentences and deferred adjudication) of a felony, or of a misdemeanor involving (1) theft, burglary, or robbery as defined in the Texas Penal Code, (2) the use or possession of an unlawful weapon or firearm, or (3) any other serious offense as determined by the College District.

Potential independent contractors/contractors' employees shall disclose such convictions to the College before entering into a relationship with the College. Failure to disclose this information shall be grounds for denial or termination of the relationship.

Notice to Applicants

For all posted positions, Human Resources shall ensure that all advertisements include the following language, or similar language: "Applicants selected for employment will be required to undergo a pre-employment criminal history background check and possibly a pre-employment drug test."

Application Requirements

A candidate's refusal to consent to a criminal history background check will result in the College withdrawing the job offer.

Confidentiality

All information collected under these procedures shall be used for the exclusive purpose of evaluating the individual for employment or other relationship with the College. The information shall remain confidential and shall not be released or otherwise disclosed, except to persons involved in gathering and reviewing the information and except as required by law.

Adverse Actions Based on Criminal History Background Check Results

In the event that the College makes an adverse employment decision (i.e. withdraws an offer of employment) based on the results of the criminal history background check results, the candidate will be notified by the provider of the background check services of their rights to appeal the accuracy of the background check results. A candidate's decision to exercise this appeal right does not limit the college's right to make the job offer to other qualified candidates.

2.9 At-Will Employment

Effective: March 2023

Board Policy Manual Reference: DCA, DCC

Policy

All employees of the College with the exception of the President are employed at will. Employment is not for any specified term and may be terminated at any time by the employee or the College.

Full-Time Faculty Appointments

See ***9.3 Classifications of Faculty*** for information on continuing faculty appointments.

2.10 Classifications of Staff, Status of Employment

Approved: 11-29-2022

Staff Classifications

1. Classified: Classified positions may be full-time or part-time, and either exempt or non-exempt as established by the Fair Labor Standards Act. Supplemental instructors and professional tutors are considered classified employees.
2. Administrator: Administrative positions are full-time positions with significant professional, supervisory, managerial, decision-making or executive responsibilities and authority. Administrative positions are exempt from overtime rules and are in most cases eligible to select the Optional Retirement Plan (ORP) in lieu of TRS.
3. Student Worker: Student Worker positions are temporary part-time, non-exempt positions that are paid by either Federal Work Study funding or Institutional funding. Student Workers must be current, actively enrolled students that meet Financial Aid satisfactory academic progress. Student Worker positions are not benefit eligible. Please refer to Career and Employment Services for additional Student Worker requirements.

Employment Statuses

Full-Time

Full-time staff are defined as:

a. Regularly working 40 hours per week

b. Working twelve months out of the year

c. Eligible for all college benefits

Part-Time

Part-time employees are defined as:

a. Hired into non-TRS eligible part-time positions

b. Regularly working 19 or fewer hours per week for ALL Amarillo College part-time positions combined

c. Required to be enrolled in the Amarillo College Benefit Plan 457 for Part-Time Employees

d. Eligible for benefits only as required by law

Seasonal

Seasonal employees are defined as:

a. Part-time employees hired for a specific, defined period of time, usually a peak work flow time such as student registration, graduation, or summer youth camp season

b. Not eligible for benefits

Special Part-Time

Special Part-time employees are defined as:

a. Part-time employees hired up to 29 hours per week

b. Eligible for TRS, but no other full-time benefits

Exempt/Non-Exempt Status

Exempt employees are those whose positions meet specific tests established by the Fair Labor Standards Act and are not paid overtime when they work in excess of forty (40) hours in a work week. Exempt employees must complete deliverables and meet the job expectations.

Non-exempt employees are those whose positions do not meet Fair Labor Standards Act exemption tests, are paid hourly and are paid or otherwise compensated at time-and-one-half for hours worked in excess of forty (40) hours in a work week. Non-exempt employees may not volunteer to work for Amarillo College in a non-paid status and will be paid for all hours worked per week.

Overtime Pay

See ***3.2 Work Schedules, Timekeeping and Paychecks*** for more information.

Supervisor Responsibility

Supervisors are responsible for monitoring their employees' work hours and for correcting behaviors which are in violation of college policy and procedure. Supervisors who allow part-time employees to repeatedly work beyond 19 hours per week shall be subject to corrective action.

Supervisors should contact Human Resources for compensation and position classification guidelines.

2.11 Personnel Files and Credentials

Effective: March 2023

General Information

Human Resources maintains a record of each employee's employment history with the College. The personnel file housed in the HR department is considered the only official personnel file. Supervisors should forward all employment-related documents to HR to be included in the HR personnel file and should refrain from maintaining any documentation that is not also included in the HR file.

Information related to an employee's health, FMLA, medical leave, or worker's compensation claim is housed separately and confidentially from the main personnel file.

Employee's Right to Access Personnel Records

An employee has the right to review their personnel record, in the presence of a Human Resources staff member. Upon providing written consent from the employee, a third party may review the employee's personnel record. Individuals in the employee's upward chain of command may review the employee's personnel record without consent of the employee. Copies of the personnel file contents requested by the employee will be made at the employee's expense.

Personnel Records are Property of the College

The permanent personnel record of each employee's work history is the property of the College and will be maintained by the Human Resources department. The record will contain the employment application, references, leave records, notices of disciplinary action, benefits information and other employment related data.

Faculty Credentials

For each of its education programs, Amarillo College justifies and documents the qualifications of its faculty members, in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC Standard 6.2.a. Prior to clearance for employment, the following information must be included in each full-time and adjunct faculty member's personnel file:

1. A complete official transcript of credit for which a degree was awarded and/or pay was determined
2. A signed copy of the appointment letter
3. The completed application form or verification of an electronic version of the completed application form

Amarillo College utilizes its Faculty Credential Manual to evaluate whether faculty are qualified to teach in specific discipline areas. https://www.actx.edu/ie/faculty-credentials

Newly appointed faculty members are required to create a profile in the Faculty Credentials Database and to upload and maintain a current CV within that profile throughout their employment with Amarillo College. The Human Resources department shall upload the faculty member's transcripts to the database upon hire, and the faculty member shall submit subsequent transcripts reflecting any continuing educational advancements to HR for inclusion in the Faculty Credential Database throughout the faculty member's employment with Amarillo College.

Staff Credentials

Newly hired staff members will be required to provide official transcripts for the highest degree required for the position for which they are being considered.

Staff members who complete additional degrees while employed by Amarillo College should forward copies of the updated transcripts to Human Resources.

Notifying the College of Changes in Personal Information

Each employee is expected to keep the Human Resources department and appropriate supervisors informed of any changes in the information originally recorded, especially regarding name, address, phone number, marital status, dependents, banking information, beneficiary, and education level.

2.12 Employee Licensure, Registration, and Certification Requirements

Effective: March 2023

General Information

Amarillo College will maintain a workforce that is fully licensed, certified and registered in accordance with all State, Federal and accreditation requirements. Faculty and Staff are responsible to continuously maintain all credentialing required by law for the position held and any additional credentialing that may be required by the College District for the position. Department heads are responsible for ensuring proper continuous credentialing of all employees in their chain-of-command. Employees will not be allowed to perform work they are not properly credentialed to perform.

Employee Responsibilities

- Every candidate for hire or transfer will review the credential requirements for the position set forth in the job description and present the required credential(s) to the Human Resources Department before beginning work in a new position.
- Every credentialed employee will carry the required credential(s) or post it in their department while on duty.
- Every credentialed employee will present evidence of required credential renewal to his or her department head on or before the credential expiration date.
- Every credentialed employee will maintain the credential(s) required to perform assigned functions and will not work if a required credential has expired or been revoked.
- Credentialed employees will notify their department head immediately if a required credential expires or is revoked or suspended. This includes the disqualification of a non-Texas- based multi-state license for continued professional activity within the State of Texas due to the acquisition of permanent Texas resident status.

Administration

Department heads, in collaboration with Human Resources, will establish job description credential requirements and operating procedures to ensure continuous compliance with current state and federal regulations. Credential requirements will be specified in job postings.

For new hires, Human Resources will conduct primary source verification of credentials required for a position. For ongoing credential renewals, department heads will submit evidence of renewed credentials to the Human Resources Department on or before the credential expiration date.

Department heads are responsible for the proper and continuous licensure of employees and will prohibit employees from working without evidence of valid credentials.

Human Resource Department

The Human Resources Department will clear candidates for hire or transfer only after all required credentials have been verified by the visual inspection of original documentation or confirmation with the credentialing body.

The Human Resources Department will update employee credential information as documentation is received from department heads.

Printed policies and procedures are considered uncontrolled and for reference only.

Verification of Credentials

Credentials will be verified by visual inspection of the original credential or by contacting the licensing body. Verification by use of the credentialing body's online credential verification process is permitted.

Only original, unaltered credentials will be accepted as evidence of current credentialing.

The name on the credential must match the name contained in the Amarillo College official employee database maintained by the Human Resources Department.

Unless prohibited by state, federal or credentialing body, licenses, certifications, and registrations may be photocopied but the copy must be clearly marked "copy" in bold letters across the full face of the photocopy.

Enforcement

Employees who fail to provide evidence of renewal of a required credential on or before its expiration date, or whose credentials become suspended, will not be allowed to work and must be suspended immediately from work without pay.

Evidence of suspension from work must be supplied to the Human Resources Department on the first day of such suspension. If evidence of renewal of a suspended credential is not supplied within twenty-one (21) calendar days of the first day of suspension from work, the employee's employment will be terminated. An employee's failure to immediately report a loss or suspension of a required credential or a department head's failure to immediately suspend from work an employee who has lost or had suspended a required credential, is cause for corrective action or termination.

2.13 Personal Appearance, Hygiene

Effective: March 2023

General Information

Amarillo College employees are free to express their unique style and personality through their personal appearance. The College strives to maintain a workplace environment that functions well and is free from unnecessary distractions. Employees are expected to dress and groom in a manner appropriate to their working environment and to the type of work performed, and which avoids distraction from the work and learning environment.

Guidelines

Employees should take care in personal hygiene and cleanliness, being considerate of others' sensitivities to strong fragrances, perfumes, cigarette smoke, or other odors.

Clothing should be neat, clean, in good repair and appropriate for the employee's work assignment. Employees in certain positions must adhere to special dress standards or uniforms that have been established in their department for safety or other regulations.

The following types of attire are generally not appropriate for the workplace: leggings; exercise wear; extremely frayed, torn or ripped jeans; short shorts; clothing displaying profane or violent images or words; clothing displaying racial slurs; beachwear or swimwear; strapless tops; crop tops or clothing showing midriffs or plunging necklines.

Supervisor Responsibility

Supervisors are responsible for applying this policy reasonably and without discrimination based on a person's race, color, national origin, religion, sex, sexual orientation, gender identity or expression, or any other status protected by law.

Supervisors are responsible for having compassionate but candid conversations with employees whose personal hygiene issues are causing distraction in the workplace and are in violation of this policy.

Compliance

Repeated violations of commonly accepted standards of cleanliness or dress may be cause for corrective action.

2.14 Employment of Close Relatives, Nepotism

Effective: March 2023

General Information

Amarillo College will not employ an individual who is related to a member of the **Board of Regents, a President's Cabinet member**, or a **Human Resources Department employee** by blood (consanguinity within the first, second or third degree, or by marriage (affinity) within the first or second degree, as defined by the state nepotism laws, Chapter 573, Texas Government Code, or who is living in the same household as the Board member, Cabinet member, or Human Resources employee.

An Amarillo College employee may not directly or indirectly supervise any employee to whom they are related within the first, second or third degree of consanguinity or within the first or second degree of affinity as defined by the state nepotism statutes, or who is living in the same household.

A relative may not exercise any control over the selection of an employee for a position, nor can the relative initiate or participate in decisions involving a direct benefit to the person within the first, second or third degree of consanguinity kinship, or within the first or second degree of affinity kinship.

An applicant, whether internal or external, will not be hired by Amarillo College in any full-time, part-time, or temporary position or as an independent contractor when the applicant would directly or indirectly be supervised by, or be supervisory to, a current Amarillo College employee who is related to the applicant within the first, second or third degree of consanguinity or within the first or second degree of affinity as defined by the state nepotism statutes, or who is living in the same household as the applicant.

Supervision

For purposes of this policy, "direct or indirect" supervision exists between two employees when one employee participates in, directly or indirectly, decisions that may have a direct impact on (e.g., initial employment or appointment, employee evaluation, retention, promotion, salary, course of work assignments, research funds, leave of absences, approval of personnel actions, etc.) or has authority over the terms or conditions of employment of the other.

Transfer of Employee

When two employees become related as defined in this procedure while working in a supervisory/subordinate role, within three months one of the parties shall be transferred to another position for which the employee is qualified if such position is available within Amarillo College. The determination of which employee will be transferred shall be made by the appropriate President's Cabinet member in consultation with the Vice President of Human Resources or designee and the individuals involved. In the event such a position is not available, one of the individuals shall be deemed to have resigned their employment effective as of the date of the beginning of the relationship. The decision shall be based on the business needs of Amarillo College and will be made by the appropriate President's Cabinet member in consultation with the Vice President of Human Resources or designee and the individuals involved. Amarillo College may choose to allow employees or faculty members under an academic year assignment agreement to complete the term of appointment.

Failure to Report

Employees must disclose to their supervisors within three business days if they become related, as defined in this policy, to an employee whom they directly or indirectly supervise, or who directly or indirectly supervises them.

Definitions

1. First degree consanguinity: Parent, child
2. Second degree consanguinity: Grandparent, grandchild, brother, sister
3. Third degree consanguinity: Great-grandparent, great-grandchild, aunt, uncle, niece, nephew
4. First degree affinity: Spouse, spouse's parent, spouse's child
5. Second degree affinity: Spouse's grandparent, spouse's grandchild, spouse's sister, spouse's brother

Step Relations

Step relations will be considered the same as relatives described above.

Half-blood Relatives

Half-blood relatives fall within the same degree as those of the full blood.

Exceptions

Employees working at the College in violation of the nepotism guidelines of this policy as of its adoption date shall be grandfathered in. Any other exceptions to this policy may be approved only by the College president.

2.15 Employees Dating

Effective: March 2023

General Information

Amarillo College strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

Policy

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on college premises, whether during working hours or not.
4. Employees who allow personal relationships with coworkers to adversely affect the work environment will be subject to Amarillo College's corrective action policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive or other college official in a sensitive or influential position with Amarillo College must disclose the existence of a romantic or sexual relationship with another coworker. Disclosure may be made to the individual's immediate supervisor or the Vice President of Human Resources. Amarillo College will review the circumstances to determine whether any conflict of interest exists.
7. When a conflict of interest or potential risk is identified due to a college official's relationship with a coworker, Amarillo College will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or act for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one

or both parties to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

8. Failure to cooperate with Amarillo College to resolve a conflict or problem caused by a romantic or sexual relationship between coworkers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in corrective action or termination.
9. The provisions of this procedure apply regardless of the sexual orientation of the parties involved.
10. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this procedure.

2.16 Mother-Friendly Worksite

Effective: March 2023

Revised: June 2023

General Information

The college supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees and students who express breast milk.

The college provides private locations, that are not bathrooms, are shielded from view and free from intrusion, and are equipped for the purpose of milk expression. A nearby, clean, and safe water source, a sink for washing hands and rinsing out breast pump equipment are provided.

Flexible work schedules including breaks and work patterns to provide time for expression of breast milk will be provided to the extent possible. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times. Employees should understand that they may be required to exchange regular break and meal times for breast milk expression breaks.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the college if they believe the college is out of compliance in providing breaks for a nursing mother. The employee must give the college 10 days to come into compliance before making any claim of liability against the college. An employee with concerns should contact Tammy Coats, Director of Human Resources, 806-371-5040.

Locations of breast-milk-expression rooms:

- Washington Street Campus: Student Services Center Room 277 (mothers may reserve the room by utilizing the Outlook calendar system, or by calling the Office of Student Affairs at 806-371-5431)
- East Campus: Public Service Training Center Room 107
- West Campus: Building A, Room 212
- Hereford Campus: Lactation Room/Breakroom/Workroom, back hallway of building
- Moore County Campus: Room 170C
- Moore County Technical Campus: 203C

2.17 Performance Evaluation

Effective: March 2023

Board Policy Manual Reference: DLA

General Information

Evaluation of an employee's job performance is a continuous process that focuses on improvement and professional development. Performance evaluation is based on an employee's assigned job duties and other job-related criteria including end-of-course evaluation of faculty. Reports, correspondence, and memoranda also can be used to document performance information year-round. All employees may receive a copy of their written evaluations, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Formal employee performance evaluations are to be conducted for all full-time and part-time employees annually, normally during the Fall performance evaluation season September through December. Adjunct faculty performance is normally evaluated in early spring.

Annual Evaluation Procedure

Full-time faculty:

- Full-time faculty will utilize the Amarillo College performance evaluation online platform located within AC Connect to complete their check-in questions and upload their narratives and supporting documents during the assigned time period.
- The performance of each full-time faculty will be evaluated annually based upon teaching effectiveness, professional development, and service beyond the classroom.
- All full-time faculty, regardless of department, rank, and/or tenure status are required to participate in the annual performance evaluation process.
- Once the check-in questions and narratives are completed, the supervisor will add their evaluation input to the form.
- If required, the supervisor will go over their evaluation of the faculty with the second-level supervisor, prior to meeting with the faculty.
- The supervisor will schedule a one-on-one meeting with the faculty to discuss the faculty's evaluation submissions, supervisor's assessment, review comments, and have dialogue about goals and working improvements for the upcoming year.
- Once the conversation is complete and the faculty has had a chance to make additional comments, the supervisor will submit the evaluation for final faculty sign off.
- The performance review lookback period is the prior fiscal year, September 1 - August 31. Recent performance concerns that fall outside the lookback period should not be addressed in the annual performance evaluation.
- Full-time faculty newly hired to Amarillo College after May 31 do not receive an annual evaluation until the Fall after they've completed a full year of employment.
- Open and constructive conversations are encouraged between the faculty and the evaluator; however, the ratings and overall score given by the evaluator is the official performance rating recorded for the faculty personnel file and is the score referenced in the event of merit increase opportunities that are tied to performance.

Full-time staff:

- Full-time staff will utilize the Amarillo College performance evaluation online platform located within AC Connect to complete their check-in questions during the assigned time period.
- Once the check-in questions are completed, the supervisor will add their evaluation input to the form.
- If required, the supervisor will go over their evaluation of the employee with the second-level supervisor, prior to meeting with the employee.
- The supervisor will schedule a one-on-one meeting with the employee to discuss the employee's check-in questions, supervisor's assessment, review comments, and have dialogue about goals and working improvements for the upcoming year.
- Once the conversation is complete and the employee has had a chance to make additional comments, the supervisor will submit the evaluation for final employee sign off.
- The performance review lookback period is the prior fiscal year, September 1 - August 31. Recent performance concerns that fall outside the lookback period should not be addressed in the annual performance evaluation.
- Full-time employees newly hired to Amarillo College after May 31 do not receive an annual evaluation until the Fall after they've completed a full year of employment.
- Open and constructive conversations are encouraged between the employee and the evaluator; however, the ratings and overall score given by the evaluator is the official performance rating recorded for the employee personnel file and is the score used in the event of merit increase opportunities that are tied to performance.

Part-time staff:

- Part-time staff and supplemental instructors will utilize the Amarillo College performance evaluation online platform located within AC Connect to complete their check-in questions during the assigned time period.
- Once the check-in is completed, the evaluator will add their evaluation input to the form.
- The evaluator should schedule time to go over the evaluation with the employee and will then submit the evaluation as complete.
- The performance review lookback period is the prior fiscal year, September 1 - August 31. Recent performance concerns that fall outside the lookback period should not be addressed in the annual performance evaluation.
- Part-time employees newly hired to Amarillo College after May 31 do not receive an annual evaluation until the Fall after they've completed a year of employment.
- Open and constructive conversations are encouraged between the employee and the evaluator; however, the ratings and overall score given by the evaluator is the official performance rating recorded for the employee personnel file and is the score used in the event of merit increase opportunities that are tied to performance.

Part-time/Adjunct Faculty:

- The performance of each adjunct faculty will be evaluated annually based upon student comments, student performance, and classroom performance as determined by the Department Chair, along with any additional comments by a Dean of Campus Operations (at the Hereford or Moore County campus) if applicable.
- Adjunct faculty need to be evaluated once a calendar year. If an adjunct taught in the previous spring and fall of the calendar year, the supervisor needs to submit the performance review only for one semester. Supervisors must use the DAIR Academic Affairs dashboard (https://dair.actx.edu) for course success data. Every section of the review must be completed including classroom observation.
- All completed reviews must be submitted to the Office of Institutional Effectiveness according to the timeline established by the Executive Director of Institutional Effectives and Accreditation.

Printed policies and procedures are considered uncontrolled and for reference only.

Ongoing Check-in Conversations

All employees and supervisors should engage in regular check-in conversations throughout the year, at least monthly. The check-in conversation form is available to employees and supervisors through AC Connect.

Communication and Compliance

- The Human Resources department will determine specific dates for the annual employee performance evaluation periods each year.
- Communication about timelines, deadlines, available training and instructions will be through employees' @actx.edu email and HR Digest digital newsletters.
- Employees and evaluators are expected to comply with deadlines for completion of the evaluation steps. Failure to meet deadlines may result in corrective action.

2.18 Flexible and Alternate Work Arrangements for Staff Employees

Effective: March 2023

Revised: February 2024

Amarillo College recognizes the value of flexible and alternate work options and will consider flexible work arrangements that allow staff to balance work and personal commitments while ensuring the operational and business needs of the College are met. Staff are not entitled to or guaranteed the opportunity to use a flexible or alternate work option, even if their job position is designated as eligible. All flexible or alternate work options will comply with applicable federal and state laws and all College regulations, rules, policies and practices. Supervisors maintain the final authority and responsibility to manage flexible and alternate work arrangements within their work units, in compliance with College guidelines.

Compressed Workweek

A compressed workweek involves working the equivalent of a full-time week in fewer than five (5) days. Compressed workweeks are most appropriate in situations in which staff do not have to keep pace with incoming work or walk-in customers daily, or where there are several staff members that perform the same job.

The most common compressed workweek model is four 10-hour days per week, but departments may implement other schedules as appropriate for their business unit needs.

Leave and Pay Issues Specific to Compressed Work Week (4/40):

- Employees on compressed work week schedule who are unable to work due to illness must use sick leave in accordance with College policy, for the number of hours the employee was scheduled to work (i.e. 10) on the day(s) missed.
- Employees on compressed work week schedule who wish to use vacation leave must request time off in accordance with College and departmental policy. Employees will be charged for vacation time equal to the number of hours the employee was scheduled to work (i.e 10) on the day(s) missed.
- Non-exempt employees are eligible for a maximum of eight (8) hours of holiday pay per holiday. If the holiday falls on a weekday the employee is not normally scheduled to work, the employee will earn 8 hours of holiday pay on the holiday. The employee may adjust his/her work time for the remaining days of the week to achieve forty (40) hours. If the holiday falls on an employee's normally scheduled work day, the employee earns eight (8) hours of holiday pay for the holiday. The employee may work additional hours sometime during the week or may use vacation time for the additional hours needed to achieve forty (40) hours for the week.
- Exempt employees who are not normally scheduled to work on the day on which a holiday falls should not take another day off that week unless he or she uses vacation time. If the holiday falls on the exempt employee's normal scheduled day, he or she will have the holiday off in addition to his or her normal scheduled day off. See the AC Flexible and Alternate Work Arrangements Frequently Asked Questions for more information.

Note: This procedure may not be applicable for individual employees in certain student-facing service departments, which due to the nature of the services they offer, will require variations of compressed workweeks or flexible work in order to provide services on evenings and weekends.

Printed policies and procedures are considered uncontrolled and for reference only.

HOW TO REQUEST COMPRESSED WORKWEEK:

Supervisors and department heads retain the right to determine whether compressed workweeks will be an option in their departments. Full-time employees interested in a compressed workweek should discuss the request with their supervisor and complete a Request form. The supervisor will assess the request along with the requests of other employees in the department to determine the feasibility. The manager reserves the right to end a compressed workweek arrangement in the event of the employee's performance, attendance or conduct issues, or other staffing issues which adversely affect the operations of the department.

Additionally, certain student-facing or other departments, due to the nature of the services they offer, will require employees to work variations of compressed workweeks or flexible work in order to provide services on evenings and weekends.

Flextime

A flextime work schedule allows staff to adjust their arrival and departure times, subject to manager approval and the operational/business needs of the department. There is no formal request form for flextime. These discussions and agreements are made between the manager and the employee. The manager is responsible for fairly and effectively managing permission to work in flextime arrangements among employees.

Types of flextime could include:

Start/Stop Time Flex: Allowing staff to alter, within limits set by the department head, their daily starting and ending hours without incurring tardiness or attendance instances. Examples include variable arrival times such as 7:00 a.m. through 9:00 a.m. Staff may be required to be at work during defined "core" business hours during the day and hourly employees must work their scheduled number of hours each day (i.e. 8 hours for full-time employees). Flextime must meet department operational/business needs.

Days Flex: Allowing staff to work extra on one day in order to account for a shorter day worked in the same week. This type of flextime must occur in the same workweek to comply with FLSA regulations.

Flextime may not be feasible for some departments and job positions; the college retains the right to approve or deny flextime requests.

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Hybrid/Telework

A hybrid/remote/telework arrangement allows staff to work at an alternate location one or more days per week and many employees find it enhances their productivity and work/life balance. Before embarking on a telework arrangement, the employee and supervisor should go through the job eligibility and employee eligibility exercises shown below. Many jobs are simply not conducive to telework because the job itself is location-based (i.e. groundskeeper, receptionist, store clerk). Telework is not a substitute for regular childcare or other dependent care. Teleworkers are required to maintain regular childcare, adult care or similar personal arrangements to permit concentration on work assignments during agreed upon work hours. Decreases in productivity or instances of behaviors that detract value from the College may result in the loss of teleworking status and/or may result in corrective action. Staff approved for teleworking may be required to be available to report to campus on short notice if necessary for business operations. Telework should not be used in lieu of sick leave when an employee is ill and should be taking time off work to recuperate. Employees and supervisors should utilize good judgment and common sense in determining whether to utilize sick leave or telework.

Types of telework:

a. **Regular Telework**: The employee regularly works from another location. Regular telework can be defined as having a set schedule (i.e. Tuesday through Friday remote, Monday on-site) or it can be defined as regularly working remotely but not on a set schedule (i.e. once or twice every couple of weeks). Regular teleworkers should be scheduled to work at the main worksite at least one day per workweek.
b. **Temporary Telework**: The employee works from another location for a predetermined period of time, to accommodate working on a special project or for another personal reason. Temporary telework is not expected to continue indefinitely.
c. **College-Designated Emergency Telework**: Emergency situation where the College senior leadership determines the need and scope of telework (i.e. pandemic, weather emergency).

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Job Eligibility for Telework

Department heads determine a job's suitability for flexible and alternate work arrangements by using a combination of the "Suitability Matrix," direct observations of departmental operations, feedback from the appropriate President's Cabinet member, and consultation with Human Resources. The list of flexible/alternate-suitable positions is subject to change at the College's discretion.

	Position Suitability Matrix: Score each element and calculate the average
	Scoring legend: 5=Always 4=Usually 3=Sometimes 2=Seldom 1=Never
	Successful hybrid/remote work positions tend to be positions that:
1	Have clearly defined, measurable tasks and productivity may be effectively measured with limited supervisor observation
2	Are information-intensive (analytical, evaluative, auditing, research, design, planning)
3	Have tasks that are portable and can be performed remotely or outside of normal business hours
4	Include administrative tasks (data entry, state and federal reporting, preparation of academic resources and training documents)
5	Include IT related tasks (computer programming, software development, web design and development, troubleshooting)
6	Can be accomplished without frequent access to material that cannot be electronically shared
7	Can be accomplished without continuously being available for face-to-face, location-based contact (i.e. greeting visitors, providing retail services, answering phones, maintaining physical spaces)
8	Can control when and where interactions with customers and colleagues take place (i.e. tend to be scheduled or aren't location- or walk-in based)
9	Maintain exceptional service delivery to internal and external customers whether on location or remote
10	Have minimal requirement for special equipment only available at the worksite

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Employee Eligibility for Telework

Full-time exempt and non-exempt staff (1.0 FTE) are eligible to be considered for flexible or alternate work arrangements if they are in a college job description designated as suitable for flexible work. Part-time positions may be considered on a case-by-case basis. Staff must have a satisfactory performance record, including attendance, punctuality, conduct and productivity. The College reserves the right to determine whether an employee will be granted permission for new or continuing flexible/alternate work arrangements. The supervisor reserves the right to end the arrangement in the event of the employee's performance, attendance or conduct issues, or other staffing issues which adversely affect the operations of the department.

	Employee Suitability Matrix: Score each element and calculate the average
	Scoring legend: 5=Always 4=Usually 3=Sometimes 2=Seldom 1=Never
	Successful hybrid/remote workers tend to be someone who:
1	Understands the job and can deliver outcomes based upon defined goals and performance measures
2	Understands AC's culture and is knowledgeable about policies and procedures
3	Has the training and can comfortably use technology needed to do the work
4	Has effective written and verbal communication skills and keeps manager and colleagues informed about his/her work
5	Works well in an environment with little structure and manages duties between days on campus and alternate work locations
6	Is socially self-sufficient and doesn't need constant reinforcement to conduct work effectively
7	Has earned the trust of colleagues, managers and customers
8	Is well-organized and has good time-management skills
9	Relies on electronic data tools so that physical business documents rarely need to be transported between worksite and alternate work locations
10	Maintains a suitable alternate workspace that is free of distractions and conducive to productivity; maintains reliable internet connection and meets the Information Technology Services' requirements for hardware, security, and connectivity

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HOW TO REQUEST TELEWORK

Supervisors and department heads retain the right to determine whether telework will be an option for anyone in their departments. Employees interested in telework should:

1. Discuss the request with their supervisor for initial approval. The supervisor will evaluate the request along with the requests of other employees in the department to determine feasibility.
2. Complete the Compressed Workweek/Telework Request form.
3. Complete the document, "Information Technology Requirements for Teleworking."

Note: Due to limited quantities of remote desktop licenses and other telework tools, Information Technology Services holds the final authority for approving the distribution of these tools on a case-by-case basis. ITS may remove an employee's remote technology license access after a period of inactivity by the employee.

A Note about Faculty

The work of the faculty is unique to the mission of the College and as a result work flexibility is necessary in their roles. While faculty are not directly covered in the scope of this policy and procedure, Chairs and Deans have the discretion to use the guidelines and resources to assist in supporting the academic endeavors of the faculty by setting forth appropriate expectations for faculty members. As with staff employees, supervisors of faculty members maintain the final authority and responsibility to manage work arrangements and expectations of faculty members with consistency, fairness and consideration for the best interest of the College.

Fully Remote Positions/Teleworkers Residing Outside of Texas

In very limited circumstances the College may approve fully remote working arrangements for certain hard-to-fill or specialized positions where sourcing the appropriate skill sets, knowledge or experience requires hiring employees who reside outside the immediate local area. Hiring fully remote employees from states other than Texas results in additional expense to the college in the form of payroll taxes, fees, special filings and other administrative tasks related to hiring and maintaining an out-of-state remote employee. HR and the Payroll Department monitor the environment of state taxation and fees and will maintain a list of states from which the College will not hire employees.

Posting a Remote Position

Prior to requesting a position posting, the hiring manager must discuss with their upline leadership team including the appropriate AVP or VP, whether the job posting and screening of applicants should allow for consideration of applicants who will not relocate to the region and who wish to be **fully** remote. Managers who hire or oversee an employee for whom they wish to allow fully remote work must complete a Fully Remote Work Variance form and route to their appropriate Cabinet member. The President's Cabinet must approve a fully remote work arrangement prior to an applicant receiving an employment offer.

Information Technology Requirements for Teleworking

Amarillo College does not issue technology equipment for teleworkers. Teleworkers should expect to outfit and furnish their own remote workspace, and must complete the ITS Teleworking Requirements Agreement prior to beginning telework. If an employee was previously issued college technology equipment for work use away from campus (i.e. laptop, tablet), they may continue to use that equipment but must still complete the ITS agreement for teleworking under this program.

The Role of Supervisors

Supervisors play a significant role in the success of flexible work arrangements, and are responsible for the consistent and fair application of this program. The College retains the right to change, amend or end any flexible or alternate work arrangement with any employee at any time.

Related Documents:

Compressed Work and Telework Request/Agreement

Flexible Work Position List

ITS Teleworking Requirements Agreement

Fully Remote Work Variance Form

2.19 Outside Employment (Moonlighting)

Effective: March 2023

Board Policy Manual Reference: DBD, DBF

General Information

Amarillo College recognizes that some employees may need or want to hold additional jobs outside their employment with the College. Employees of Amarillo College are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. Staff and faculty with a full-time employment status at Amarillo College must consider Amarillo College their primary employer, with all other employers or work-related activities considered secondary.

Procedures

Amarillo College applies this procedure consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Full-time employees of Amarillo College must provide to their supervisor timely notification of any outside employment.
- Work-related activities and conduct away from Amarillo College must not compete with, conflict with or compromise the college's interests or adversely affect job performance and the ability to fulfill all responsibilities to Amarillo College. Employees are prohibited from the unauthorized use of any college tools or equipment and the unauthorized use or application of any college confidential information. In addition, employees may not solicit or conduct any outside business during work time for Amarillo College.
- Amarillo College employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Amarillo College, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal corrective action procedures for dealing with the resulting job-related problem(s).
- Employees may not use Amarillo College paid sick leave to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with Amarillo College, as defined in Board policy DBD, or if such outside employment has any potential for negative impact on Amarillo College, the employee will be asked to terminate the outside employment.
- Fraudulent use of college sick leave or an employee's refusal to comply with Amarillo College's reasonable request to terminate outside employment may result in immediate termination of employment with Amarillo College.

2.20 Pregnant Workers Fairness Act

Effective: June 27, 2023

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Tammy Coats, Director of Human Resources, 806-371-5042 to begin the interactive process.

2.21 Children in the Workplace

Effective: May 2026

General Information

Amarillo College values an environment that supports employees in balancing their professional responsibilities with family obligations. When possible, departments are encouraged to provide reasonable flexibility to address unexpected family needs through the use of leave, flexible scheduling, adjusted hours, or other available options.

The College understands that occasional, brief visits by an employee's minor child may occur due to short-term or unexpected circumstances. Such visits are permissible when they are temporary, infrequent, and approved in advance by the employee's supervisor.

The College workplace is not designed or staffed to provide childcare services. The presence of a minor child may not be routine or recurring or used as a substitute for daycare, school, or other ongoing childcare arrangements.

Guidelines

To ensure safety, productivity, and compliance with legal and operational standards, the following principles apply:

1. A minor child remains the sole responsibility of the employee at all times. The employee must provide direct supervision and may not delegate supervision to other employees or students.
2. The visit must be brief and must not disrupt instruction, services, meetings, or the work environment, nor negatively affect the productivity of the employee or others.
3. Minor children are not permitted to use or access College computers, devices, telephones, copiers, printers, equipment, or machinery.
4. Minor children may not access College records, files, student information, personnel information, or any confidential or protected data.
5. Minor children are not permitted in laboratories, maintenance areas, mechanical rooms, custodial work zones, law enforcement areas, food preparation areas, or other environments that present safety risks.
6. A minor child who is ill, particularly with a contagious condition, may not be brought to the workplace.
7. Supervisors retain discretion to approve or deny requests and may end a visit at any time if operational, safety, confidentiality, productivity, or liability concerns arise.
8. The presence of a minor child is intended to address occasional, short-term circumstances. It is not appropriate for ongoing, regularly scheduled, or recurring childcare needs. Supervisors should consult Human Resources if requests become repeated.
9. Questions or concerns regarding this procedure should be directed to Human Resources.

This procedure does not create a right or entitlement and may be modified or withdrawn at the College's discretion. Nothing in this procedure alters the College's obligations under applicable federal or state law. The College reserves the right to limit access to facilities to comply with safety regulations, insurance requirements, and applicable laws. This procedure does not apply to College-sponsored events or activities where children are invited or encouraged to attend.

3.1 Compensation Plan

Approved by the Board February 2023

Reviewed/Revised by the President's Cabinet: July 2024

Reviewed/Revised by the Board: August 2024

Reviewed/Revised by the Board: May 2025

Reviewed/Revised by the President's Cabinet: June 2025

Board Policy Manual Reference: DE, DEA

General Information

Amarillo College's compensation plan seeks to support the organization's goal to attract and retain high-performing and highly-competent talent to support the college's mission. The college strives to pay equitable and market competitive compensation for all employees within budget constraints. The Human Resources department administers the classification and pay system for the college.

Using a market-based approach, AC seeks to match/lag the market when comparing average incumbent pay to the comparable market. The "comparable market" is defined as community colleges in Texas and surrounding states, as well as some ISDs. In a match/lag approach, the goal is for *overall* incumbent base pay to reflect between 90% to 100% to the market median, with an individual employee's "journey to market" expected to take around ten to twelve years of experience in the workforce. Employees new to a position should expect to be placed at around 85%-90% to the market median, unless HR receives objective evidence of extensive experience and qualifications to justify a higher placement.

Changes to an employee's base compensation rate are generally limited to annual raises approved by the President's Cabinet, or adjustments made as a result of market analysis of benchmark and market-sensitive positions conducted by HR. Job audits for specific positions may be requested with the approval of the appropriate President's Cabinet member as noted below. HR will conduct market analyses of benchmark and market-sensitive job positions on a rotating basis and will make recommendations for pay grade changes and/or incumbent pay changes as market conditions and budget constraints allow. To the extent possible, the effective date of changes should be limited to the beginning of a fiscal year.

All college positions are classified as exempt or non-exempt according to the U.S. Department of Labor (DOL) and the Fair Labor Standards Act (FLSA). Faculty, academic administrators and some professional employees are generally classified as "exempt." They are not entitled to overtime compensation. In order for a position to be classified as exempt, it must meet all of the duties and salary requirements imposed by the DOL/FLSA. Most employees are classified as "non-exempt," are paid an hourly wage and receive overtime pay for each hour worked beyond 40 in a workweek (see ***3.2 Work Schedules, Timekeeping and Paychecks***).

Full-time faculty who teach courses in addition to a regular course load may be paid a stipend in addition to their salary (see "Part-time/Overload Faculty Pay System" below).

Full-time faculty hired into industry-specific or hard-to-fill positions may be paid an industry stipend in addition to their 9-month base salary placement, subject to approval by the VPAA.

Additional incentive payments for meritorious performance, retention, employment referrals, or other reasons may be authorized during the fiscal year by the President's Cabinet.

Job Classification for Staff Positions

Each Classified and Administrative job position is analyzed, classified and placed in a pay range based on:

Job Information: Job descriptions on file with Human Resources, along with job information collected from area supervisors provide the basic information on each job, including job duties, scope of responsibility and required knowledge and skills. To maintain accurate classification descriptions, supervisors should review job descriptions regularly and should notify Human Resources if the content of a position changes significantly.

Internal Comparisons: The College uses internal comparisons to internally analyze jobs and determine relative value.

Market Analysis: The market analysis process includes data collection from various external sources such as salary surveys and prevailing market wage reports. In order to attract and retain qualified individuals for employment, Human Resources may adjust the pay range placement for a position based on information obtained.

Staff Pay System

The Pay System for Classified and Administrative staff members includes a Salary Structure, Salary Range Adjustment, and Individual Pay Determination practices.

Salary Structure: The Pay Ranges table helps ensure equitable pay levels among classified and administrative job positions. Each pay grade in the structure has a pay range which specifies the minimum, midpoint and maximum of the range allowable for all positions assigned to that pay grade.

Salary/Range Adjustment: As relevant labor market rates fluctuate in response to supply and demand of labor and other economic factors, pay ranges may be adjusted with the appropriate budgetary approval. The College may review its pay ranges and make necessary market adjustments or may move positions from one pay grade to another. The College may then choose to provide corresponding pay adjustments to individual employees, based upon satisfactory job performance and current placement within the pay range.

Individual Pay: The relative pay of an employee within a pay grade/range should reflect a general equity based on the employee's work experience and education (reflecting the skills that the individual brings to the job) and job performance as appropriate. Human Resources will utilize these criteria when setting pay rates for newly hired or transferred employees, as well as when making recommendations based on a position pay range change due to market analysis results.

An employee who applies and is selected for another position in the college which is assigned to the same pay grade as the employee's prior position will be considered to be making a lateral position move and is not eligible for a pay increase. An employee who applies for and is selected for another position in the college which is in a lower pay grade than the employee's prior position will be subject to a decrease in pay if the criteria for individual pay placement warrant such.

All staff positions are assigned a pay grade according to the most recent market analysis/internal equity analysis conducted by the compensation team. Hard-to-fill and market-sensitive positions are frequently

reviewed for proper market placement, at least every other year. Other positions are reviewed on a rotating basis.

Staff Position Audit Requests

Department heads may request position audits for positions and/or staff members within their unit(s) when they believe the responsibilities and duties of the position have significantly changed or the market demand for the position has changed in a way that results in potential employee retention or equity issues. Requests must be submitted to the Director of HR by the appropriate President's Cabinet member between November 1 and January 31 of the fiscal year, and Human Resources will provide a report and recommendations prior to budget approval deadlines for the following fiscal year.

Staff Pay Ranges

The college's compensation and salary schedules and plans are located on the Human Resources Compensation and Benefits website.

New Positions

Department heads wishing to create a new position should discuss the request and provide the rationale for adding the position with their Cabinet member, and then contact the Human Resources department. A complete listing of all job duties, knowledge, skills, abilities, and education requirements must be provided so that HR may analyze the job and assign it to the appropriate pay grade prior to posting.

Full-Time Faculty Pay System

The Pay System for full-time faculty members includes a Salary Structure, Salary/Range Adjustment, and Individual Pay Increase practices.

Salary Structure: The Faculty Salary Schedule table provides a structured method of placing new full-time faculty base compensation according to standard criteria such as highest level of education achieved and years of teaching and industry experience. The college will analyze the candidate's academic and work record to determine placement on the faculty salary schedule, in accordance with ***9.2 Faculty Salary Placement Criteria.*** All faculty base salaries are stated as a nine-month salary. See *Additional Months Faculty Pay System* below for information about 10-, 11- and 12-month assignments.

Salary/Range Adjustment: The college may adjust faculty salary placement schedules in response to relevant labor market rate fluctuations and other economic factors, with the appropriate budgetary approval.

Individual Step Increases: In recognition of continuing service, active full-time faculty are eligible for an annual standard "Step" increase of $500, usually effective in January, subject to funds availability. The step increase will be applied to the base 9-month salary prior to any percentage increase being applied by either an across-the-board or merit raise for the fiscal year.

Part-time/Overload Faculty Pay System

Part-time (adjunct) faculty are paid by the load hour for the classes they teach. Full-time faculty who agree to teach classes above the normal full-time load are paid by the load hour for additional courses taught. The faculty member's highest level of education determines the appropriate load hour payment rate:

Part-time/Overload Pay Rates (per load hour)			
Associate's	**Bachelor's**	**Master's**	**Doctorate**
$650	$700	$750	$800

The departments of HR, Payroll and Academic Affairs collaborate to schedule payment dates for part-time/overload classes taught during the Fall, Spring and Summer semesters. The payment schedule is posted as early as possible on the HR/Payroll website.

Part-time faculty are limited on the number of load hours they are permitted to teach each academic year, in order to maintain their exclusion from benefits-eligibility. Full-time faculty teaching overload are limited on the number of overload hours they are permitted to teach each semester, in order to maintain high levels of excellence in outcomes and to maintain reasonable work-life balance for the faculty member.

Additional Months Faculty Pay System

Faculty are placed at time of hire into a base 9-month salary. Faculty members may be assigned to 10- 11- or 12-month assignments depending on the nature of their department programs and business need for such. Faculty with additional months' assignment will be compensated using the following formulas:

Assignment Length	Annual Additional Months' Stipend
10- month	9-month base x 0.111111
11-month	9-month base x 0.222222
12-month	9-month base x 0.333333

The annual stipend for additional months is divided equally over 12 or 26 pay periods according to the faculty member's selected payroll cycle, and is included on normal paychecks.

Summer Faculty Pay System

Full-time faculty are encouraged to teach during the summer to support student success and timely completion of academic programs. Faculty may teach up to 12 instructional load hours across all summer sessions.

Summer compensation for full-time faculty will be calculated at 1/30th of the faculty member's 9-month base salary per instructional load hour, regardless of assignment length (9-, 10-, 11-, or 12-month).

Academic Leadership Faculty Pay System

Full-time faculty members will receive additional compensation for performing leadership roles such as faculty coordinator, department chair, program coordinator or director, clinical simulation coordinator, or others as approved by the VPAA. Leadership stipends are normally divided over 12 or 26 pay periods according to the faculty member's selected payroll cycle, and are included on normal paychecks. Specific job duty expectations and compensation calculations for academic leadership roles are found in the Academic Affairs Manual.

Student Positions

Compensation for student worker positions, including Federal Work Study, Institutional student workers, and experiential learning positions (i.e. earn and learn, internships) is not covered by this compensation plan and is managed separately by the Human Resources department and the department of Career and Employment Services. See also Employee Handbook item 2.10 Classifications of Staff, Status of Employment.

3.2 Work Schedules, Timekeeping and Paychecks

Effective: March 2023

Revised: April 2024

Board Policy Manual Reference: DEA, DJ

Work Schedules

The normal work assignment for full-time employees is forty (40) hours per week. Part-time employees will be scheduled to meet the requirements of the activity to which they are assigned, but no more than nineteen (19) hours per week. Irregular work shifts may be scheduled in order to accomplish assigned duties. The supervisor may require overtime work of employees in order to accomplish assigned duties.

Work Week

The work week begins at 12:01 a.m. on Saturday and ends at midnight the following Friday.

Rest Periods

A paid fifteen (15) minute rest period may be allowed for each four (4) hours worked. The supervisor is responsible for scheduling and overseeing rest period usage. Rest periods are not guaranteed, are subject to departmental work load, and may be denied if they would adversely impact departmental work flow. Rest periods are not cumulative and cannot be used to cover late arrival to work or early departure.

Meal Break

Full-time employees are encouraged to take a meal break to rest and refresh during their workday. A meal break is normally one (1) hour in length and is unpaid. Meal breaks are not cumulative and may not be used to cover tardiness or early departures. During a meal break, a non-exempt employee must be completely relieved of his or her duties. Supervisors are responsible for monitoring employee usage of meal breaks.

Overtime

The basic workload of full-time non-exempt employees is forty (40) hours per week. When overtime is required, all hours worked in excess of forty (40) hours shall be paid at a rate of one and one-half times the employee's regular hourly pay rate. Overtime worked by non-exempt employees will be kept to a minimum consistent with requirements of efficient and effective operation of the department, and requires prior supervisory approval. Failure to obtain prior approval may result in corrective action. Blanket overtime authority may be issued to cover overtime requirements in departments with weekend, night, and emergency responsibilities. Non-exempt employees and supervisors are responsible for making sure that ALL hours worked are reflected on the employee's bi-weekly time record.

Holiday Pay

Employees who are required to work holidays shall be credited with their normal holiday pay plus the hours worked on the holiday at their normal rate of pay. For purposes of overtime calculations, official college holidays are the only leave considered to be hours worked. Refer to ***5.4 Official College Holidays*** for specific holidays recognized by the college.

Time Records

Hourly-paid employees are expected to complete their time records in a timely manner, ideally each day, but at least weekly. Supervisors are expected to approve their employees' time records in a timely manner, ideally each week. At the end of the two-week pay period, employees have until 5:00pm on Friday to submit their time sheet for supervisor approval. Supervisors have until 11:59pm on that same Friday to submit their approval.

Payday

Biweekly Payroll

Paychecks for full-time and part-time employees will be deposited into employees' bank accounts biweekly, every other Friday, and will cover the two-week pay period ended on the Friday prior.

Monthly Payroll

Paychecks for full-time, salaried employees who opted for monthly payroll will be deposited into employees' bank accounts monthly, on the fourth (4th) day of the month. If the 4th day of the month falls on a weekend or official college holiday, funds will be deposited on the last business day prior to the 4th of the month. The paycheck will cover the prior month pay period.

Adjunct Faculty / Overload Pay / Special Stipend Pay

Part-time (adjunct) faculty and overload payments for full-time faculty teaching additional load are dispersed across several pay dates each semester. Special stipends and other payments will be scheduled to pay on a regularly scheduled payroll date. A biweekly and monthly payroll calendar for the current calendar year are available here. The adjunct/overload payment schedule for each semester is available here.

Direct Deposit of Paychecks

All employees must designate a primary bank account into which all wages and salary are deposited. All wages, salaries and stipends are paid via direct deposit. Employees may specify additional bank accounts to distribute portions of their salary each pay period. The same distribution allocation will apply to all wages earned in all positions held, and to all stipends, special payments, and bonuses. Employees wishing to make changes to their designated bank account(s) must submit a bank account change via Employee Self Service not later than the last Friday of the pay period at 5:00pm for biweekly employees and not later than the 25th of the month for monthly employees. Changes made after the deadline will be effective for the following pay period.

Final Pay: An employee resigning or retiring from the college will receive final payment on the next scheduled pay date for the pay period which includes the last date of employment. An employee whose employment is terminated by the college will receive their final payment within six (6) calendar days from the last day worked. Final pay for benefits-eligible employees who are past their 90-day waiting period for vacation leave, will include any unused vacation leave hours, up to the allowable maximum accrual limit.

Employees may view their earnings statements, bank account elections and leave balances via Employee Self Service in AC Connect. Employees may also make any post-hire bank account changes in Employee Self Service.

3.3 Payroll Deductions

Effective: March 2023

Board Policy Manual Reference: CDDA

The College is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or optional retirement program (ORP) employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of club or recreational fees and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

3.4 Additional (Non-Primary) Positions

Effective: March 2023

Revised: March 2024

Full-Time Employees

Full-time employees may hold only one full-time position at the college, and it will be considered the "primary" position. If the employee wishes to apply for additional part-time positions, they may do so with the approval of their primary position supervisor. The secondary positions must not interfere with the satisfactory performance of the employee's primary position.

Non-exempt, hourly employees are not eligible to hold a part-time adjunct faculty position due to US Department of Labor Fair Labor Standards Act (FLSA) regulations regarding overtime. If non-exempt, hourly employees receive approval to hold an additional hourly position, any overtime incurred by the primary or the secondary position(s) will be paid by the department/position in which the employee was working when forty (40) hours was reached. All additional position wages will be subject to retirement deductions (TRS or ORP, AC Retirement Plan) as elected for the primary position.

Part-Time Employees

Part-time employees may apply for additional non-exempt hourly part-time positions with the approval of their primary position supervisor. To maintain part-time status regulations with the State of Texas and TRS, the total weekly hours worked in ALL part-time positions must remain at nineteen (19) or fewer. Non-exempt part-time employees are not eligible to hold an a part-time adjunct faculty position due to US Department of Labor Fair Labor Standards Act (FLSA) regulations.

3.5 Educational Advancement, Trades and Technical Positions

Effective: March 2023

General Information

Amarillo College recognizes the need for employees in trades and technical positions to improve their job knowledge and skills. To reward employees who choose to further their education in their specific area of work, eligible full-time employees may receive an incentive for obtaining a licensure related to and beneficial for the college's needs. The incentive is a one-time payment and does not become part of the employee's base salary.

Procedure

1. Employees who wish to obtain a licensure must obtain approval from their supervisor prior to testing for a license.
2. Only one licensure incentive per fiscal year per employee will be eligible for compensation.
3. Only licensures listed in this policy are eligible for incentive pay.
4. Upon achievement of licensure, the department leadership will create a personnel action stipend request for a one-time educational advancement stipend in the amount of $500 to be paid on the next available regular payroll cycle.
5. Employees are responsible for all regular tax and payroll deductions on the incentive stipend amount.
6. A copy of the licensure should be attached to the personnel action stipend request and forwarded to Human Resources for processing.

Continuing Education/Renewal

The College will pay for the employee's continuing education required to maintain licenses which are listed in this policy, at the discretion of department leadership and subject to funds availability.

Licenses Eligible for Educational Advancement Incentive				
Chiller/Boiler	**Electrician**	**Plumber**	**HVAC**	**Grounds**
Backflow Prevention License	Apprentice License	Apprentice License	Registered Tech License	Landscape Irrigator License
Boiler Operator	Journeyman License	Journeyman License	Certified Tech License	Irrigation Technician License
1st Class Chiller Eng.	Master Electrician License	Master Plumber License	Licensed HVAC Contractor	Irrigation Inspector License
2nd Class Chiller Eng.				Backflow Prevention License
Licensed Chiller Operator				Landscaper License
				Non-commercial applicator license and structural pest control license

3.6 Mobile Phone Stipend

Effective: March 2023

General Information

Amarillo College recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a mobile phone or smartphone. Employees who hold positions that include the need for a mobile phone may receive a mobile phone stipend to offset the business-related costs incurred when using their personally-owned mobile phones.

The standard mobile phone stipend is $27.69/biweekly pay period and will be added to the employee's regular pay. This stipend is considered a non-taxable fringe benefit, does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary etc. The stipend will be paid at a flat rate of $27.69 per biweekly pay period.

The College will pay only the standard amount, even if the employee's monthly mobile carrier costs exceed the stipend amount. The stipend is neither permanent nor guaranteed. The College reserves the right to remove a participant from this benefit and/or cancel the benefit at any time and without notice.

Business Justification/Purpose

Employees whose job duties include the frequent need for a mobile phone may receive extra compensation, in the form of a biweekly mobile phone stipend, to cover business-related costs. An employee may be eligible for a stipend if at least one of the following criteria is met:

1. The job function of the employee (during the employee's normal working hours) requires considerable time outside of the assigned office or work area, and it is important to the College that the employee is accessible during this time.
2. The job function of the employee requires the employee to be accessible outside of scheduled or normal working hours (i.e. on call, evenings, nights, weekends, holidays).
3. The job function of the employee requires the employee to have wireless data and internet access.
4. The employee is designated as a "first responder" to emergencies on campus.

Employee Responsibilities

Recipients of a mobile phone stipend have the following responsibilities:

1. Purchase mobile phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (on campus, during travel or at home). This includes termination clauses, and paying all charges associated with the mobile service and device.
2. Provide the supervisor and appropriate personnel the mobile phone number, and ensure the device is operational, charged and available during times in which the employee is responsible for responding to college calls.
3. Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either the College or the Internal Revenue Service.
4. Avoid using the mobile phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.

5. Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
6. Delete all College data from the mobile phone when employment with the College is severed, except when required to maintain the data in compliance with a litigation hold notice.

Supervisor Responsibilities

1. Ensure Cabinet member support prior to initiating.
2. Ensure funding is available.
3. Ensure the business justification/purpose is met.
4. Generate a personnel action stipend request along with a *Mobile Phone Stipend Agreement* form and obtain appropriate signatures. Return the forms to Human Resources prior to 5pm on the Monday of the second week of the pay period to be included in that pay period's check.
5. Monitor and manage employee performance and responsiveness regarding communication expectations.

Employee Mobile Phone Stipend Agreement

Benefit

Amarillo College recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a mobile phone or smart phone. Employees who hold positions that include the need for a mobile phone may receive a mobile phone stipend to offset the business-related costs incurred when using their personally-owned mobile phones. The standard mobile phone stipend is $27.69/biweekly pay period and will be added to the employee's regular pay. This stipend is considered a non-taxable fringe benefit, does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, bonuses, benefits based on a percentage of salary etc. The stipend will be paid at a flat rate of $27.69 per biweekly pay period. The College will pay only the standard amount, even if the employee's monthly mobile carrier costs exceed the stipend amount. The stipend is neither permanent nor guaranteed. The College reserves the right to remove a participant from this benefit and/or cancel the benefit at any time and without notice.

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- The job function of the employee requires the employee to be accessible outside of scheduled or normal working hours (i.e. on call, evenings, nights, weekends, holidays).
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- The employee is designated as a "first responder" to emergencies on campus.

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Recipients of a mobile phone stipend have the following responsibilities:

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- Provide the supervisor and appropriate personnel the mobile phone number, and ensure the device is operational, charged and available during times in which the employee is responsible for responding to college calls.
- Keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either the College or the Internal Revenue Service.
- Avoid using the mobile phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.

- Delete all College data from the mobile phone when employment with the College is severed, except when required to maintain the data in compliance with a litigation hold notice.

Supervisor Responsibilities

- Ensure Cabinet member support prior to initiating.
- Ensure funding is available.
- Ensure the business justification/purpose is met.
- Generate personnel action stipend request along with this form and obtain appropriate signatures.
- Monitor and manage employee performance and responsiveness regarding communication expectations.

Employee Information

Employee Name	
Colleague ID#	
Department Name	
Job Title	
Mobile Phone # (w/area code)	
Mobile Service Carrier	

Employee Certification

By signing below, I certify that I have read, understand, and agree to the Mobile Phone Stipend Policy and my responsibilities under the policy.

_____ _____

Employee Signature *Date*

_____ _____

Department Head Signature *Date*

**Return this completed form attached to the completed Stipend Request Form to Human Resources: achumanresources@actx.edu*

*Forms received in Human Resources **by 5:00pm on Monday of the second week of the biweekly pay period** will be entered for that pay period and the stipend will be included on the next biweekly pay check.*

4.1 Insurance Benefits

Effective: March 2023

Board Policy Manual Reference: CKD

Eligibility

All full-time employees (working 30 or more hours per week) are considered benefits-eligible and may participate in the group insurance programs offered by the Employees Retirement System (ERS). The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, birth, divorce).

All new full-time employees are automatically enrolled in HealthSelect of Texas medical plan which includes prescription drug coverage, $5,000 basic term life insurance and accidental death & dismemberment (AD&D) coverage come automatically with health insurance at no cost to the employee. Coverages will become active on the first day of the month following your 60th day of employment.

Coverages to be selected or waived within the first 60 days include:

- Health insurance
- Healthcare flexible spending account (FSA)

Optional Insurance Benefits

Employees have thirty-one (31) days from hire date to sign up for optional benefits. Failure to meet the 31-day deadline will result in the employee having to wait until the next open enrollment period (typically July) to sign up, or until the employee experiences a qualifying life event (QLE) such as marriage or a new child. Some coverages are not guaranteed when enrollment occurs after the initial new hire 31-day period. Optional benefits can begin immediately if you enroll on your first day of employment. Otherwise, they will be active on the first day of the month after you add the coverage.

Optional coverages to be selected in the first 31 days include:

- Dental insurance
- Vision insurance
- Optional term life insurance
- Accidental death & dismemberment (AD&D) insurance
- Dependent term life insurance
- Short-term disability
- Long-term disability
- Dependent care flexible spending account (FSA)

Premiums

Full details, including premium amounts, are in the current plan year ERS New Employee Benefits Guide. Employees' premiums for most insurances are payroll deducted over 24 of the 26 biweekly pay periods, and are pre-tax. See the Benefits Guide or Human Resources for specific questions not answered here.

Overlap of New Eligibility with Open Enrollment

If an employee is hired into a benefits-eligible position in the summer, around the time of open enrollment, he or she must be sure to make the appropriate new hire selections. Please contact Human Resources for assistance.

Printed policies and procedures are considered uncontrolled and for reference only.

4.2 Retirement Programs – TRS, ORP

Effective: March 2023

Board Policy Manual Reference: DF

All eligible College employees are required to participate in a retirement program.

Part-time staff and faculty (working no more than 19 hours a week are required to participate in the Amarillo College 457 Retirement Program. See 4.3 Retirement Programs for additional information.

Employees enrolled as students are not eligible for retirement programs based on their student employment.

Persons employed in benefits-eligible classified and professional staff positions are required to participate in the Teacher Retirement System of Texas (TRS). Persons employed in full-time administrative and faculty positions may be eligible for participation in the Optional Retirement Program (ORP) in lieu of participation in TRS. Both programs are authorized and governed by legislation of the state of Texas and appropriate administrative rules and procedures established by the governing bodies.

All full-time faculty and administrative staff may choose to opt out of TRS and enroll in an optional retirement program (ORP). The option to enroll in the ORP must be made no later than the 90th calendar day of the first day of employment. Failure to elect the ORP during the 90-day election period shall be a default election into TRS.

TRS is the default plan for all ORP-eligible employees until they complete the revocation and choose an ORP provider. The contributions made during the 90-day decision period or for an employee transition from TRS, have options available for the account balance. Employees will need to complete and return to Amarillo College human resources a TRS28 form and select the option of refund, direct rollover, or no refund. Note: once an employee is in TRS in the current month, declination of TRS and onset of ORP will not occur until the following month.

An employee who is eligible to elect the ORP shall only have one opportunity during his or her lifetime, including any future periods of employment in Texas public higher education, to elect the ORP in lieu of TRS. The election may never be revoked. Therefore, new employees are urged to make this decision carefully.

The Texas Higher Education Coordinating Board (THECB) provides a thorough comparison of TRS and ORP in their "An Overview of TRS and ORP" document.

Those electing ORP will need to complete the ORP election packet provided by Human Resources and select an ORP partner from the approved list, see the AC employee benefits webpage. Once both have been completed, the employee will work with Human Resources to finalize the process.

TRS retirement eligibility requirements can be found here.

4.3 Retirement Programs – Amarillo College Retirement Plan (ACRP)

Effective: May 2023

Full-Time Employees

Full-time employees may opt to participate in the Amarillo College Retirement Plan ("ACRP"), a self-managed 403(b) plan consisting of contributions from employees through payroll deduction with additional contributions from the College. New full-time employees are automatically enrolled into the ACRP at a contribution rate of 1%. This contribution, as well as any additional increase or decrease in percentage rate are made as a pre-tax contribution. Employees may opt-in to or opt-out of ACRP at any time during their employment in a full-time benefits-eligible position by making the request online on the Empower website. Amarillo College will contribute 100% match of employee contributions up to a maximum of 6.65%. All employees are subject to an annual automatic increase to their contribution rate of 1% annually, up to 7%, unless the employee actively changes their contribution preferences online. All employee and employer contributions are immediately vested.

Part-Time Employees

Part-time employees meet the state's requirement to participate in a retirement program by their required participation in Amarillo College Retirement Plan. Upon hire, part-time employees are placed into the Amarillo College Retirement Plan at a mandatory 3.75% employee contribution rate. Amarillo College will match 100% of employee contributions of 3.75%.

Contribution Percentages Changes

All full-time and part-time Amarillo College employees may elect an increase or decrease in percentage of their salary to be contributed to the Amarillo College Retirement Plan. Any percentages above the full-time employee percentage of 6.65% and the part-time employee percentage of 3.75% will be added to the employee's Empower account on a pre-tax basis but will not be matched by Amarillo College. The Internal Revenue Service (IRS) establishes limitations on the amount that may be invested annually in a tax-deferred program. For more information, please go to IRS.gov.

Investment Selection

The recordkeeper for the Amarillo College Retirement Program is Empower, which offers many options for employees to choose how to invest their retirement funds. All investment selections are completed online through the employee's personal account. Amarillo National Bank serves as the Plan's investment advisor.

Beneficiary

All employees are advised to select a beneficiary for the Amarillo College Retirement Plan. This can be done online within the employee's individual Empower account.

4.4 Other Benefit Programs – Long Term Disability

Effective: March 2023

Eligibility

The College provides long-term disability (LTD) coverage at no cost for all full-time employees (FTE 1.0), through Mutual of Omaha. The policy provides income replacement for employees who are unable to work due to a disabling condition. Qualifying employees may receive up to 60% of monthly earnings, up to $9,000 per month, after 90 days off work due to a partially or totally disabling condition for a covered physical disease, injury, pregnancy or mental disorder. Benefits are not payable during the 90-day benefit waiting period. Employees do not need to provide evidence of insurability to qualify for this benefit. Employees should contact Human Resources for more information.

4.5 Corporate Chaplain

Effective: March 2023

Amarillo College recognizes the importance of mental health and wellness, and provides a corporate chaplain to be available to all employees. The corporate chaplaincy program is administered by InnerWell Services, through informal campus rounding and through scheduled appointments. Appointments are available in person and virtually.

Employees should be aware of time spent in chaplain appointments and try to schedule them so department business and job performance are not adversely impacted by the employee's absence from their work area.

Employees can contact the chaplain by emailing chaplain@actx.edu.

4.6 Other Benefit Programs – Employee Assistance Program (EAP)

Approved: 11-29-2022

Updated: 10-10-2023

Amarillo College is pleased to offer Employee Assistance Program (EAP) provided through Alliance Work Partners (AWP). This program is designed to support employee well-being and offers a range of confidential services.

Accessing the EAP

In order to access the EAP, individuals are advised to visit the AWP website. During the initial login, it will be necessary to utilize the following registration code: AWP-AMCOL-3926. This unique code will provide full access to the complete array of services and resources made available by AWP. Additionally, AWP can be reached by phone at 800-343-3822, and their support services are available 24 hours a day, 7 days a week.

Confidentiality

Confidentiality is a paramount aspect of the EAP. Every employee's use of the program is treated with the utmost discretion, and any information shared with AWP will be held in strict confidence.

EAP Services

The Employee Assistance Program offers a diverse selection of services aimed at helping individuals address both personal and work-related challenges. These services include:

- LawAccess: Legal and financial services are provided by lawyers or financial professionals who specialize in the specific area of concern. These services are accessible online or via telephone. Additionally, a vast library of free legal forms templates is available.
- HelpNet: A customized EAP website featuring resources, skill-building tools, online assessments, and referrals.
- WorkLife: Resources and referrals for everyday needs, which can be accessed by telephone.
- SafeRide: Reimbursement for emergency cab fare for eligible employees and their dependents who opt to use a cab service instead of driving when it may not be safe to do so.
- 1 to 6 Counseling Sessions: Short-term counseling sessions, available on a per-problem, per-year basis, which include assessment, referral, and crisis services. Urgent and crisis callers can access same-day appointments, or immediate hospitalization facilitation.

Employees are strongly encouraged to make full use of this invaluable resource in order to support their well-being and maintain a healthy work-life balance. Should any questions or the need for additional information arise concerning the Employee Assistance Program, individuals are urged to visit the AWP website or directly contact AWP at 800-343-3822. The well-being of all employees is of utmost importance to Amarillo College, and they are committed to providing the necessary support.

4.7 Other Benefit Programs – AC Employee and Dependent Tuition Scholarship

Effective: March 2023
Revised: February 2025

Full-time benefits-eligible employees, their spouses, and their children (who are legal dependents for income tax purposes) may enroll in any college class (academic or continuing education) tuition-free. Amarillo College retired employees and their spouses are also eligible.

Part-time personnel are eligible for the same benefit, up to a maximum of six (6) semester hours, during the semester in which they are employed. To qualify, part-time employees must have received a paycheck in the month prior to the start of classes. This requirement also applies to their eligible dependents.

The preparatory-music program, private-music lessons, and some continuing education classes are excluded from this benefit.

Benefits-eligible employees, who work a standard 40-hour week and wish to enroll in Amarillo College courses, must have prior written approval from their immediate supervisor before they can enroll tuition-free in more than six-semester hours, or its equivalent, in any one semester. The College, through its supervisors, reserves the right to determine the number of courses any employee can reasonably expect to carry and maintain their assigned work schedule at the College.

Any employee who resigns or whose employment is terminated prior to the beginning of the class for which the employee, spouse, and/or children are enrolled will be required to reimburse the College for the tuition scholarship or withdraw from class immediately.

The Amarillo College Business Office administers the AC Employee and Dependent Tuition Scholarship Program.

4.8 Workers' Compensation Insurance

Effective: March 2023

Board Policy Manual Reference: CKE

When an employee is injured during the course of regular job duty, the employee is eligible for workers' compensation. The employee will have the option to choose to receive either, (1) workers' compensation benefit of a portion of lost wages or (2) continued full pay by using accrued sick leave and/or vacation. If an employee chooses option 1, the workers' compensation insurance carrier will normally pay a major portion of the employee's lost wages after a seven-day waiting period. If the employee chooses option 2, the employee will continue to draw full wages by using accrued sick leave and/or vacation leave. In the event an employee has an injury that requires long-term leave without pay, the College will pay the State contribution toward insurance premiums for the employee for a period not to exceed six months and the normal long-term leave without pay provisions will apply.

4.9 Employee Discount Programs

Effective: March 2023

Revised: June 2023

Discount Purchase Program

Benefits-eligible employees and their immediate families are eligible to participate in the Discount Purchase Program administered by Beneplace. This online marketplace offers discounts on various products and services. Employees must register on the Discount Purchase Program website using a current work email in order to qualify.

Visit https://ers.texas.gov/Discount-Purchase-Program

Microsoft Office Discount

As a faculty or staff member at Amarillo College you are entitled to use the Microsoft Office Suite of products on a home PC that you own or lease, under the home use program rights. In accordance with the terms and conditions of the contract, the installation of the software must be performed at a central location that Amarillo College controls. Please contact the TIC department at (806) 371-5100 or tic@actx.edu for current designated locations.

Visit https://www.actx.edu/its/microsoft-office-discount

T-Mobile Government Employee Discount

AC employees who switch to T-Mobile cell phone service through Apex Wireless may be eligible for the ***T-Mobile for Education Program.*** In addition to discounted monthly rates for employees and their families, Apex Wireless will defer a portion of their monthly fees to the Amarillo College Foundation. Contact Apex Wireless for more information or to sign up.

4.10 Unemployment Compensation Insurance

Effective: March 2023

Board Policy Manual Reference: CKF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees whose employment is terminated by the College due to deficiencies in performance, attendance or conduct ("termination for cause") should expect that Amarillo College will protest their claims for unemployment benefits.

Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year, including the summer break, if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Human Resources.

4.11 Service Awards

Effective: March 2023

Amarillo College recognizes the value of employee service longevity. Annually, usually in the Spring, the Human Resources department provides a celebration to recognize full-time employees who have reached milestone years of service for the prior calendar year. Milestones are counted and celebrated in five-year increments. The Human Resources Department will notify upcoming service award recipients and their supervisors to request photos, quotes or other information for inclusion in the program.

4.12 Employee Education Reimbursement Program (EERP)

Effective: September 1, 2024

I. Introduction

Amarillo College is committed to supporting the continuous professional and personal development of its staff and faculty. The Employee Education Reimbursement Program (EERP) is designed to provide benefits to employees seeking degrees at the Bachelor's level and above, as well as professional certifications and licensures, to develop and upskill employees, enable employees to progress professionally in their selected fields, and also to help the College meet instructional needs for high-demand areas that exceed the College's current staffing capacity. The program's goal is to improve the College's overall performance in our commitment to the mission of transforming our community and economy through learning, innovation, and achievement.

*Note: Employees seeking tuition assistance for courses taken at Amarillo College should consult Employee Handbook regulation **4.7 AC Employee and Dependent Tuition Scholarship**.*

II. Eligible Employees

1. Full-time faculty and staff, in good standing, continuously employed in a full-time status at AC for at least one year (12 months).
2. Part-time classified employees, in good standing, who have worked at least 988 hours per year for the two most recent consecutive years (24 months).
3. Part-time/adjunct faculty members, in good standing, who have taught at least fifteen (15) credit hours per year for the two most recent academic years.

Note: "In good standing" is defined as having no disciplinary action for performance, conduct or attendance in the prior 12 months.

III. Eligible Educational Programs

Degree programs must be from an accredited institution of higher education recognized by the United States Department of Education. Professional certifications or licensure activities must be related to or accredited by a professional association/licensure body and include activities such as testing for certification. *Continuing education activities (CEUs) for maintaining or renewing certification or licensure are not covered under this program.* Reimbursable education must be relevant to the employee's current role or to their career advancement within the College.

IV. Covered Expenses

1. Degree programs (Bachelor's, Master's, Doctorate): Reimbursement of tuition, allowable mandatory fees, required textbooks, up to a maximum reimbursement of $4,500 per academic year for full-time employees; $2,250 per academic year for part-time employees, not to exceed actual costs for tuition, required textbooks, and allowable mandatory fees.

2. Certifications and Licensures: Reimbursement for successfully obtained certification or licensure, up to a maximum of $1,000 per fiscal year for full-time employees, $500 per fiscal year for part-time employees, not to exceed actual costs incurred by the employee. *Continuing education activities (CEUs) for maintaining or renewing certification or licensure are not covered under this program.*

V. Application and Approval Process

1. Pre-Approval: Employees must apply for pre-approval of their course or program reimbursement at least 60 days before the start of the academic period or certification/licensure event. The employee's supervisor's and Cabinet member's pre-approval is required. The application form is on the AC Forms website. Incomplete or late forms will not be accepted.
2. Approval Notice: Employees will be notified by Human Resources of the approval status of their EERP application within 30 days of application submission.

VI. Reimbursement Procedure

1. Employees will upload proof of payment, and proof of successful completion of the course, certification, or licensure program, within 30 days of completion via the Reimbursement Form.
2. For academic courses, a minimum grade of "B" or its equivalent is required for reimbursement. For certifications and licensures, proof of successful completion/passing is required.
3. Reimbursements will be processed with employees' regular payroll cycles once all appropriate documentation is received.

VII. Limitations and Conditions

1. Budget constraints: Reimbursements are subject to budget availability each fiscal year, and approval in one fiscal year does not guarantee approval in subsequent fiscal years. The dollars available each fiscal year are set when the budget year begins, and employee requests are fulfilled on a first-come, first-served basis.
2. Service commitment: Employees receiving educational reimbursement must agree to remain employed by AC for a period after receipt of the reimbursement. For degree programs, the work commitment is one month for each credit hour reimbursed. For certifications and licensures, the work commitment is three (3) months for each certification/licensures event. An employee who voluntarily leaves employment prior to fulfilling the service commitment will be subject to repay a prorated amount of the original reimbursement(s). ***Participation in this program does not alter the at-will relationship between the employee and the employer. The College or the employee may end the employment relationship at any time.***
3. Course limit for traditional degrees: Benefits are limited to two three-hour courses in one semester, or more than two semester credit courses provided the combined number of course hours does not exceed six in one semester. The semesters are Fall, Spring, and Summer.
4. Lifetime maximum: Full-time employees are limited to a lifetime maximum reimbursement of $22,500 and part-time employees are limited to a lifetime maximum reimbursement of $11,250.
5. Tax issues: This program will comply with Internal Revenue Code Section 127 regulations on employer-provided educational reimbursement, and annual limits on reimbursement will be at or below the limit set by the IRS (Internal Revenue Service) for nontaxable educational assistance programs.
6. Approval for educational reimbursement does not authorize employees to use their work time to pursue educational degrees, certifications, or licensure. Time spent on educational attainment should be outside of working hours. Employees must receive supervisor approval for absences from work and utilize vacation or personal leave as appropriate.

VIII. Program Evaluation

The EERP will be reviewed regularly to assess its effectiveness and sustainability. Adjustments may be made based on feedback from participants and changes in the College's strategic goals. Amarillo College retains the right to modify or discontinue this program at any time.

IX. Effective Date of the Program Benefits

The Amarillo College EERP effective date is September 1, 2024. Applications for future education reimbursements will be accepted starting on September 1, 2024, and must be submitted in accordance with the deadlines shown in section V. Any education activities completed prior to September 1 are not covered by this program. This program supersedes all previous education award programs for administrator and classified employees, as well as the Grow Your Own education program for faculty.

5.1 Vacation Leave

Effective: March 2023

Revised: January 2024

Board Policy Manual Reference: DEC

Eligibility

Full-time employees in positions requiring nine (9) or more months of service per year, except those full-time employees whose appointment is based on faculty duty days, earn vacation leave in proportion to the hours they are assigned to work.

Waiting Period

New full-time classified employees must complete a waiting period of ninety (90) days before becoming eligible to use accrued vacation leave. New administrative employees may use vacation leave immediately upon accrual.

Accrual and Carryover

Years of Service	Biweekly Accrual	Monthly Accrual	Annual Accrual	Maximum Balance	Maximum Carryover/Maximum Paid at Termination of Employment
Less than 5 years	3.70 hours	8 hours	96 hours	160 hours	160 hours
5 to less than 10 years	4.62 hours	10 hours	120 hours	200 hours	200 hours
10 years and above	5.54 hours	12 hours	144 hours	240 hours	240 hours

Note: A faculty member or part-time employee transferring to a full-time staff position will begin accruing vacation leave at the zero (0) year level.

Requesting/Reporting Vacation Leave

Employees will submit their requests for vacation leave in the AC Connect Self-Service section, under "Employee Overview > Leave > Request Leave." Supervisors will be notified of the new request and should promptly accept or reject the request for vacation leave within the AC Connect Self-Service section. Once this is completed, the employee will receive an emailed confirmation with details of the approval or rejection. Any leaves outside of sick or vacation (Leave with pay, leave without pay, jury duty, bereavement, etc.) will be requested and sent to HR on a 340 form.

Hourly Employees – Current Pay Period Leave Requests

Hourly employees will complete a timesheet and manually add vacation leave taken during a current active pay period. The supervisor should request the employee submit a leave request through self-service for approval, as this approval will prompt the system to automatically deduct the requested leave from the employee's leave balances. Please note, approved leaves in the current active pay period will not auto populate on the employee's timesheet.

Hourly Employees – Future-dated Pay Period Leave Requests

If the leave request is future-dated and not within the current time entry period, the employee will submit the request in self-service and the supervisor will need to approve or reject the request. The supervisor will receive an email notification to respond to a request. Supervisors will need to monitor the leave balance when they approve a request. Self-service will allow the employee to go negative in their balance. If the request is future-dated and the employee will have accrued the time off by the date requested, the supervisor should wait to approve until the leave balance is sufficient. Once the supervisor approves the request, it will automatically populate to the employee's timesheet for the applicable pay period and send notification to the employee. If the employee's plans change or they need to change a request, the supervisor will need to go into the leave portal and reject the originally approved request.

Salaried Employees

When a salaried employee requests vacation leave, the supervisor will get an email and will need to approve or reject the request. Once the request is approved, the requested time off will immediately be deducted from the employees' leave balance, even if the time is future-dated. If the employee's plans change or they need to change their request, the supervisor will need to go back into the leave portal and reject the originally approved request.

Exempt salaried employees are required to report leave (sick, vacation, leave with pay, leave without pay, jury duty, bereavement) of 4 or more hours. This means if an employee is absent for fewer than 4 hours on one day, leave should not be requested in self-service. A supervisor may still require this time off to be communicated to them, but that time will not be deducted from the employee's leave balance. Exempt employees who work at least 4 hours in one day will be paid for the entire 8-hour workday. However, habitual leaves of less than 4 hours may lead to supervisor attendance review. The supervisor will need to monitor employee's leaves for the possibility of abuse. This would be a behavior/performance issue that will need to be addressed with the employee. If patterns of attendance suggest a salaried employee is abusing the "less-than-four-hour" element of the leave process, the employee will be subject to counseling and/or corrective action. A supervisor may deny a request for time off even when leave is available or a request for unpaid leave.

Payout Upon Termination of Full-time Employment

Employees leaving all vacation-eligible positions with the college will receive a payout of any unused and available vacation leave in their bank (up to the maximum accrual level), with the first available payroll run after the effective date of the termination, provided they have completed ninety (90) days of service in the vacation-eligible position.

Employees involuntarily terminated by the College will receive payment for any unused accrued vacation leave within six (6) calendar days from the date of employment termination, provided they have completed ninety (90) days of service in the vacation-eligible position.

Vacation payouts are subject to deduction for any debts owed to Amarillo College.

Employees returning to vacation-eligible positions will start at the zero (0) year accrual level.

Employee and Supervisor Responsibility

Employees are responsible for timely requests and notification of the need for vacation leave, and are responsible for monitoring their vacation leave balance.

Supervisors are responsible for monitoring employee attendance and enforcing this policy.

5.2 Sick Leave

Effective: March 2023

Revised: January 2024

Board Policy Manual Reference: DEC

Eligibility

Full-time staff and faculty in positions requiring nine (9) or more months of service per year accrue sick leave.

Waiting Period

Employees are eligible to use accrued sick leave immediately.

Accrual and Carryover

Full-time classified and administrative employees accrue 3.7 hours biweekly (8 hours monthly) up to a maximum of 960 hours. Full-time faculty accrue sick leave according to the length of their yearly assignment and may accrue up to a maximum of 960 hours. Accrued hours below the maximum carry over from one fiscal year to the next.

Assignment Length	Biweekly Sick Leave Accrual	Monthly Sick Leave Accrual	Maximum Sick Leave Balance
9-Month	2.77 hours	6.00 hours	960 hours
10-Month	3.02 hours	6.66 hours	960 hours
11-Month	3.39 hours	7.34 hours	960 hours
12-Month	3.70 hours	8.00 hours	960 hours

Eligible Sick Leave Situations

Employees may use sick leave for the following reasons:

1. Illness of the employee;
2. Healthcare appointments which cannot be scheduled outside working hours; or,
3. Illness of an employee's *immediate* family member (spouse, child, mother, father, or a family member who is dependent upon the employee as a primary source of financial support).

Employees absent for three or more consecutive work days should seek Family and Medical Leave (FMLA).

Notification

To be eligible for sick leave, employees must:

1. Promptly report the reason for the absence to their supervisor, according to department notification procedures;
2. Keep the supervisor informed each day if the absence extends beyond one day; and,
3. Upon request from the supervisor, provide a doctor's statement verifying the reason for the absence.

Requesting/Reporting Sick Leave

Employees will submit their requests for sick leave in the AC Connect Self-Service section, under "Employee Overview > Leave > Request Leave." Supervisors will be notified of the new request and should promptly accept or reject the request for sick leave within the AC Connect Self-Service section.

Once this is completed, the employee will receive an emailed confirmation with details of the approval or rejection. Any leaves outside of sick or vacation (leave with pay, leave without pay, jury duty, bereavement, etc.) will be requested and sent to HR on a 340 form.

Hourly Employees – Current Pay Period Leave Requests

Hourly employees will complete a timesheet and manually add sick leave taken during a current active pay period. The supervisor should request the employee to submit a sick leave request through self-service for approval, as this approval will prompt the system to automatically deduct the requested leave from the employee's leave balances. Please note, approved leaves in the current active pay period will not auto populate on the employee's timesheet.

Hourly Employees – Future-dated Pay Period Leave Requests

If the sick leave request is future-dated, the employee will submit the request in self-service and the supervisor will need to approve or reject the request. The supervisor will receive an email notification to respond to a request. Supervisors will need to monitor the leave balance when they approve a request. Self-service will allow the employee to go negative in their balance. If the request is future-dated and the employee will have accrued the time off by the date requested, the supervisor should wait to approve until the balance is sufficient. Once the supervisor approves the request, it will automatically populate to the employee's timesheet for the applicable pay period and send notification to the employee. If the employee's plans change or they need to change a request, the supervisor will need to go into the leave portal and reject the originally approved request.

Salaried Employees

When a salaried employee requests sick leave, the supervisor will get an email and will need to approve or reject the request. Once the request is approved, the requested time off will immediately be deducted from the employees' leave balance, even if the time is future-dated. If the employee's plans change or they need to change their request, the supervisor will need to go back into the leave portal and reject the originally approved request.

Exempt salaried employees are required to report leave (sick, vacation, leave with pay, leave without pay, jury duty, bereavement) of 4 or more hours. This means if an employee is absent for fewer than 4 hours on one day, leave should not be requested in self-service. A supervisor may still require this time off to be communicated to them, but that time will not be deducted from the employee's leave balance. Exempt employees who work at least 4 hours in one day will be paid for the entire 8-hour workday. However, habitual leaves of less than 4 hours may lead to supervisor attendance review. The supervisor will need to monitor employee's leaves for the possibility of abuse. This would be a behavior/performance issue that will need to be addressed with the employee. If patterns of attendance suggest a salaried employee is abusing the "less-than-four-hour" element of the leave process, the employee will be subject to counseling and/or corrective action. A supervisor may deny a request for time off even when leave is available or a request for unpaid leave.

Faculty

When a faculty member requests sick leave, the employee will submit the request in self-service and the supervisor will need to approve or reject the request. A faculty member should request 6 hours for a full day off from work. All other procedures for salaried employees are applicable to faculty members.

Sick Leave Pool

Employees may donate sick leave hours to the Amarillo College Paid Sick Leave Pool, which assists eligible employees for time missed from work due to a serious health condition, or for the birth of a child.

For specific eligibility and procedures, please refer to the Human Resources link Sick Leave Pool Donation and Withdrawal.

Termination of Full-time Employment

Employees leaving their sick-leave-eligible position will not receive payment for unused sick leave. Employees rehired to sick-leave-eligible positions will start back at zero hours.

Employee and Supervisor Responsibility

Employees are responsible for timely requests and notification of the need for sick leave, and are responsible for monitoring their sick leave balance.

Supervisors are responsible for monitoring employee attendance and enforcing this policy.

5.3 Sick Leave Pool

Effective: March 2023

Employees may donate sick leave hours to the Amarillo College Paid Sick Leave Pool, which assists eligible employees for time missed from work due to a serious health condition, or for the birth of a child.

Eligibility

1. **Donating Employee**
    - The donating employee must be a benefits-eligible employee with a minimum of one (1) year of service in the benefits-eligible position.
    - The donating employee may not donate more than one-half (1/2) of their accrued sick leave hours balance and must retain a minimum balance of 80 hours in their sick leave balance.
    - In accordance with Texas state law (661.003) resigning or retiring employees may contribute unused sick leave to the college's Sick Leave Pool.
2. **Receiving Employee**
    - The receiving employee must be a benefits-eligible employee with a minimum of one (1) year of service in the benefits-eligible position.
    - The receiving employee must exhaust all sick leave and vacation leave in their own bank prior to receiving a withdrawal from the Sick Leave Pool.
    - The receiving employee may have no written warnings for performance or conduct in the prior 12 months.
    - An employee may receive donated sick leave based on his or her specific situation, up to a maximum of 240 hours in a rolling 12-month period.
    - The receiving employee must need time off work because of a serious health condition as defined under the Family and Medical Leave Act (FMLA) affecting the employee or the employee's spouse, domestic partner, child or parent for whom the employee is a primary care giver. Voluntary procedures such as cosmetic or elective surgery are not eligible for donated paid sick leave.

Procedure

1. A donating employee shall complete the Sick Leave Donation Request Form, then Human Resources will review. Once approved, the donating employee's sick leave balance will be reduced by the number of approved donated hours, within the following pay period.
2. Sick leave must be donated in one (1) hour increments.
3. An employee seeking to withdraw from the Amarillo College Paid Sick Leave Pool must complete the Sick Leave Pool Withdrawal Request Form, then an HR representative will contact the employee to discuss the request.
4. Once approved, the receiving employee's sick leave balance will be credited with the number of hours approved, and those paid sick leave hours may be used immediately within

the current pay period. Human Resources will notify the receiving employee as well as the employee's supervisor of the added sick leave hours.

Employee Responsibility

No employee may directly or indirectly solicit, intimidate, threaten or coerce any other employee with respect to donating, receiving, or using donated sick hours. Amarillo College further prohibits any employee from retaliating against another employee for donating, receiving or using - or refusing to donate any accrued sick hours. Approval of sick leave pool withdrawals is subject to availability of donated hours and is not guaranteed. Amarillo College reserves the right to change, amend or terminate this procedure at any time without notice.

5.4 Official College Holidays

Effective: March 2023

Paid holidays are an extremely valuable benefit for full-time employees at Amarillo College.

Full-time employees, faculty and staff, are eligible for holiday pay on college-designated holidays provided they are in active paid status the work day immediately preceding and the work day immediately following the holiday. "Active paid status" means that the employee is either: at work, on paid vacation leave, or on paid sick leave. Employees utilizing leave without pay are not considered to be in active paid status.

To receive pay for the Christmas/New Year holiday, employees must be employed by the hire date deadline designated by Human Resources each November, and must work at least ONE FULL PAY PERIOD after the holiday. For overtime calculations, designated holidays are considered hours worked.

	Number of Days	Number of Hours
Labor Day	1	8
Thanksgiving Day + Friday after	2	16
Christmas/New Year Holiday	10	80
Martin Luther King Jr. Day	1	8
Spring Break Thurs/Fri	2	16
Good Friday	1	8
Memorial Day	1	8.5*
Juneteenth	1	8.5 (or 4.5)*
Independence Day	1	8.5 (or 4.5)*
TOTAL	**20**	**161.5**

When a holiday falls on a Saturday, the preceding Friday may be observed as the legal holiday. When a holiday falls on a Sunday, the following Monday may be observed as the legal holiday.

*When a holiday falls on Monday through Thursday during Summer Hours, a holiday is defined as 8.5 hours. If a holiday falls on Friday during Summer Hours, a holiday is defined as 4.5 hours.

Holiday EXCEPTION: Some departments work non-traditional schedules which may require modification of the holiday procedure to accommodate efficient continuing operation of the department and College. The department supervisor is responsible for identifying and approving alternate days to be taken in lieu of official College holidays worked. Every effort shall be made to ensure that an equal number of days off will be given for days worked during a College holiday.

5.5 Bereavement Leave

Effective: March 2023

Board Policy Manual Reference: DEC series

Amarillo College recognizes that the death of a loved one is a difficult situation that requires time away from work. The College provides paid bereavement leave to full-time employees, to assist when a death in the family occurs. Pregnancy loss for the employee or the employee's spouse is included in the definition of a death in the family. The number of days allowed depends on the type of family relation with the deceased. The table below may be referenced to determine the number of paid bereavement days an employee is eligible for in a given situation. One "day" for purposes of this policy is limited to eight (8) hours.

Type	Definition	First Degree	Second Degree	Third Degree
Consanguinity	Related by blood	Mother, father, child (including unborn children)	Brother, sister, grandparent, grandchild	Aunt, uncle, niece, nephew, great-grandparent, great-grandchild
Bereavement Days Allowed		Five (5)	Three (3)	One (1)

Type	Definition	First Degree	Second Degree	Third Degree
Affinity	Related by marriage	Spouse, spouse's mother, father, child	Spouse's brother, sister, grandparent, grandchild	Spouse's aunt, uncle, niece, nephew, great-grandparent, great-grandchild
Bereavement Days Allowed		Five (5)	One (1)	None

Step Relations

Step relations will be considered the same as relatives described above.

Other Relations

Bereavement leave for relations in the third degree of affinity, and others not listed on the table will require the use of available vacation leave or leave without pay.

Notification

An employee who wishes to use bereavement leave should notify his/her supervisor as early as possible of the need for leave. A leave form 340 must be completed for bereavement leave taken, and forwarded to Human Resources. Hourly employees' timesheets should reflect bereavement leave taken.

5.6 Jury and Voting Leave

Effective: March 2023

Board Policy Manual Reference: DEC series

Jury Service

To provide income protection while a full-time employee carries out his or her civic responsibility, Amarillo College provides paid jury duty leave.

1. Employees who are summoned to appear for jury duty should notify their supervisor immediately of the summons.
2. When deemed necessary for college operations, postponement of the jury duty may be requested by the College.
3. Upon completion of service, the employee must provide the supervisor with documentation of the service and shall retain any compensation for this service.
4. When employees serving on a jury are dismissed by the court for a period of time, if practicable they should report to work until their services are again required by the court.
5. For hourly paid employees, jury duty leave should be properly noted on the timesheets.
6. A leave form 340 should be completed for both hourly and salaried employees and forwarded to Human Resources.

Voting

Amarillo College recognizes that it is the responsibility and duty of employees to exercise the privilege of voting in elections.

With early voting as well as extended polling hours on election day, employees should plan to vote outside regularly assigned work hours, either before or after work, or during a meal break.

5.7 Military Leave

Effective: March 2023

Board Policy Manual Reference: DECB

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year.

Family and Medical Leave

Military leave may intersect with Family and Medical Leave (FMLA). Please refer to *5.9 Family and Medical Leave*. Consult with Human Resources for more information.

Reemployment after Military Leave

Employees who leave the College to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard may return to employment if they are honorably discharged. Employees who wish to return to the College will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources within the period of time specified by law. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Human Resources for details on eligibility, requirements, and limitations.

5.8 Leave Without Pay

Effective: March 2023

Certain approved absences without pay preserve the continuation of employment status and permit retention of College benefits.

Short Term

Specific approved short-term absences of five days or less per year may be authorized by the supervisor for employee personal reasons provided that acceptable arrangements can be made in order to take care of the employee's work load. Timely notification of short-term leave without pay needs to be given to the Human Resources office in order to make sure that the employee's payroll timesheet is appropriately adjusted. This should be completed on a 340 form and sent to Human Resources before the last day of the pay period.

Long Term

Any leave without pay longer than five working days requires approval from the employee's immediate supervisor, department head and applicable Vice President. Timely notification of long-term leave without pay needs to be given to the Human Resources office in order to make sure that the employee's payroll timesheet is appropriately adjusted. This should be completed on a 340 form and sent to Human Resources before the last day of the pay period.

Medical Leave

After exhausting paid sick leave and vacation accruals, medical leave without pay for personal illness or injury may be approved up to four (4) months, including any leave under the Family and Medical Leave Act (FMLA). Should the employee not be able to return to full duty after four months leave without pay, employee may be terminated by the College.

If the medical leave without pay is longer than the FMLA benefits, the employee will have no guarantee of returning to his/her former position. If any employee's former position is not available when he/she is able to return to full duty and employment has not been terminated, the employee shall be given first consideration for position vacancies open at the College for which he/she is qualified.

The College shall continue to pay the State portion of health insurance premiums for up to four months while the employee is on medical leave without pay.

5.9 Family and Medical Leave Act (FMLA) – General Provisions

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: CKD, DEC series

Leave Entitlements

Eligible employees who work for Amarillo College can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

In certain circumstances, an employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Amarillo College requires employees to use accrued paid leave while taking FMLA leave. When an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, Amarillo College will continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Amarillo College shall not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for Amarillo College must meet criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for Amarillo College for at least 12 months, and
- Have at least 1,250 hours of service in the 12 months before taking leave.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify Amarillo College Human Resources as soon as possible.

Employees must provide enough information to Amarillo College so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing Amarillo College Human Resources that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform Amarillo College if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Amarillo College requires certification and periodic recertification supporting the need for leave. If Amarillo College determines that the certification is incomplete, it will provide a written notice indicating what additional information is required.

Employer Responsibilities

Once Amarillo College becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Amarillo College will notify the employee if he or she is eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, Amarillo College will provide a reason for ineligibility.

Amarillo College will notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against Amarillo College.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.dol.gov/whd

Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FMLA.

Use of Paid Leave. FMLA runs concurrently with accrued paid leave, and absences due to a work-related illness or injury. The college will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the college are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The college does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FMLA due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The college shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave began, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to reinstatement even if the employee has been replaced or his or her position has been restructured to accommodate the employee's absence. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Failure to Return. If, at the expiration of FMLA, the employee is able to return to work but chooses not to do so, the college may require the employee to reimburse the college's share of insurance premiums paid during any portion of FMLA when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the college, the college may not require the employee to reimburse the college's share of premiums paid.

College Contact. Employees that require FMLA or have questions should contact Employee Health for details on eligibility, requirements, and limitations.

*As required by federal regulations the college provides the notice **"Employee Rights and Responsibilities Under the Family and Medical Leave Act"** on the next page.*

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

5.10 Faculty Personal Leave

Effective: March 2023

Full-time faculty are eligible for personal leave, subject to approval. Refer to ***9.13 Faculty Personal Leave*.**

5.11 Mental Health Leave for Peace Officers and Licensed Telecommunicators

Effective: June 2023

Revised: March 2024

Board Policy Manual Reference: DEC

All licensed peace officers and licensed telecommunicators employed by Amarillo College who experience a traumatic event within the scope of their employment at the college are eligible for mental health leave in compliance with Texas Government Code 614.015.

Procedure

1. Upon experiencing a traumatic event, a peace officer or licensed telecommunicator may make a verbal or written request for mental health leave to the Amarillo College Police Chief or their designee.
2. The Chief, in consultation with Human Resources/Employee Health, may approve up to forty (40) hours of mental health leave for the requesting officer or telecommunicator.
3. A peace officer or telecommunicator approved for mental health leave under this policy is entitled to take the leave without a reduction in pay or other leave balances.
4. The number of hours approved will be based on the number of hours the officer or telecommunicator would have normally been scheduled to work during the period of time in which leave is requested.
5. The employee's time record should reflect "leave with pay" and a Leave Request Form (340) should be completed and forwarded to Human Resources.
6. If a peace officer or telecommunicator requests more than forty hours of mental health leave under this policy, the additional hours may be approved when supporting documents are provided. Such additional days may be taken under other leave policies available to the employee, such as vacation leave, sick leave, or Family and Medical Leave.
7. Any requests for mental health leave, including approval or denial of the request, shall remain confidential and provide anonymity for a peace officer or telecommunicator who takes mental health leave.

5.12 Paid Quarantine Leave for Police Officers and First Responders

Effective: June 2023

Board Policy Manual Reference: DEC

All licensed peace officers and emergency medical technicians employed by Amarillo College are eligible for paid quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty, in compliance with Texas Local Government Code 180.008.

Procedure

1. A supervisor who learns of an order from the local health authority, or who believes a peace officer or emergency medical technician should be required to quarantine or isolate due to possible or known exposure to a communicable disease while on duty for Amarillo College, should consult with Human Resources/Employee Health.
2. Once the need for quarantine leave is approved, the employee will be notified of such and requested to stay in communication with the Employee Health Coordinator.
3. An employee approved for quarantine leave under this policy is entitled to take the leave without a reduction in pay or other leave balances.
4. The employee's time record should reflect "leave with pay" and a Leave Request Form (340) should be completed and forwarded to Human Resources. The length of leave available to an employee under this policy is determined by the employee's normal working schedule. An employee should not receive paid quarantine leave for more hours/days per week than they would have normally worked for Amarillo College.
5. An employee may be returned from Quarantine Leave with the appropriate release/documentation from the local health authority and/or supervisor, in consultation with Employee Health.

5.13 Leave for Emergency Responders

Effective: June 2023

Revised: February 2024

Board Policy Manual Reference: DEC

Regulatory Reference: HB 471 Texas 88th Session of the Legislature

A full-time college-employed licensed police officer who regularly serves in a law enforcement capacity in a college police department or an emergency services medical personnel (EMSP) who is a paid employee of the College is entitled to a paid leave of absence (LOA) or an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave, the police officer or EMSP may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer or EMSP will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Reference: HB 471 of the 88th Regular Session of the Texas Legislature. Under this law, a "police officer" means a paid employee who is full-time, holds an officer license issued under Chapter 1701, Occupations Code, and regularly serves in a professional law enforcement capacity in the police department of a college. The term includes the chief of the department.

Under this law, "emergency medical services personnel" means a paid employee of a college who is defined by Texas Health and Safety Code §773.003.

Procedure

1. Upon experiencing an illness or injury related to the person's line of duty, a police officer or EMSP may make a verbal or written request for leave to the Amarillo College Police Chief or their designee.
2. The Chief, in consultation with Human Resources/Employee Health, may approve up to twelve (12) months of leave for the requesting officer or EMSP.
3. A police officer or EMSP approved for leave under this policy is entitled to take the leave without a reduction in pay or other leave balances.
4. The number of hours paid will be based on the number of hours the officer or EMSP would have normally been scheduled to work during the period of time in which leave is requested.
5. The employee's time record should reflect "leave with pay" and a Leave Request Form (340) should be completed and forwarded to Human Resources.
6. If a police officer or EMSP requests more than twelve (12) months of leave under this policy, the additional hours may be approved when supporting documents are provided. Such additional days may be taken under other leave policies available to the employee, such as vacation leave, sick leave, or Family and Medical Leave.
7. Any requests for duty-related leave, including approval or denial of the request, shall remain confidential and provide anonymity for a police officer or EMSP who takes leave.

6.1 Attendance and Punctuality

Effective: March 2023

Revised: February 2024

General Information

Consistent and punctual attendance at work is an essential requirement of all employment at Amarillo College. Any tardiness or unplanned absence causes challenges for fellow employees and supervisors. Employees of Amarillo College are expected to report to work as scheduled, on time and prepared to start working.

All unplanned absences, **even if excused**, cause disruption to the business of the College and will be considered in the corrective action or termination decision making process.

This procedure does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Absenteeism

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled and expected to work. As defined by this procedure, an absence is ***unplanned*** when the employee did not request the time away from work at least 24 hours in advance.

An absence should be classified as either excused or unexcused:

Excused absences: In the event of an emergency or illness, the employee should contact his or her supervisor no later than the scheduled starting time of the employee's work shift. If the employee is unable to call, he or she must have someone make the notification for them. For multiple-day absences with no definitive return date, employees are responsible for contacting their supervisor daily to notify of the continued need for absence from work. Department supervisors, in consultation with HR, may set more stringent deadlines for notification of unplanned absences in order to minimize disruption to departmental operations.

Unexcused absences: Absences for which the employee does not provide proper notice and/or required documentation will be considered unexcused. Absences for reasons which the supervisor deems unacceptable may be considered unexcused (i.e. calling in sick on a shift for which vacation leave was previously declined, failure to provide a doctor's note, etc.). Unexcused absences constitute one (1) "occurrence" for purposes of tracking and corrective action.

Notification requirements: Department supervisors are responsible for informing employees of the acceptable methods by which employees may notify supervisors of unplanned absence from work.

Documentation requirements: Department supervisors, in consultation with HR, may set more stringent requirements for absence documentation, such as requiring a doctor's note upon returning from an absence related to illness. Failure of an employee to provide requested documentation may constitute an unexcused absence.

Usage of sick and vacation leave: Employees who accrue sick leave and vacation leave must use their available leave for absences.

Note about sick leave: Unlike vacation leave, sick leave is not considered an earned benefit and is not "owned" by the employee in the same way as vacation leave. Upon departure from a sick leave-eligible position, employees are not paid out for sick leave balances. Sick leave is not intended to be used up each year. Sick leave is accrued as a benefit to the employee who experiences illness or whose dependent family member experiences illness requiring the employee to take time off work. Employees are not entitled to use sick leave without the permission of their supervisor.

Tardiness and Early Departures

Employees are expected to report to work and return from breaks on time. If an employee cannot report to work as scheduled, he or she must notify the supervisor as early as possible. Department supervisors may set reasonable time limits for considering an employee tardy and requiring employee communication of tardiness, based on departmental needs and flexibility.

An instance of tardiness is considered one-half (0.5) "occurrence point" for purposes of tracking and corrective action.

No Call/No Show – Job Abandonment

Any employee who fails to report to work for two consecutively scheduled days without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship. Every instance of no call/no show counts as four (4) "occurrence points" for purposes of tracking and corrective action.

Corrective Action

An employee who has more than two (2) "occurrence points" according to this procedure during the first three months of employment may be discharged.

Excessive absenteeism, ***except those absences determined to be protected by the Family and Medical Leave Act, Pregnancy Discrimination Act, or any other applicable federal law***, may result in corrective action. As proof of the applicability of such law, the employee is to provide appropriate certification or documentation in a timely manner.

Patterns of absence or tardiness, such as consistently being absent after a scheduled vacation day or holiday, calling in every Monday or Friday, calling in on days for which vacation requests were denied etc. may result in corrective action regardless of the number of occurrence points. The following attendance guidelines ***may*** apply for a **rolling 12-month period**.

Occurrence Point Chart	
Activity Type	***# of Points Assigned***
No Call/No Show	4
Unexcused Absence	1
Tardy	0.5

Attendance Corrective Action Levels	
# of Occurrence Points Incurred in a rolling 12-month period	***Corrective/Disciplinary Action***
4	Notation/Education/Record of Conversation
6	Written Warning
7	Final Written Warning
8	Discharge

Supervisor Responsibility

Supervisors are responsible for using good judgment and consideration in documenting occurrences of absences and tardiness. Supervisors should address excessive absenteeism, even if excused, in a timely manner. These attendance and punctuality criteria apply to employees working on campus as well as employees teleworking.

While there is flexibility based on department needs, supervisors are expected to hold employees consistently accountable to the attendance standards. Supervisors whose department operations require more structure or stringent enforcement of attendance and punctuality may consult with Human Resources for assistance in crafting departmental policies which are harmonious with this college policy.

6.2 Higher Education Standards of Conduct and Code of Ethics

Effective: March 2023

Revised January 7, 2025

Board Policy Manual Reference: DH

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the College and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and college policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
- Use college time, funds, and property for authorized college business and activities only.

All employees should perform their duties in accordance with state and federal law, college policies and procedures, and ethical standards. This includes, but is not limited to Texas Education Code Section 51.3525 which prohibits certain activities and practices related to diversity, equity, and inclusion, as detailed in that statute. https://statutes.capitol.texas.gov/Docs/Ed/htm/Ed.51.htm. Violation of laws, policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a college investigation may result in disciplinary action, including termination. The College holds all employees to the ethical standards expressed in the Texas Community College Teachers Association Code of Professional Ethics, which is reprinted below:

Texas Community College Teachers Association

Code of Professional Ethics
(Revised February 20, 1997)

Professional Educators affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty. These flourish where both freedom and responsibility are esteemed.

In order to express more adequately the affirmation of our professional responsibilities, we, the members of the Texas Community College Teachers Association, do adopt, and hold ourselves and each other subject to, the following Code of Professional Ethics:

The Professional Educator shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, or age.

The Professional Educator shall strive to help each student realize his or her full potential as a learner and as a human being.

The Professional Educator shall by example and action encourage and defend the unfettered pursuit of truth by both colleagues* and students, supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

The Professional Educator shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

The Professional Educator shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person.

The Professional Educator shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate preparation and performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

The Professional Educator shall make the most judicious and effective use of the college's time and resources.

The Professional Educator shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which he or she is not qualified nor assign tasks to unqualified persons.

The Professional Educator shall support the goals and ideals of the College and shall act in public and private affairs in such a manner as to bring credit to the college.

The Professional Educator shall not engage in sexual harassment of students or colleagues and shall adhere to the college's policy on sexual conduct.

The Professional Educator shall observe the stated policies and procedures of the College, reserving the right to seek revision in a judicious and appropriate manner.

The Professional Educator shall participate in the governance of the College by accepting a fair share of committee and institutional responsibilities.

The Professional Educator shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

The Professional Educator shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

The Professional Educator shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of his or her public position for private or partisan advantage.

**In this Code the term "colleague" refers to all persons employed by colleges in the educational enterprise.*

6.3 Conflict of Interest

Effective: March 2023

Board Policy Manual Reference: CAA, DBD, DBF

Employees are required to disclose in writing to the College any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the College. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Outside employment

Employees should contact their supervisor and the referenced board policies for additional information.

6.4 Corrective Action and Discipline

Effective: March 2023

General Information

The employment relationship between most employees and Amarillo College is on an at-will basis. However, a supervisor is encouraged to utilize corrective action short of termination to resolve a problem situation. Corrective action allows for employees to be informed of changes required for their attendance, performance or conduct, and to be provided with opportunities to correct those situations.

Each instance of misconduct, poor performance, illegal activity, disrupting others' ability to work, excessive absenteeism or any other problems as determined by the supervisor will be evaluated individually to determine what, if any, corrective action is warranted and appropriate.

Amarillo College's utilization of corrective action is not a relinquishment of the at-will employment relationship and does not create an employment contract. Supervisors of both faculty and non-faculty employees should apply corrective action as close to the date of the misconduct or performance problem occurrence as possible. Employees may be subject to termination during the first six (6) months of employment without corrective action.

Procedures

In most circumstances, the following steps of corrective action should be taken to address performance, conduct and attendance problems:

1. **Notation and Education**: The supervisor responsible for the employee should make the employee aware of the specific areas of conduct, performance or attendance which are not meeting expectations or which are causing a disruption to the learning environment for students or the working environment for other AC employees and faculty. The notation and education meeting, including any comments or responses by the employee, should be documented.
   Recommended supervisor action*: Follow up the notation/education meeting with the employee by emailing him/her a summary of the conversation and the action steps agreed upon. Ask the employee to reply with any corrections to the summary or with the employee's agreement.*
2. **Verbal Warning**: Should conduct, performance or attendance continue to be unsatisfactory, the supervisor should meet with the employee to discuss the prior conversations and to elaborate on the specific instances since the prior conversation in which the employee's conduct, performance or attendance has been unsatisfactory. The verbal warning should be documented and signed by both the employee and the supervisor. The warning, along with any comments or responses by the employee, should be forwarded to the employee's official personnel file in Human Resources.
3. **Written Warning**: Should conduct, performance or attendance continue to be unsatisfactory, the supervisor should discuss the concerns with Human Resources, and then meet with the employee to discuss the prior conversations and to provide the employee with specific examples of continued unsatisfactory results. The written warning is to be considered a serious level of corrective action and both parties should sign the document. The written warning, along with any comments or responses by the employee, should be forwarded to Human Resources for the employee's official personnel file.
   Recommended supervisor action*: At this stage of corrective action, have another supervisor level employee present as a witness to the conversation.*
4. **Termination**: When the prior corrective action efforts fail to resolve the conduct, performance or attendance issues, the supervisor may recommend termination of employment. Supervisors must

notify Human Resources prior to issuing any involuntary termination action for any Amarillo College employee (see procedure **7.3 Involuntary Termination of Employment**).

Performance and Conduct Issues Subject to Immediate Termination of Employment

Behavior that is illegal is not subject to corrective action and may result in immediate termination of employment. Such behavior may be reported to local law enforcement authorities and must be reported to Human Resources prior to any termination action.

Similarly, theft; substance abuse; intoxication; fighting and other acts of violence; sleeping while on duty; falsification of records; unauthorized use of college equipment, tools, machines, funds, etc. and insubordination at work are subject to corrective action and may be grounds for immediate termination. Supervisors are required to confer with Human Resources if any of these actions or similar actions occur, prior to any termination action.

The College reserves the right in any situation to take corrective action or not, and in any order as appropriate.

6.5 Discrimination, Harassment and Retaliation on the Basis of Sex

Effective: March 2023

Board Policy Manual Reference: DAA, DH, DHB, DIAA, FA, FFDA

Employees shall not engage in discrimination, harassment, or retaliation on the basis of sex, including sexual harassment, sexual assault and other sexual violence, dating violence, domestic violence, or stalking against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Processes for reporting prohibited conduct are described below.

Other forms of prohibited discrimination, harassment, and retaliation are addressed in procedure ***6.6 Discrimination, Harassment, and Retaliation on the Basis of Other Protected Characteristics.***

Employees Who Witness Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking

All employees who witness or receive information reasonably believed to constitute prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking against or by another employee or student, regardless of where or when the incident occurred, must promptly report the incidents to the college's Title IX coordinator: Tammy Coats, Director of Human Resources, Washington Street Campus, Student Services Center, Suite 260, 806-371-5042. Alternatively, employees may submit their report on the college's Title IX website reporting form. An electronic report may be submitted anonymously.

In addition to the report to the Title IX coordinator, a report against the College president or chancellor must also be made directly to the board of trustees.

An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See procedure ***6.14 Reporting Suspected Child Abuse*** for additional information.

Exceptions to the Reporting Requirements

An employee is not required to report information they received as a result of a disclosure made at a college sponsored public awareness event unless the person has the authority to institute corrective measures on behalf of the College.

Absent the victim's consent, or unless required by law, a confidential employee, described below, may only disclose the type of incident reported and may not disclose information that would violate a victim's expectation of privacy.

An employee is not required to report an incident the employee learned of during the course of the college's review or processing of an incident report or that has been confirmed to have been previously reported.

Victims of Sex Discrimination, Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, or Stalking

An employee who is the victim of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking has the right to report the incident to the College and to receive a prompt and equitable resolution of the report.

Allegations may be reported to the employee's immediate supervisor, to the Title IX coordinator: Tammy Coats, Director of Human Resources, Washington Street Campus, Student Services Center, Suite 260, 806-371-5040, or the College president. The employee may also report electronically through the college's Title IX website reporting form. An electronic report may be submitted anonymously.

Alternatively, the employee may report the incident to a designated confidential employee. A confidential employee is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or who is designated as a confidential employee.

An employee is not required to report the incident to the person alleged to have committed it.

An employee who is the victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking, go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Retaliation

The College prohibits retaliation against an employee for the purpose of interfering with a right or privilege under policies DIAA and FFDA; who, in good faith, makes a report or a complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing regarding an allegation of discrimination on the basis of sex, including sexual harassment, sexual assault or other sexual violence, dating violence, domestic violence, or stalking. This prohibition does not apply to the discipline of an employee who committed, or assists in the commission, of the misconduct.

False Report or Failure to Report

An employee commits an offense if the employee makes a false report or knowingly fails to report such incidents with the intent to harm, deceive, or conceal the incidents. An employee found by the College to have committed one of these offenses will be terminated.

Policies and Procedures

Information on the colleges' policy, procedures, and related materials is available on the Title IX website.

6.6 Discrimination, Harassment and Retaliation on the Basis of Other Protected Characteristics

Effective: March 2023

Board Policy Manual Reference: DAA, DAAA, DH, DHB, DIAB, FA, FFDB

General Information

In addition to the prohibition on discrimination, harassment, and retaliation on the basis of sex addressed in procedure 6.5 Discrimination, Harassment, and Retaliation on the Basis of Sex, employees shall not engage in discrimination, harassment, or retaliation on the basis of other legally protected characteristics against other employees, prospective employees, former employees, unpaid interns, or students. Employees also may not engage in prohibited discrimination, harassment, or retaliation against other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge will result in disciplinary action. Processes for reporting prohibited conduct are described below.

Report of Actions Targeting Employees

An employee who believes the employee or another employee has been discriminated or retaliated against or harassed on the basis of a legally protected characteristic other than sex is encouraged to promptly report such incidents to the employee's supervisor or the College president, or Human Resources. An employee is not required to report prohibited conduct to the person alleged to have committed it. If the supervisor is the subject of a complaint, the complaint may be directed to the College president or Human Resources. A complaint against the College president may be made directly to the Board of Regents.

Report of Actions Targeting Students

Employees who suspect a student may have experienced discrimination, harassment, or retaliation on the basis of a protected characteristic other than sex are obligated to report their concerns to an appropriate College official such as their director, dean or Cabinet member. All allegations will promptly be investigated. An employee who knows of or suspects child abuse must also report the employee's knowledge or suspicion to the appropriate authorities, as required by law. See procedure ***6.14 Reporting Suspected Child Abuse*** for additional information.

6.7 Workplace Bullying

Effective: March 2023

General Information

Amarillo College is committed to providing a safe and secure academic and work environment. The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that Amarillo College will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be subject to corrective action or termination of employment.

Definition

Amarillo College defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. Such behavior violates Amarillo College's ***2.2 Expectations of Employees***, which requires that all employees will be treated with dignity and respect.

Examples

Amarillo College considers the following non-exhaustive list of behaviors examples of bullying:

- **Verbal or written bullying.** Slandering, threatening, intimidating, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks. Written bullying can occur via email, memos, letters, text messages, or social media.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, blocking, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Work interference or sabotage**. Preventing an employee from getting work done through verbal, physical or exclusionary actions.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself of herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).

- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings and team emails or messages.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (removing, moving, defacing or marking up property).

Employee Responsibility

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are expected to report any bullying conduct they experience or witness as soon as possible to allow Amarillo College to take appropriate action.

IF YOU SEE SOMETHING, SAY SOMETHING.

6.8 Employee Complaints and Grievances

Effective: March 2023

Board Policy Manual Reference: DGBA

Amarillo College encourages employees to seek resolutions to complaints and concerns informally at the lowest administrative level possible.

The employee complaint/grievance process is found in Board policy DGBA.

Rights under Board policy DGBA are limited to current employees, except for full-time faculty or administrators who have been dismissed for cause or non-renewed, and who wish to appeal the dismissal or non-renewal decision. See procedure **9.11 Dismissal and Due Process Procedure for Faculty** and procedure **7.6 Dismissal and Due Process for Administrators.**

6.9 Alcohol and Drug Abuse Prevention

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: DH, DI

Policy

Amarillo College is committed to maintaining an alcohol- and drug-free environment and will not tolerate the manufacture, possession, distribution, dispensation, transmission, sale, being under the influence, or use of alcohol and illegal drugs while conducting college business or while on college property, in college vehicles, or at college-related activities, whether during or outside of usual working hours. Employee who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be subject to disciplinary action or termination of employment.

Exception: The College President is authorized by the Board to permit the serving and consumption of alcohol at appropriate College functions.

Testing

Drug or alcohol testing of employees shall be administered if there is reasonable suspicion of substance abuse. The college retains the right to screen prospective employees in key employment areas* through drug and/or alcohol tests. All new employees will be provided the substance abuse policy and asked to acknowledge that they have read and understand the policy and are not currently in violation of the policy.

An employee who is determined by testing to be under the influence of a controlled substance, or who is involved in the sale, possession, distribution, purchase, dispensation, manufacture or transfer of controlled substances, as defined by state or federal law, on college property or property under college control will be subject to disciplinary action or termination of employment.

Convictions

Any employee who is convicted of or pleads guilty or nolo contendere to a controlled substance-related violation in the workplace under state or federal laws, must notify the Vice President of Human Resources within five (5) calendar days of such a conviction or plea. Failure to notify the Vice President of Human Resources of conviction, guilt or nolo contendere to a controlled substance-related violation in the workplace is grounds for suspension and/or termination of employment. Employees who are convicted of or plead nolo contendere to such drug-related violation and whose employment is not terminated must successfully complete a treatment program as a condition of continued employment.

Students

Student behavior with regard to substance abuse will be governed by the provisions contained in Board Policy FLBE Student Conduct: Alcohol and Drug Use.

**Key employment areas include physical plant operations, maintenance, building and grounds maintenance, custodial, safety and security areas involving confidential and/or classified data, transportation involving college activities, supervision of students in situations involving working with and/or handling dangerous chemicals, high-voltage electrical equipment, radio/tv equipment, electrical equipment, physical education activities, welding and automotive repair.*

Printed policies and procedures are considered uncontrolled and for reference only.

6.10 Associations and Political Activities

Effective: March 2023

Board Policy Manual Reference: DGA

The College will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, committee, organization, or association.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of college resources including work time for political activities is prohibited.

The College encourages personal participation in the political process, including voting. With early voting as well as extended polling hours on election day, employees should plan to vote outside regularly assigned work hours, either before or after work, or during a meal break. If doing so is not feasible, employees should notify their supervisor as early as possible prior to an absence from work for voting.

6.11 Intellectual Property

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: CT

Policy

All copyrights, trademarks, and other intellectual property rights belonging to the college shall remain with the college at all times. Except as provided by law, college policy, or written authorization from the College President, use of college intellectual property shall be limited to college-related purposes.

Copyrighted Materials

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The performance and display of copyrighted material, including motion pictures, dramatic works, musical performances, or other audio and visual works, may only occur for education purposes, and as a regular part of instruction and directly related to the curriculum, during face-to-face teaching activities, when viewed in a classroom or designated place of instruction, and with a lawfully made copy or via an authorized account.

Trademarked Materials

Symbols such as professional team's mascot, colors, slogans, sounds, and like items, are typically protected by federal and state trademark law. Employees are expected to comply with the provisions of the law.

Patents

Federal law protects the invention or discovery of a process, machine, manufacture, or improvement. Only the patent holder may use, make, or sell the invention or discovery or a material component of that invention or discovery.

Work Product

As an agent of the college, an employee, including a student employee, does not have rights to the work he or she creates on college time or using college technology resources. The college will own any work or work product created by a college employee in the course and scope of his or her employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee is required to grant a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to the college for use of the patented work. A college employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

A college employee may apply to the college president to use college materials and equipment in his or her creative projects, provided the employee agrees either to grant to the college a non-exclusive, non-transferable, perpetual, royalty-free, college-wide license to use the work, or permits the college to be listed as co-author or co-inventor if the college contribution to the work is substantial.

6.12 Gifts and Favors

Effective: March 2023

Board Policy Manual Reference: CAA, DBD

Employees may not accept gifts, favors, services, or other benefits that could influence, or be construed to influence, the employee's discharge of assigned duties. In addition, acceptance of any single item with a value at or above $50 or items from a single contractor or subcontractor that have an aggregate value exceeding $100 in a 12-month period is prohibited.

6.13 Fraud and Financial Impropriety

Effective: March 2023

Board Policy Manual Reference: CDE

All employees should act with integrity and diligence in duties involving the college's financial resources. The College prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the College.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other college assets including employee time.
- Impropriety in the handling of money or reporting of college financial transactions.
- Profiteering as a result of insider knowledge of college information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the College.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College, except as otherwise permitted by law or college policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failing to provide financial records required by federal, state, or local entities.
- Failure to disclose conflicts of interest as required by law or college policy.
- Any other dishonest act regarding the finances of the College.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

6.14 Reporting Suspected Child Abuse

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: DH, DHB

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a local or state law enforcement agency, the Texas Department of Family and Protective Services (DFPS), or an appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility in which the abuse occurred). An employee who is considered a professional under Texas Family Code §261.101(b) must report child abuse or neglect or indecency with a child if the employee has reasonable cause to believe the conduct occurred or may occur within 48 hours after first suspecting the abuse or neglect. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a day care teacher) must be reported to DFPS.

Refer to Board Policy DHB for additional information.

6.15 Reporting Crime

Effective: March 2023

Board Policy Manual Reference: DG

The Texas Whistleblower Act protects college employees who make good faith reports of violations of law by the College to an appropriate law enforcement authority. The College is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. An *appropriate law enforcement authority* is part of a federal, state, or local governmental entity that the employee in good faith believes is authorized to regulate under or enforce the law alleged to be violated or to investigate or prosecute a crime.

6.16 Employee Arrests and Convictions

Effective: March 2023

Board Policy Manual Reference: DH

An employee must notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony or offense involving moral turpitude. Failure to notify immediate supervisor may result in disciplinary action up to and including termination.

Moral turpitude includes, but is not limited to the following:

- 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
- Crimes involving any felony possession, transfers, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- 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
- Acts constituting abuse or neglect under the Texas Family Code §261.001

6.17 Possession of Firearms and Weapons

Effective: March 2023

Board Policy Manual Reference: CHF

Amarillo College allows possession of firearms and weapons only as described in Board policy CHF.

6.18 Technology Resources and Information Security

Effective: March 2023

Revised: July 2024

Board Policy Manual Reference: CR

Appropriate Use

Employees are required to abide by the provisions of the Appropriate Use Policy for Information Technology. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact tic@actx.edu.

Information Security Plan

The Information Security Plan describes Amarillo College's safeguards to protect data, information, and resources as required under the Gramm Leach Bliley Act. Employees with questions about information security can contact officeofinformationsecurity@actx.edu.

Software Purchasing Protocol

Implementing new technology at Amarillo College follows a structured process to ensure effective and seamless integration. This procedure ensures that all software requests and installations at our college are rigorously evaluated, approved, and integrated to enhance efficiency and support our educational mission effectively. The Protocol for Purchasing New Technology Software Platforms can be found in AC Connect > Forms.

6.19 Personal Use of Electronic (Social) Media

Effective: March 2023

Board Policy Manual Reference: CR, DH

General Information

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

Employees are responsible for their public conduct even when they are not acting as college employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

1. The employee may not set up or update the employee's personal social network page(s) using the college's computers, network, or equipment.

2. The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct college business.

3. The employee shall not use the college's logo or other copyrighted material of the College without express, written consent.

4. An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on college business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

5. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas *Community College Teachers Association Code of Professional Ethics*, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

a. Confidentiality of student records [See Policy FJ]

b. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DBA]

c. Confidentiality of college records, including private e-mail addresses. [See Policy GCA]

d. Intellectual property [See Policy CT]

e. Prohibition on the disclosure of information or rumor which might damage or embarrass or violate the privacy of any other person. [See Policy DH]

6.20 Required Employee Training

Effective: March 2023

Purpose

The pursuit of Amarillo College's mission and vision requires a shared commitment from staff and faculty to the AC Values of WOW, INNOVATION, FUN, FAMILY AND "YES." To this end, Amarillo College employees receive education and training to reinforce this shared commitment as well as to comply with the requirements of external guidelines and internal policies.

Training for New Employees

All new employees are required to complete identified new employee training within 30 calendar days of their hire date. Other required training may be determined according to the needs of the employee's department or program.

Ongoing Training for Employees

All employees are required to complete college-wide training on an annual basis. Other required training may be determined according to the needs of the College or the employee's department or program.

The curriculum of mandatory modules is made available near the beginning of the fiscal/academic year in September. Employees are expected to complete all mandatory training by the published due dates.

The College may, based on unforeseen events or situations, add mandatory training modules during the course of the fiscal year. Employees will be notified by the Organizational Development department of newly added training requirements with a reasonable amount of time to complete.

Training Required by Employee Group

Department heads may request customized training for their department employees, and will work with Organizational Development to create and deploy the training.

Supervisors and manager groups are required to complete various leadership and supervisor training as deemed appropriate by the College.

Cabinet members may request customized training for employee groups within the cabinet member's division and will work with Organizational Development to create and deploy the training.

Printed policies and procedures are considered uncontrolled and for reference only.

Training Required for Independent Contractors and Their Employees

The College may require independent contractors and employees of firms providing contracted services on Amarillo College's campuses to complete mandatory training on topics including but not limited to Title IX sexual harassment, safety and emergencies, and information security.

Learning Management System (LMS)

Much of Amarillo College's mandatory annual training will be accomplished via computer-based modules, accessible in the College's official employee learning management system (LMS). In-person training registrations and completions are recorded in the LMS as well. Each employee's training record is accessible to the employee and the employee's supervisor, for purposes of performance evaluation and compliance.

The College's learning management system is Tovuti, and can be accessed through AC Connect.

All new employees are provided a log-in credential to access their assigned modules in Tovuti. Employees receive automated reminder emails from Tovuti when modules are overdue.

Tovuti also houses thousands of training modules that are available to employees on-demand.

Employee Responsibility

All employees are responsible for completing all training within the deadlines assigned by the College. Failure to complete training as required by this policy will result in corrective action or termination of employment.

Supervisor Responsibility

Supervisors are responsible for setting a standard of completing the modules by the prescribed deadline, and may wish to prescribe shorter deadlines within their own department(s) to further encourage employees to fulfill their training obligation.

7.1 Resignation from Employment

Effective: March 2023

Revised: February 2024

Board Policy Manual Reference: DMD

General Notice Requirements

- Any employee wishing to resign from Amarillo College employment is requested to submit their resignation intent in writing to their department head and to Human Resources.
- Full-time and part-time classified staff wishing to resign from Amarillo College are requested to provide a minimum of two weeks' notice
- Administrators wishing to resign from Amarillo College are requested to provide a minimum of 30 days' notice.
- Full-time faculty wishing to resign from Amarillo College are requested to provide notice to the college no later than two (2) weeks prior to the end of the current term.
- Employees with multiple positions at the College must specify to which positions the resignation is applicable.

Resignation Period Procedure

- The department head should contact Human Resources as soon as notice is given by the employee, to initiate the separation process and the replacement/recruitment process if applicable.
- Separating employees must return all college-owned property before their last date of employment.
- Separating employees may be asked by Human Resources to complete an exit interview to gain feedback on their experiences working at Amarillo College.
- Employees who do not give and work out proper notice may be considered ineligible for rehire.
- Debts owed to Amarillo College may be satisfied by payroll deduction of wages and accrued vacation (if applicable) leave from the final paycheck.
- Resigning full-time faculty may be eligible for a faculty payout of earned but unpaid wages; Human Resources will determine eligibility based on the timing of the departure in the fiscal year.
- Resigning full-time classified and administrative employees may be eligible for payment of earned but unused vacation leave, up to the maximum balance allowed based on length of service.
- Sick leave balances are not earned leave and are not payable upon termination of employment.

Withdrawing or Accelerating a Resignation

The College, at its discretion, may accept an employee's verbal resignation with or without a written notice, and proceed with employee separation.

Once the notice, whether verbal or written, is submitted and accepted by the college, the employee may not rescind the resignation without written permission from the appropriate Cabinet member and Human Resources.

Amarillo College may, at its discretion, determine that an employee who has resigned verbally or in writing should not work out a full resignation period. Employees whose resignation period is shortened by the college will not be paid for days not worked.

7.2 Retiring From Employment

Effective: March 2023

Revised: March 2024

Employees and faculty wishing to retire from Amarillo College are requested to provide a minimum of thirty (30) days' notice.

1. Employees and faculty participating in the Teacher Retirement System of Texas (TRS) should notify Teacher Retirement System of Texas (TRS) at least four (4) months prior to the desired effective date for retirement.
    - Amarillo College will complete a Notice of Final Deposit Before Retirement (TRS7) form directly in the TRS portal.
2. Employees and faculty participating in the Optional Retirement Program under THECB should contact their ORP retirement provider at least thirty (30) days prior to the desired effective date for retirement.
    - ORP retirees must complete and provide the ORP Declaration of Retirement form (available here) directly to the applicable Amarillo College benefits representative.
3. Employees and faculty participating in either the full-time or part-time Amarillo College Benefit Programs (403(b) and 457 plans) should contact Human Resources at least thirty (30) days prior to the desired effective date for retirement.
4. Employees who are 65 years of age and older at the time of retirement will need to contact the Centers for Medicare & Medicaid Services to determine eligibility. If the employee is not enrolled in Medicare, they should enroll in Parts A and B at least 90 days before the retirement date. Also, if the retiring employee is vested in Social Security, they should contact the Social Security Office at least thirty (90) days prior to the desired effective date for retirement.
    - Retiring employees who meet the TRS "rule of 80" will need to make an appointment with Amarillo College human resources department to complete the Employees Retirement System (ERS) form 1183 Retiree Insurance Enrollment. This should be done at least sixty (60) days prior to the desired effective date for retirement in order for retiree benefits to take effect with continuation of coverage. ERS retirement eligibility can be found here.
        - (The "Rule of 80" refers to the ability to combine age and years of service credit to reach retirement eligibility early. See the TRS site for more information.)

Minimum notice period prior to desired retirement date	120 Days (4 months)	90 Days (3 months)	60 Days (2 months)	30 Days (1 month)
Employee Group				
All Employees				Notify HR
TRS Participants	Notify TRS			
ORP Participants				Notify ORP provider; complete ORP Declaration of Retirement for HR
ACBP (403b and 457) Participants				Notify HR
65 years of age or older at time of retirement		Contact CMS for Medicare enrollment		
Vested in Social Security		Contact Social Security Office		
Meet the TRS "Rule of 80"			Meet with HR representative for ERS Retiree Insurance enrollment	

Retired Employees of Amarillo College Group

Retiring employees may wish to join the Retired Employees of Amarillo College group. This independent group gathers regularly throughout the year for meals, guest speakers and fellowship. To obtain more information about the AC Retirees Group and to opt in for communications from the group, retirees should contact the president of the Retired Employees of Amarillo College group, Dr. Amy Graff, at amarillocollegeretirees@gmail.com.

7.3 Involuntary Termination of Employment

Effective: March 2023

Board Policy Manual Reference: DM

General Information

Employees are subject to employment termination for cause in accordance with the steps outlined in administrative procedure **6.4 Corrective Action and Discipline**. Employment may be immediately terminated for severe or egregious misconduct, or a violation including, but not limited to, the violations listed below under "Grounds for Immediate Termination."

Termination of employment of staff occupying positions funded with "soft-money" (grant, student activities or temporary, non-operationally-funded positions) are not subject to the corrective action procedure if termination is a result of changing program needs, funding reprioritization or lack of funding

When practical, employees will be warned and counseled. However, failure to correct behavior or further violation of company policy may result in additional disciplinary action, up to and including termination. Depending on the nature of the offense, Amarillo College reserves the right to terminate any employee without warning.

Approval

Prior to initiating the termination of **any** employee's employment, the supervisor must consult with a member of Human Resources leadership for a review of the events leading up to the request and the employee's personnel file.

Procedure

When an employee is the subject of an involuntary termination, Amarillo College will inform the employee of the reason for termination and the date of separation will be the employee's last day worked. Terminated employees will receive a final payment for all time worked as well as any unused, accrued vacation leave hours, up to the allowable maximum accrual limit, within six (6) calendar days from the last day worked. Health and dental insurance for terminated full-time benefits-eligible employees will conclude on the last day of the month in which the termination becomes effective.

An employee whose employment is terminated by the College for cause will be requested to immediately leave the worksite. The employee may collect any personal belongings that are needed immediately, but will be requested to contact the Amarillo College Police Department for an escort to return after hours to remove personal items from the employee's office space, if applicable. The employee's email and AC network access will be terminated by Information Technology Services immediately after or during the termination meeting. The employee will be required to surrender all Amarillo College property in their possession, including keys, ID badges, technology equipment and the like.

Grounds for Immediate Termination

The following is a non-exhaustive list of behaviors for which an employee, faculty or non-faculty, may be terminated immediately.

1. Failure or refusal to perform duties of the job/insubordination;
2. Falsification of records, documents, applications;
3. Reporting to work under the influence of an illegal substance or use of an illegal substance while on duty;

4. Acts of physical violence or threatening behavior;
5. Failure to report for duty and failure to notify the College of absence (no call/no show);
6. Conviction under a felony charge;
7. Vandalism or destruction of property;
8. Sleeping while on duty; or,
9. Unauthorized use of College property or vehicles.

Full-time Faculty Due Process

Full-time faculty members whose employment is terminated for cause may exercise their rights to appeal the decision under Board policies DMAA, and DGBA. See also procedure **9.11 Dismissal and Due Process Procedure for Faculty**.

Administrator Due Process

Administrative employees whose employment is terminated for cause may exercise their rights to appeal the decision under Board policy DGBA. See also procedure **7.6 Dismissal and Due Process for Administrators**.

7.4 Reduction in Force

Effective: March 2023

Board Policy Manual Reference: DMC

A reduction in force (RIF) occurs when changing priorities, budgetary constraints, program changes or other business conditions require Amarillo College to eliminate positions.

The College will follow Board policy DMC in the event a reduction in force becomes necessary for continued college operations and viability.

7.5 Reports Concerning Court-Ordered Withholding

Effective: March 2023

Amarillo College is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support. Notice of the following will be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Reference: Texas Family Code §8.210 and §158.211

7.6 Dismissal and Due Process for Administrators

Effective: March 2023

Board Policy Manual Reference: DGBA

General Information

Administrative employees shall demonstrate continued professional competence, professional responsibility, and the ability to perform the physical requirements of the position. Administrators shall exhibit personal conduct which does not adversely affect the performance of duties or the meeting of responsibilities to Amarillo College, to students, or to other College employees. Failure to meet these requirements in a suitable manner or refusal to comply with written College policies, procedures, and administrative directives will be adequate cause for termination of employment.

All employees are entitled to timely, open and transparent communication from their supervisors regarding deficiencies in performance, conduct or attendance. Supervisors should utilize the steps found in procedure **6.4 Corrective Action and Discipline** as appropriate when handling performance, conduct or attendance issues. If the problems lead to a decision to terminate the employment of an administrator, or if a severe single incident occurs justifying in termination of employment, administrators may refer to the following due process procedures.

Procedure

If efforts to correct performance, conduct or attendance using the procedures found in **6.4 Corrective Action and Discipline** are unsuccessful, an administrator's supervisor may, through consultation with Human Resources, recommend termination of employment. The administrator will be placed in a suspension status with pay until the due process time periods have elapsed. The supervisor will provide a written document to the administrator describing the reason(s) for termination of employment.

1. The administrator has five (5) business days from the date of the supervisor's written notice to provide a written response to the dismissal decision. The written appeal should be addressed to the Vice President of Human Resources, who will distribute to the appropriate supervisor, Cabinet member and President. In the administrator's written response to the dismissal decision, they may request a hearing before an administrative hearing committee.
2. If the administrator does not respond in writing the termination of employment will be effective as of the sixth (6^{th}) business day following being notified of the reasons for dismissal.
3. Within fifteen (15) business days of the VPHR's receipt of the written hearing request, the College will hold a hearing at which the administrator may answer the dismissal charges. Both the administrator and the supervisor will nominate three other administrative employees for the administrative hearing committee. Employees who report to the same Cabinet member as the appealing administrator are not eligible to serve on the hearing committee. The College President will select the final three members of the hearing committee, including at least one from each of the nominated lists. The hearing will be before the supervisors involved and the administrative hearing committee. At such hearing any party may call before it any involved individual in order to obtain additional information. All involved parties will be entitled to present pertinent evidence and reasonable argument.
4. The committee will make a recommendation in writing to the administrator, the supervisor, and the College President within five (5) business days of the hearing.

5. Within ten (10) business days of receiving the committee's recommendation, the College President will issue a written decision to retain or dismiss the administrator.
6. If the President's decision is to terminate the employment of the administrator, the administrator has five (5) business days to notify the President in writing of the administrator's desire for a hearing before the AC Board of Regents.
7. After the President receives the written request for a hearing before the Board, the President will present the committee's report, with all related documents and the President's decision, to the Board of Regents at its next regularly scheduled meeting. The Board of Regents will set a date and place for a full hearing of the matter. The administrator will be advised in writing of the time and place for the hearing at least ten (10) business days prior to the hearing. At the hearing the Board may call any involved individual in order to obtain additional information. All interested parties will be entitled to present relevant witnesses, relevant evidence and reasonable argument. If the administrator is to be confronted with other witnesses or evidence than disclosed either prior to or during the administrative committee hearing, notice of the new evidence will be given in writing to the administrator at least six (6) business days before the Board hearing. The Board of Regents will review the case in full and return its decision. The final decision of the Board will be provided in writing to the administrator involved, the President, the administrative committee and the supervisor.
8. Any party involved in the due process proceedings may be represented by counsel of their own choosing at their own expense. Consistent with time limitations stated in this procedure, the proceedings will be conducted as swiftly as possible.
9. At any stage during the due process period, the administrator may request the due process be ceased and may submit their resignation of employment, effective immediately. Pay will cease as of the date the resignation is received.
10. To the extent possible under rule of law, all proceedings in connection with suspension or termination shall be kept strictly confidential unless such confidentiality is waived by the administrator. The administrator has the right to public hearings before the administrative committee and the Board of Regents and the right to a recording of those hearings at the administrator's expense.

7.7 Termination of Positions Due to Inactivity

Effective: March 2023

Supervisors are responsible for maintaining accurate employee rosters and for notifying Human Resources of part-time employees who are occupying a position but are not being regularly scheduled to work.

Employee positions which become inactive are subject to review by Human Resources at six months after last paid date, and subject to termination at twelve months after last paid date. Employees whose positions are ended due to inactivity are separated in good standing and can be rehired at a later date utilizing the normal recruitment process.

8.1 Severe Weather

Effective: March 2023

Refer to Amarillo College Police Department's SEVERE WEATHER PROCEDURE for information on weather closures and emergencies.

8.2 Emergencies

Effective: March 2023

Board Policy Manual Reference: CGC

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Fire extinguishers are located throughout all college buildings. Employees should know the location of these devices and procedures for their use.

Refer to the Amarillo College Police Department's website for emergency management guidelines.

8.3 Safety and Security

Effective: March 2023

Revised: June 2023

Board Policy Manual Reference: CG series

General Information

The college has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve college equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Operating Vehicles

While driving on college business, employees are required to abide by all state and local traffic laws. Employees driving on college business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Human Resources.

8.4 Parking

Effective: March 2023

Board Policy Manual Reference: CHC

Amarillo College offers free parking on all campuses.

Refer to the Campus Maps link on the ACPD website for the location of parking lots on each campus. Refer to the ACPD Traffic & Parking Regulations webpage for information on parking regulations, citations, and appeals.

8.5 Employee Name, Address and Personal Information Changes

Effective: March 2023

It is important that employee information be kept up to date.

All employees must notify the College of any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary by completing the Address/Name Change Form.

8.6 Direct Deposit Change

Effective: March 2023

New Employees

New Employees will receive an initial direct deposit form with their new hire paperwork. This will be completed and entered upon receipt of all new hire paperwork. Any changes that need to be made after this will be completed in AC Connect. To change or add additional direct deposit information, go to AC Connect >> Self-Service >> Self-Service for Employees >> Employee Banking Information.

Current Employees

Any changes to a current employee's direct deposit information should be done through AC Connect >> Self-Service >> Self-Service for Employees >> Employee Banking Information.

Deadlines

Human Resources will process all direct deposit changes received by the pay period end deadline for time entry: Friday at 5:00pm. Requests submitted after the deadline will be processed for the following pay period.

8.7 Income Tax Withholding Changes

Effective: March 2023

Employees may change their federal income tax withholding at any time by completing a new W-4 form and sending it to achumanresources@actx.edu. Human Resources will process all W-4 forms received by the pay period end deadline for time entry: Friday at 5:00pm. Requests submitted after the deadline will be processed for the following pay period.

8.8 Purchasing Procedures

Effective: March 2023

Board Policy Manual Reference: CF

Employees' ability to make purchases on behalf of the College is governed by Board policy CF and the Purchasing department in the Business Affairs division.

Employees with purchasing authority are responsible for knowing and following all purchasing regulations and procedures, and are subject to corrective action for repeated disregard or misuse of their purchasing authority.

Contact Trae Kepley, Director of Purchasing at 806-371-5017, Washington Street Campus, Parcells Hall, 110B, for further information on purchasing procedures.

8.9 Employee Travel

Approved: 11-29-2022

Board Policy Manual Reference: DEE

Faculty and Staff

Faculty and staff may be requested to travel overnight on behalf of Amarillo College.

Employees traveling for business are expected to follow all Amarillo College expectations of conduct and integrity while away from campus. Exempt employees will be paid their regular salary during travel time. Non-exempt employees will be compensated at their regular hourly rate for hours worked during their regular workday and will also be compensated at their regular hourly rate for travel hours that cross over their regular workday schedule (i.e. 8:00am-5:00pm), regardless of the day of the week the travel activities are occurring.

Refer to Board Policy DEE and the Amarillo College Business Office's Travel Policies and Procedures document for detailed information about planning travel, travel authorization, and expense reporting.

Amarillo College Students

Students may travel for an organized or sponsored event or activity on behalf of Amarillo College.

Students are expected to comply with the law, respect proper constitutional authority, and obey College policies, rules and regulations during all travel.

Refer to Amarillo College Student Travel Procedures for detailed information.

8.10 Facilities Use

Effective: March 2023

Board Policy Manual Reference: DGC, GD, GDA

Employees may use college facilities and common outdoor areas for non-work activities, work-related activities, and to invite speakers to campus in accordance with college district policies and established regulations. The Vice President of Business Affairs is responsible for approving and scheduling the use of facilities. College district facilities and areas not considered common outdoor areas must be scheduled in advance of use.

Refer to the college's policy regarding employee use of college facilities: Board policy DGC.

8.11 Annual Security Report

Effective: March 2023

Board Policy Manual Reference: GCC

The College collects information about campus crime statistics and the college's security policies as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The college's annual security report issued under the Clery Act is distributed to employees by the Amarillo College Police Department.

8.12 Records Retention

Effective: March 2023

Board Policy Manual Reference: GCB, CIA

Employees must retain local government records in accordance with college procedures for the appropriate retention period, which varies depending on the category of record described in the college's records retention schedule. *Local government record* means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business. The determination of which category of record applies must be made on a case-by-case basis. If the contents of the record fall in more than one category in the records retention schedule and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. The college's records retention schedule is available here.

Employees should not maintain college information on privately owned devices. Any college information must be forwarded or transferred to the College to be preserved. The College will make reasonable efforts to obtain public information in compliance with the Texas Public Information Act. Reasonable efforts may include:

- Verbal or written directive;
- Remote access to college-owned devices and services.

Employees with questions regarding records retention should refer to Board policy CIA, contact the Supervisor of Records Retention and Central Receiving or visit the Records Management website.

8.13 Accommodations for Pregnant and Parenting Students

Effective: February 2025

Amarillo College is dedicated to creating a welcoming, accessible, and inclusive environment for pregnant and parenting students. In compliance with Title IX of the Education Amendments of 1972, discrimination based on pregnancy, childbirth, or related conditions is prohibited. This policy ensures that pregnant and parenting students have equal access to educational opportunities and receive reasonable accommodations to support their academic success and well-being. It applies to all pregnant and parenting students enrolled at Amarillo College.

Accommodations

Pregnant and parenting students may request reasonable accommodations, which may include but are not limited to:

- Excused Absences: Absences due to pregnancy, childbirth, or related medical conditions will be excused. Students will be allowed to make up any missed work.
- Extensions: Extensions on assignments and exams missed due to pregnancy or parenting responsibilities.
- Private Spaces: Access to private, sanitary spaces for breastfeeding or expressing milk.
- Schedule Adjustments: Adjustments to class schedules or attendance policies to accommodate medical appointments or parenting responsibilities.
- Physical Accommodations: Provision of larger desks, elevator access, or frequent restroom breaks as needed.

Students seeking accommodations should contact the Advocacy and Resource Center (ARC). The office will discuss the student's needs and may request documentation to support the accommodation request.

Early communication by the student is crucial to ensure appropriate accommodations are provided. While retroactive requests will be considered, making arrangements in advance is preferred. Untimely requests may be denied on that basis.

Students are not required to disclose their pregnancy or parenting status unless they are seeking accommodations. Information shared will be kept confidential and only disclosed to relevant personnel as necessary to provide the requested accommodations.

All faculty and staff are required to comply with this policy and ensure that pregnant and parenting students are treated equitably.

For more information or to request accommodations, please contact:

Jordan Herrera, Director of the Advocacy and Resource Center
Office Location: Student Service Center (SSC) Room 210
Phone: (806) 371-5446
Email: thearc@actx.edu

9.1 Faculty Recruitment and Selection

Effective: March 2023

The purpose of Amarillo College employee recruitment practices is to create robust and diversified pools of qualified applicants.

The following hiring process establishes the guidelines and workflow approval for all grant- and institutionally funded full-time faculty positions.

Hiring Manager Responsibilities

1. When a full-time faculty position is vacated or an additional position is requested, the hiring manager will submit a VPAA position request form for Associate Vice President (AVP) and Vice President of Academic Affairs (VPAA) approval.
2. Once the position is approved, meet with the Human Resources Recruitment Specialist to:
    a. Develop or review the job description. In developing a job description, be thoughtful when determining educational requirements and experience. For faculty, required credentials should only include those written in the Faculty Qualifications and Credentialing Manual. Experience is important; however, we are always hiring for fit, so do write the description to be specific.
    b. Ensure Human Resources (HR) is aware of any additional posting/advertising resources to which the job posting could be submitted.
    c. Determine the size of the applicant pool desired and/or the number of days (minimum 14) to advertise the job.
    d. Ensure HR is aware of any keywords that could be used to attract and screen applicants.
3. Establish a search committee and the roles and responsibilities of the search committee members prior to the job being posted. The committee should be diverse, should include the dean, and should include an additional member from outside the content area. Develop interview questions. Let all interviewees know that the meeting with the departmental/program hiring committee is the first step in a three-step hiring process.
4. Once the job is posted, the hiring manager should complete the following steps:
    a. Within three (3) business days of posting, forward the names of the search committee members to the HR recruiter.
    b. Submit interview questions to HR for approval.
    c. Share the Roles and Responsibilities of Search Committee Members with those selected to the search committee.
    d. Alert the search committee members that they will be added as team members in the recruitment management system (“RMS”) once a screened applicant pool is available. HR will inform the hiring manager when applicants are available.
    e. Within the RMS, review applicants in the “Phone Screen” or “Qualified” status.
    f. Schedule interviews with the desired applicants and ensure all committee members complete a candidate evaluation form individually after each interview. Return the evaluations to HR.
5. Once the top one or two candidates are identified by the committee, notify the appropriate AVP. Send the resume/CV and committee notes on the person(s) selected to the AVP. After the AVP interviews the search committee recommendations, the candidate(s) will be forwarded to the VPAA for a final interview. The VPAA has final approval authority before a candidate moves to the offer stage of recruitment.

6. The VPAA will provide written approval to the HR recruiter, and a faculty salary placement will be drafted by the recruiter.
7. The faculty salary placement will be routed to the hiring manager and upline academic leadership for approval. HR will make the offer to the candidate.
8. Once the candidate has accepted the employment offer, the hiring manager should work with the HR team to facilitate communication and a smooth pre-hire process for the new faculty member.
9. Only with AVP and/or VPAA approval, the new faculty member may be allowed to begin employment prior to the start of the academic year. If the candidate will need the additional time, it should be identified soon after the final interview process so that the earlier start date can be factored in to HR communication with the candidate.
10. The hiring manager is responsible for requesting all necessary network access and equipment for the new faculty member, as well as informing the new faculty member of required orientations and other academic affairs meetings.

Note regarding internal applicants: When a current employee applies for an open faculty position, the hiring manager AND the employee's current manager are responsible for seeking and sharing honest feedback about the employee's strengths, weaknesses and challenges in their current position as well as potential for success or challenges in the new position being sought. Hiring managers are NOT obligated to interview internal applicants. If a hiring manager chooses to interview an internal applicant but subsequently chooses not to hire that applicant, the hiring manager is required to contact the applicant directly, inform the applicant of the decision, and provide constructive feedback as appropriate to the applicant on why they were not selected.

All communication to HR about the recruitment, selection and hiring process (including current status of an approved candidate) should be directed to the recruiting team email: acrecruit@actx.edu.

9.2 Faculty Salary Placement Criteria

Effective: March 2023

Board Policy Manual Reference: DEA

Amarillo College pays full-time faculty a base salary according to the currently applicable faculty salary schedule.

Initial Placement on the Salary Schedule

The College will analyze the faculty member's academic and work record to determine placement on the salary schedule at the time of initial employment as a full-time faculty member with Amarillo College. The new faculty member will be asked to indicate agreement with that placement by signing the form prepared for that purpose.

Degree Classification

Degree requirements for faculty vary based on the discipline/course field. For salary placement purposes, Amarillo College will consider only degrees earned from a fully accredited college or university (SACS or regional equivalent).

Degrees, experience and certificates must be in the proposed teaching or service area and must meet any accreditation requirement applicable to the program or institution. The appropriate President's Cabinet member must expressly approve exceptions in writing. The base salary will be placed within the salary schedule tier for the highest degree actually completed for the proposed teaching or service area. Certification, licensure, or registration will not count toward placement at a higher degree level than what the applicant actually completed, without the express written approval of the appropriate President's Cabinet member.

ABD (All but dissertation) may be equated to the master's degree plus an additional 60 hours for placement purposes on the faculty salary schedule.

Creditable Years of Experience and Teaching (Step Placement)

Faculty will be credited on the step schedule according to prior experience.

1. *College-level teaching:* Full-load college level teaching is credited at one credit per one year and a half-credit per half-year. Half-load teaching is credited at one-half credit per full year.
2. *Teaching below college level:* With approval from the appropriate President's Cabinet member, teaching experience in a school below college level may be credited at one credit per every two full academic years, up to a maximum of five (5) credits.
3. *Graduate teaching assistant experience:* Experience as a teaching assistant while pursuing a related graduate degree will be credited at one credit per two full years of experience.
4. *Directly related work/industry experience:* Industry experience related to the discipline/course field will be credited at one credit per one year.
5. *Military experience:* Military service time is equated as directly related work experience if the duties performed while in the service are related to the educational background of the individual. Military service will be credited at one credit per every two years of service.

Printed policies and procedures are considered uncontrolled and for reference only.

Previous Amarillo College Employment Credit

Faculty reappointed after having left employment with Amarillo College completely may negotiate previous time spent in a probationary or tenure status. However, a minimum of one-year probationary period is mandatory.

Service Credit for Initial Partial Year

During the initial year of full-time faculty employment, a faculty member who teaches a full load for a partial year will be considered to have completed a full year of service, if the assignment is for at least a semester or its equivalent.

9.3 Classifications of Faculty-Status of Employment

Effective: March 2023

Faculty Classifications

1. **Full-Time**: Appointed by the Board of Regents and normally teaches fifteen (15) semester hours, or performs the equivalent as determined by other assignments per semester. Full-time faculty are further classified as:
    a. Probationary: Faculty who are serving the probationary period prior to being granted tenure (minimum seven academic years).
    b. Tenured: Faculty who have been granted tenure by the Board of Regents. Tenure is defined as the confirmation by the Board acting on the recommendation of the College President, to elect a probationary faculty member to a faculty appointment for an indefinite period of time under which appointment such faculty member may be removed only for adequate cause, for the discontinuation of a course of study or financial exigency.
    c. Temporary: Faculty serving in a non-tenure track position, and hired for a specified period of time.
2. **Part-Time** (Adjunct): Employed on a temporary basis and teaches less than a full load (defined as fifteen hours per semester). Part-time faculty are paid by the load hour for classes taught, in accordance with the salary schedule for part-time faculty.
   Part-time faculty are not eligible for full-time benefits and must maintain teaching loads below the threshold for benefits eligibility. A part-time faculty member who teaches 12 hours in the Fall semester may only teach up to 9 hours the following Spring semester. A part-time faculty member who teaches 12 hours in the Spring semester may only teach up to 6 hours the following summer session. This procedure is important in determining whether a faculty member is paid as a part-time faculty employee or whose load must be prorated as a full-time faculty member. Exceptions can be made by the Vice President of Academic Affairs for those faculty teaching at least half-time but less than full-time.
3. **Substitute**: Employed on an hourly basis to teach in the place of a faculty member who is absent from class.

9.4 Faculty Responsibilities and Duties

Effective: March 2023

Teaching

The teaching load for full-time faculty will normally consist of 15 Semester Credit Hours (SCH) or equivalent assignments. Responsibilities for Non-teaching faculty will be individually prescribed. Faculty are assigned by their chair to teach in fields for which they are qualified in keeping with the institution's accreditation. Overload teaching may also be assigned as needed by the department chair (reference the following Overload Assignment heading). Pay for overload teaching will be based on the Part-time Instructor Salary Schedule rates. Full-time faculty who are appointed for less than a 15-SCH assignment per semester shall receive accrued benefits proportional to the percentage of appointment.

Advising

Faculty will serve their students in an advisory capacity based on a divisional or departmental advising plan. This is meant to supplement the formal advising the students receive from the Advising Department.

Committee Assignments

Faculty members are provided the opportunity to serve on instructional committees or subcommittees. Committee assignments will be equitably distributed.

Office Hours

Full-time faculty members must have regular office hours for teaching preparation, student advising, and other incidental tasks required for teaching. Before the start of each course term, full-time faculty are required to post office hours in their online and print syllabi, as well as make them available to their department/program. A mixture of campus and online office hours is acceptable. Departments/programs have the discretion to determine what defines the regular holding of office hours.

Other Duties

In addition to teaching load, full-time faculty have duties in the areas of instruction, professional development, and participation in campus life that are not equated to Semester Credit Hours.

Instructional Duties

Full-time faculty shall:

1. participate in assessment of learning outcomes
2. participate in assessment of teaching effectiveness
3. develop curriculum
4. select instructional materials, such as textbooks learning platforms, and similar
5. prepare syllabi, i.e. determine course content that is consistent with the catalog description
6. provide extra help to students outside of class (not for pay)
7. teach at off-campus instructional sites, in dual credit courses, and by distance learning (as required)
8. participate in recruitment activities, i.e. engaging with prospective students both on and off campus

Printed policies and procedures are considered uncontrolled and for reference only.

Professional Development

Full-time faculty shall:

1. participate in faculty renewal and development programs
2. demonstrate and maintain competence in the use of instructional technology
3. demonstrate commitment to pedagogical growth

Campus Life

Full-time faculty shall:

1. educate themselves regarding College policies
2. stay updated on procedures, general policy, and legislative requirements
3. complete appropriate administrative paperwork in a timely manner
4. attend faculty meetings and general assembly
5. attend commencement

The following subsections concern teaching assignments other than the standard full-time 9-month appointments.

- Overload assignments, which may be given to full-time instructors
- Summer and Mini-term assignments outside of the Fall and Spring semesters
- Extended faculty appointments that do not fit into the semester schedule
- Part-time faculty appointments

Overload Assignments

A full-time faculty load is 15 Semester Credit Hours (SCH). Occasionally, full-time faculty may ask or be asked to teach an overload when necessary to accommodate student enrollment. These guidelines are designed to prevent faculty effectiveness from being diminished by overloads.
An overload is any assigned course that is in addition to the assigned course load that makes up a full-time faculty SCH load. Overloads must be approved according to the guidelines below.

1. The assignment of an overload up to 18 SCH will require approval from the full-time faculty member and the department chair.
2. The assignment of an overload over 18 and up to 21 SCH will require approval from the full-time faculty member, the department chair, and the appropriate dean.
3. The assignment of an overload over 21 SCH will require approval from the full-time faculty member, the department chair, the appropriate dean, and the VPAA Office.
4. When faculty teach a course in another department on an overload basis, the assignment must be approved by their immediate chair. Multiple overloads created by assignments outside the department will follow this stipulation as well as those stated in items 1, 2, and 3 above.

Notice of various levels of approval will be maintained in the VPAA Office for faculty overloads using the FWA Overload Request template housed in Drive.

Summer and Mini-Term Teaching Load

Summer and Mini-term teaching assignments are made on a rotating, equitable basis among interested, eligible faculty. No one may teach more than 12 Semester Credit Hours (SCH) or equivalent in the summer except in the event that no other qualified person can be found for a summer class in a given discipline. In that case a faculty member may be allowed to teach an additional three hours at an overload stipend.

Extended Faculty Appointment

Faculty may be placed on extended appointment for a specified number of days or months of service beyond the normal nine-month appointment when one or more of the following conditions exist:

1. Supervisory responsibility is required,
2. Teaching is in a program in which the same level of activity and enrollment continues beyond the nine months,
3. Teaching is in a program which is designed as a 12-month program or curriculum, and
4. Employment is in an instructional-related area which requires year-round service. These assignments are subject to annual review.

Those faculty in positions which require extended appointments amounting to a 12-month assignment will follow the same or equal duty days and holidays as the 12-month administrative and classified staff and accrue vacation accordingly.
Those faculty on extended appointments of less than 12 months' duration will follow the same or equal duty days and holidays as the nine-month faculty during the academic year. For the extended appointments, the days and responsibility will be designated. Faculty in this category do not accrue vacation.

Part-time Faculty

A part-time faculty load shall not exceed nine Semester Credit Hours (SCH) per semester for more than one semester in an academic year, without approval of Human Resources.
This policy is important in determining whether a faculty member is paid as a part-time faculty employee or one whose load must be prorated as a full-time faculty member.

9.5 Rank and Tenure Committee

Effective: March 2023

A. The purpose of the Rank and Tenure Committee is to review petitions in a collegial and impartial manner, ensuring that faculty follow the established Faculty Handbook Policy. The Committee makes recommendations for or against advancement to Tenure and promotion in Professorial Rank to the Vice-President of Academic Affairs.

B. The Rank and Tenure Committee consists of faculty members who represent Liberal Arts, STEM, Nursing, Technical Education, Health Sciences, Academic Success and Center for Teaching and Learning at the college. Each of these divisions and/or groups elects faculty to serve on the committee. From those elected, the President's Cabinet will appoint a committee with a balance of tenured and non-tenured faculty among different ranks.

C. Committee members serve a three-year term with one third of the membership elected each year. The second person from each group and/or division will serve as an alternate in the event appointed member cannot serve. Committee members must have served at Amarillo College for at least three years; hold the rank of Professor, Associate Professor or Assistant Professor; have been granted the professorial rank while serving at the college; and may not be currently serving as a Department Chair, Program Director, or Coordinator.

D. In the event a Committee member petitions for Tenure and/or Professorial Rank, the alternate faculty representative will serve during that year's respective evaluation process.

E. The Rank and Tenure Committee will meet at the discretion of its Chair and will select a new Chair for the next academic year at its last meeting in the spring.

F. The Committee will not vote on rank/tenure petitions or elect the Chair without a quorum. A quorum for the Rank and Tenure Committee will be defined as 60% or more of its members in attendance.

G. The Committee Chair will prepare agendas and maintain meeting minutes.

H. The Committee members may be required to host informative sessions for petitioning faculty.

I. The Committee must read and adhere to the stated policies for Tenure and Professorial Rank.

J. The Chair will be responsible that all electronic petitions, approved or denied, will be placed in the Amarillo College Archives for the legal duration of five years.

Printed policies and procedures are considered uncontrolled and for reference only.

9.6 Faculty Petition for Professorial Rank

Updated and Revised Effective: August 2024
Approved by the President's Cabinet: June 2025

Purpose

A. Define qualifications for advancement in Professorial Rank.
B. Provide faculty with the process for creating the petition for Professorial Rank.
C. Provide the Rank and Tenure Committee with the process for evaluating petitions.

Meritorious performance is defined as superior service, a measure of those faculty activities which exceed the standard expectations of a specific faculty position and which clearly shows the faculty member is of high value to the college. Faculty members who advance in rank demonstrate and document excellence in:

- Culture of Caring for Students**:** Ensuring a supportive and nurturing environment for all students to learn.
- Teaching Effectiveness**:** Demonstrating and promoting teaching excellence throughout their career.
- Continuous Teaching Development**:** Engaging in ongoing professional development to enhance individual teaching abilities, enhance course content, or maintain. All professional development documentation should highlight how the training materials were incorporated into the classroom and what changes were seen in student learning/performance because of the strategy/knowledge.
    - Teaching for Transformation is an example of this type of professional development activity and service as a mentor.
- Collaboration**:** Encouraging and participating in a culture of collaboration among faculty through peer-to-peer observations, mentorship, and college-wide training sessions.
- Engagement with Campus Community**:** Actively participating in campus community initiatives and events.
- Excellence in Field of Study**:** Pursuing advancements and staying current with content specific findings and/or industry best practices.

Professorial Ranks

Amarillo College recognizes and defines the following professorial ranks: Instructor, Assistant Professor, Associate Professor, Professor, and Practitioner Professor.

Eligibility

A faculty member's rank pathway is determined by their commitment to (in order of importance):

1. student success through teaching excellence,
2. professional development, and,
3. service

Eligibility Criteria

1. **Teaching Excellence:** Demonstrated excellence in teaching which encompasses not only the delivery of course content but also the ability to inspire, engage, and support our students in their educational journey. Faculty members' commitment to teaching and serving our students is the cornerstone of a successful application for advancement in rank. As faculty members petition to advance in rank, the expected demonstration of teaching excellence increases (see the table below).
    - **Student Success:** Demonstrated Culture of Caring through innovative teaching approaches, which is documented through faculty specific student success data, attrition rates, and positive student evaluations.
    - **College-wide Training Sessions:** Participation in institutional training provided by Amarillo College, such as those organized by and in conjunction with the Center for Teaching and Learning (CTL). Documentation should highlight how the course content was incorporated into the classroom and what changes were seen in student learning/performance.
        - Teaching for Transformation is an example of this type of professional development activity.
    - **Content-Specific Training:** Demonstrate how the content-specific material is incorporated into the classroom and document what changes were seen in student learning/performance.
    - **Teaching Mentorship:** Demonstrated service to faculty members at the college to develop and enhance their teaching skills.
        - Serving as a mentor for Teaching for Transformation is an example of this type of service.
    - **Peer-to-peer observations:** Encouraged to engage in peer-to-peer in-class observations with feedback. Faculty should showcase how the peer feedback was used to improve instruction and documentation from peer observation.
    - **AC Professional Development course development and leadership:** Demonstrated development and leadership of college-wide training sessions for all AC faculty, or within division, in collaboration with AC's Center for Teaching and Learning. Faculty should document how their contributions have influenced the teaching excellence of their colleagues and the overall enhancement of teaching at the college.
    - The following table provides details about advancing in rank:

	College-wide Training Sessions	Content Specific Training	Teaching Mentorship	Peer-to-Peer Observations	Training, Development & Delivery
Instructor	✓	✓			
Assistant Professor	✓	✓	✓		
Associate Professor	✓	✓	✓	✓	
Professor	✓	✓	✓	✓	✓

2. **Professional Development:** Engaging in ongoing professional development to enhance individual teaching abilities, enhance course content, or maintain current industry standards. All professional development documentation should highlight how the training materials were incorporated into the classroom and what changes were seen in student learning/performance because of the strategy/knowledge.
3. **Service:** Active participation in service activities beyond the classroom, including Culture of Caring initiatives, student mentoring/advising, community involvement, and other related activities.

Faculty with academic leadership roles must address their effectiveness in supervisory responsibilities, including leadership, management of department/program, and management of faculty.

Minimum Years of Service

Each faculty member must complete the following years of service at their current rank before applying for the next rank:

- Instructor: Must complete four years (application allowed during the fourth year)
- Assistant Professor: Must complete three years (application allowed during the third year)
- Associate Professor: Must complete three years (application allowed during the third year)

Initial Appointment to Professorial Rank

New full-time faculty appointments shall be made at the Instructor rank unless the individual meets the qualifications outlined below:

- The faculty member who has achieved rank at another regionally accredited institution may be awarded rank based on the table below. Rank status will be awarded based on an official letter from the previous institutions Human Resources department confirming rank status. Faculty may not be awarded the rank of Professor.

Previous Institution	**AC**
Assistant Professor	Assistant Professor
Associate Professor	Assistant Professor
Professor	Associate Professor

- New faculty who have achieved a terminal degree in their teaching area/field of study prior to being employed by the College may be awarded the rank of Assistant Professor unless they qualify for advanced rank status from previous institution.
- Time spent in a temporary appointment status may satisfy part of the probationary time requirement. Years of service shall be awarded to adjunct or probationary faculty, provided they have taught a minimum of 12 credit hours per term. This determination should be included in the rank advancement petition.
- Time spent in an adjunct faculty position may be counted as long as the adjunct faculty member taught 12 hours annually.

Earned Doctorate Past Hiring

Faculty members who earn their terminal degree after they are hired may apply for rank early through a waiver from the VPAA's office.

Current Rank	Petition for Next Rank	Minimum Years at Current Rank
Instructor	Assistant Professor	Must serve three years (may begin petition in Year 3)
Assistant Professor	Associate Professor	Must serve one year (may begin petition in Year 2)
Associate Professor	Professor	

The faculty should include a waiver letter from the VPAA in the rank advancement petition.

The Rank of Practitioner Professor

Practitioner Professor provides a qualified faculty member the full rights and privileges of the rank of Professor based on a significant career of national and/or international reputation that brings prestige to the college. An indicator of the petitioning faculty member's discipline must precede the word professor to delineate this exception from the traditional procedures for advancement in professorial rank (i.e., "Medical Professor," "Scientific Research Professor," "Artist Professor," etc.).

A faculty member must submit a petition to the Rank and Tenure Committee that presents documented evidence that they meet the requirements for the professorial rank of Practitioner Professor. The petitioner must:

- Demonstrate a significant record of national and/or international reputation.
- Have a minimum of 20 years of professional field experience.
- Have worked with the leaders in their profession.

- Have worked in the most prestigious facilities of their discipline nationally and internationally.
- Be the recipient of prestigious awards and significant honorary recognition.
- Have three academic years at Amarillo College.
- Meet the minimum academic requirements of SACSCOC either by exception or academic degrees.

Other Qualifications for Professorial Rank

Any full-time faculty member has the opportunity to petition for promotion in Professorial Rank provided that they meet the qualifications for a specific rank and demonstrate meritorious service to the college. Persons in the Center for Teaching and Learning (CTL), Advising, Library, or similar positions who are officially considered faculty will be provided the opportunity for rank advancement. In circumstances that limit the faculty from fulfilling the qualifications as outlined in this policy (i.e., teaching effectiveness), substitute qualifications may be determined by the Vice-President of Academic Affairs.

Petitioning for Advancement in Rank

Petitioning faculty members are urged to seek guidance from supervisors or other faculty mentors to help them through the Professorial Rank process. A mentoring relationship with an experienced faculty member who has achieved rank at Amarillo College can provide positive guidance, support, and advice for a less experienced faculty member.

Role of Supervisors, Department Chairs, and Deans:

- Supervisors, department chairs, and deans are critical in guiding applicants through the rank application process. They are responsible for:
    - Providing clear and consistent information about the requirements and expectations for rank advancement.
    - Offering a suggested timeline for the creation of a rank portfolio.
    - Offering constructive feedback and support throughout the application process, including, but not limited to, ensuring the applicant has correctly completed the petition process.
    - Annually identifying and recommending opportunities for professional development and meritorious service.
    - Assisting in collecting and organizing necessary documentation and evidence for the application.
    - Conducting periodic check-ins with the applicant to ensure progress and address any concerns or questions.
    - Advocating for the applicant by highlighting their achievements and contributions to the college community.

Procedures for Creating a Petition

- The office of the Vice-President of Academic Affairs will provide the names of faculty who are qualified to petition to the Rank and Tenure Committee Chair, eligible faculty members, and their Dean by the fourth week of the Fall term.
- The Rank and Tenure Committee Chair will email qualified faculty the policy for achieving Professorial Rank within one week of receiving the list of qualified faculty.
- The Rank and Tenure Chair or committee representatives from the petitioner's area will provide the petitioner's supervisor with training on the rank evaluation process and meritorious service. Additional resources such as examples of successful petitions and evaluation rubrics will be available online.
- Petitioning faculty members are encouraged to create a personal timeline for petitioning for rank that allows for the petition creation, including documentation and collection of artifacts supporting meritorious service to the college, attend training, create their academic portfolio, and upload files into the portfolio.
- Within that timeline, petitioning faculty members must confer with their immediate supervisors regarding the promotion process and appropriate policies in a timely manner.
- The immediate supervisor(s), based on the Rank and Tenure training and Petition rubric, are encouraged to suggest meritorious service opportunities, give feedback about the quality and quantity of their work, and provide encouragement and direction toward meritorious service.
- Both faculty and supervisors are further encouraged to consult with the Rank and Tenure Committee.
- The immediate supervisor will evaluate the petition using the rubric provided by the Rank and Tenure committee during offered training for completeness and professional presentation. If revisions are required, the supervisor shall document the reasons and suggested improvements to the faculty member. The immediate supervisor will ensure all areas of the petition are accessible to all potential evaluators before approving the petition.
- All recommendations by faculty supervisors on the Petition Form shall be to either approve or deny promotion to the next rank. Denials at any level must be documented with a rationale to improve the candidate's petition.
- The candidate's Dean will review the petition without approval or denial. The Dean may offer guidance or suggestions to support the candidate's petition.
- The complete online Petition shall include the following materials:
    - The Petition for Promotion Form (online) with the following signatures in order:
        - Director of Human Resources - to verify initial rank and eligibility
        - Faculty Member
        - Immediate Supervisor
        - Department Chair (if applicable)
        - Dean - to acknowledge the petition process
        - Any denial of the petition must be documented with a rationale by the denying supervisor.
    - Most current Faculty Personal Profile Form (sometimes called a "beeper") from Human Resources.
    - A brief narrative must be included addressing how each of the promotion requirements to the next rank has been achieved. This narrative is generally no more than one page in length and provides a foundation for the detailed narrative.
    - A detailed narrative that thoroughly demonstrates the meritorious performance of specific roles and responsibilities in each of the four areas:

        - Teaching Effectiveness
        - Service to the Program, Department/Division, and College
        - Professional Development
        - Service to the Community
    - Required documentation must be provided for each narrative section as listed below.
        - A brief narrative or outline describing in detail routine duties specific to the position held.
        - Letters of recommendation from at least two faculty peers, including one from any faculty member who has conducted an observation of the petitioner's teaching. This letter should include feedback from the observation.
        - Letter from the faculty's immediate supervisor.
- The completed petition must be submitted on time and fully accessible to the Rank and Tenure Committee for review.

Sections of Detailed narrative Required Documentation

Each Petition for Rank should include detailed narratives in the following areas: Teaching Effectiveness, Service to Program, Department/Division, and College, Professional Development, and Service to the Community Beyond Amarillo College. Below are both required and possible areas to explore in the narrative.

- **Teaching Effectiveness**
    - Analyzing quantitative and qualitative data that showcase teaching effectiveness which **must include**:
        - Detailed narrative exploring improvements made by faculty member to increased student performance.
            - Annual examination of focus area with data collection plan to measure results of improvements.
        - Data supporting enhanced student performance from DAIR dashboards
        - Student evaluations - Completed individual student evaluations, including data and comments for the past three years if available.
        - Grade distribution reports
    - Quantitative and Qualitative data may include:
        - Student feedback, and student performance outcomes from updated teaching practices
        - A summary narrative of student evaluations for the past three years, if applicable.
    - Innovative use of student-centered teaching, which may include:
        - Use of technology;
        - Work-based learning;
        - High-Impact Practices
    - Self-evaluations which may include:
        - Inviting a colleague to observe in-class and online course setup to provide the faculty member with feedback about teaching effectiveness (must complete documentation).
    - Employee evaluations, faculty ratings of recognition, **must include**:

        - A copy of each Performance Review, from hiring date or since last successful advancement for rank, signed by immediate supervisor(s), since last promotion or since hiring date.
    - Employee evaluations, faculty ratings or recognition may include:
        - Receiving recognition for superior teaching.
        - Documentation of any teaching awards if applicable.
- **Service to Program, Department/Division, and College**
    - Records documenting service on college-wide/departmental standing committees or task forces since last promotion or since hiring date, including exceptional service on program, department, or division committees and task forces (e.g., leadership role).
    - Document any special award/recognition/nomination from a program, department, division, or college if applicable (i.e.: Mead Award, Piper Award, innovation awards, notes of exceptional service, etc.).
    - Documented excellence in engaging students in the Culture of Caring including:
        - Teaching a college readiness course.
        - Sponsoring a student organization.
        - Exceptional recruiting and retention efforts.
    - Documentation of faculty mentorship to other Amarillo College faculty through programs like Teaching for Transformation, etc.
- **Professional Development**
    - Documentation must be provided transcripts/certificates for:
        - Professional development/continuing education from the Center for Teaching and Learning.
        - If applicable, industry-specific professional development/continuing education transcripts or degrees conferred from outside of Amarillo College (must be above those required for continued employment at the College).
    - Documentation may include:
        - Scanned copies of most recent college transcripts.
        - Documentation to substantiate any research, grant writing, publications or consultations, if applicable, since last promotion or since hiring date.
        - Documentation of any special award/recognition from a professional organization or development activity related to one's discipline, if applicable.
        - Publishing in a recognized publication or writing a book related to one's discipline.
        - Participating in research relative to one's discipline.
        - Conducting performances and productions and presenting professional papers outside one's academic responsibilities.
    - As the faculty member advances in rank, they may be required to showcase:
        - Participation in or leading trainings hosted by Amarillo College's Center for Teaching and Learning.
        - Peer-to-peer observations with feedback (must complete documentation).
        - Service as a mentor in Teaching for Transformation.
- **Service to** the **Community Beyond Amarillo College**
    - Contributions to the academic community may include:
        - Presenting at a local, regional, state, national, or international meeting.

        - Documentation of new or continuing service in professional organizations (e.g., actively serving as an officer, chairing a committee, developing a program) since last promotion or since hiring date.
    - Contributing to the Amarillo or surrounding communities may include:
        - Documentation of new or continuing community service since the last promotion or since hiring date.
        - Documentation of any service awards/recognitions from community organization(s) if applicable.
        - Serving in communities (e.g., actively serving as a member on a community board, participating in faith and/or non-faith-based civic and service activities, serving underserved populations, conducting outreach programs, and teaching individuals and groups in the community).

Procedure for Evaluating Petition for Rank

- The Committee will evaluate all validly submitted petitions based solely on the criteria in this policy, regardless of any prior denials in the review process.
- The Committee may contact the faculty member after submission for clarification purposes in the spirit of collegiality.
- If a petition is unavailable to the committee, the applicant will be notified and asked to make the petition available. If the committee cannot review the application 72 hours before the committee vote, the application will be denied.
- In preparation for discussion, each committee member will review the petition and make a preliminary recommendation to approve or deny promotion.
- In quorum, the Committee will discuss the petition, document both positive attributes and areas for improvement, and make a final recommendation to the Vice-President of Academic Affairs. This final recommendation must be voted upon with a required super majority (more than a simple majority) of the Committee members present to carry a decision.
- For any petitions recommended for denial by the Committee, the chair will prepare a formal letter to the faculty member clearly documenting the reasons, highlighting positives, and suggesting improvements for future submissions.
- The Chair will communicate the Committee's documented recommendations, including documenting the rationale for any denials, to the VPAA along with the original petition materials. Upon VPAA approval, the chair will provide the formal letter to the petitioning faculty

Peer Mentoring and Professorial Rank

Timetables

- The immediate supervisor will review the petition to determine its completeness and availability, discuss it with the faculty member, and may request additional supporting statements, documents, and other pertinent information to substantiate meritorious performance. Following this initial review process, the immediate supervisor will make their recommendation and forward to the appropriate Dean unless the Dean is the immediate supervisor.
- The Dean will review the petition, make any recommendations, and forward it to the Rank and Tenure Committee for review.

- The Committee will verify that all documents are in order and use this policy to determine whether meritorious performance has been demonstrated. The Committee will then make a recommendation to the Vice-President of Academic Affairs who will make a recommendation to the President.
- The President will present all approved Professorial Rank promotion recommendations to the Board of Regents for final approval.
- After final board approval, the Vice President of Human Resources will report and update the faculty member's title.
- If the Committee does not recommend promotion at any point in the promotion/review procedure, the Chair will notify the faculty by letter of the reasons and recommendations for improvement.
- Petitioning faculty may withdraw their petition for promotion in rank at any point.
- If a petition is denied at any stage, the faculty member may appeal the decision through the published Rank and Tenure Appeal Process and procedure. The appeal process will be suspended during the summer months when no appeals committee can be convened.
- The review procedure will be conducted in the last academic year of service of a particular rank. The following timeline shall apply to all promotions:

Activity	**Date**
Faculty submit completed petition – Deadline	2nd Friday in February
Supervisor(s) recommendation – Deadline	Last workday in February
Committee recommendation – Deadline	2nd Friday in April
VPAA recommendation – Deadline	Last workday in April
President's presentation of approved nominations to AC Board of Regents	May Board meeting*
Notification by the President of faculty member's approval for promotion	After Board approval
Effective date for promotion	September 1

*With the exception of an appeals process

9.7 Faculty Petition for Tenure

Effective: March 2023

Purpose

A. Define qualifications for advancement from non-tenured to tenured faculty members.
B. Provide faculty with the process for creating the petition for Tenure.
C. Provide the Rank and Tenure Committee with the process for evaluating petitions.

Tenure Defined

A. Tenure is recognition of quality performance and longevity of service as demonstrated through a minimum of seven years of full-time probationary employment, a minimum rank of Assistant Professor, and consistent positive Faculty Performance Reviews. The following criteria are outlined in the Board Policy Manual:

1. Tenure is defined as the confirmation by the Board acting on the recommendation of the College President, to elect a probationary faculty member to a faculty appointment for an indefinite period of time under which appointment such faculty member may be removed only for adequate cause, for the discontinuance of a course of study or financial exigency.

2. The faculty member must have served seven years in a probationary status before Tenure can be granted; however, those who are employed after the beginning of the academic year will be required to serve the remaining portion of the initial year plus seven additional academic years. Faculty members may petition for Tenure during their seventh year of employment. If granted, Tenure will take effect the following academic year.

3. Time spent in a temporary appointment status may satisfy part of the probationary time requirement. The amount of such time to be counted is negotiable and shall be determined by the Vice President of Academic Affairs at the time of appointment to a full-time probationary position; however, at least one year of probationary status is mandatory.

B. Faculty may petition for Tenure only if a tenured position is available in their department. The Board Policy Manual states, “There must be a ‘tenure’ position open in the program/department in which the faculty is serving in a probationary status. In each program/department with five or fewer faculty positions, at least one shall be a ‘non-tenure’ position. In each program with six to ten faculty positions, at least two shall be ‘non-tenure’ positions. In programs/departments with more than ten faculty members, at least three positions shall be ‘non-tenure’ positions.”

Procedures for Creating a Tenure Petition

A. The immediate supervisor will work with the office of the Vice-President of Academic Affairs to provide the names of faculty who are qualified for Tenure.

B. Faculty may consult with an online check sheet created as an outline of this policy to assist in developing the petition.

C. The immediate supervisor will mentor the qualified faculty member to create the petition.

D. Both faculty and supervisors are further encouraged to consult with the Rank and Tenure Committee for questions in developing the petition.

E. The Rank and Tenure Committee will review all petition materials and make a recommendation to the Vice-President of Academic Affairs.

F. The Petition shall include the following materials:

1. Petition for Tenure form signed, in the following order, by the Director of Human Resources, Faculty Member, Immediate Supervisor, and Dean (where applicable).

2. Most current Faculty Personal Profile Form from Human Resources.

3. Letter from the petitioning faculty to the Vice-President of Academic Affairs requesting consideration for Tenure and summarizing the justification.

4. Past five Faculty Performance Review documents.

5. Letter from the faculty's immediate supervisor.

6. Minimum of two letters of recommendation from faculty peers.

7. Brief (no more than three pages) narrative addressing quality performance indicated in the Faculty Performance Review Program in the following areas:
   a. Teaching Effectiveness Efforts

   b. Non-Teaching Activities, Professionalism, Contributions

   c. Goals

G. The faculty member will submit all petition contents electronically. In addition, the original, signed Petition for Tenure form will be routed to the Rank and Tenure Committee. The faculty member must

review the "Petition Submission Policy" for further details.

H. The completed petition must be submitted on time.

Procedures for Committee Tenure Evaluation

A. The Committee will evaluate the petition based on this policy.

B. The Committee may contact the faculty member after submission for clarification purposes in the spirit of collegiality.

C. In preparation for discussion, each committee member will review the petition and make a preliminary recommendation to approve or deny promotion.

D. In quorum, the Committee will discuss the petition, verify all required documents, and make a final recommendation to the Vice-President of Academic Affairs. This final recommendation must be voted upon with a required supermajority (more than a simple majority, 2/3 or 3/5) of the Committee members present to carry a decision.

E. The Chair will prepare and send a formal letter to faculty members who were recommended or denied Tenure. If the Committee recommends denial, the letter will clearly document their reasons, highlight strengths, and include suggestions to improve the petition for future submissions.

F. The Chair will communicate the Committee's documented recommendations, which will include the signed Petition for Tenure Form and a copy of the formal letter to the petitioning faculty, to the Vice-President of Academic Affairs.

Timetables

A. The immediate supervisor will contact faculty who are eligible for Tenure through verification from the office of the Vice-President of Academic Affairs. The immediate supervisor will review the petition to determine its completeness, write a recommendation letter, sign the Petition for Tenure form, and forward the petition to the appropriate Dean if applicable.

B. The Dean will review the petition, make a recommendation, and forward it to the Rank and Tenure Committee for review.

C. The Committee will verify that all documents are in order and make a recommendation to the Vice-President of Academic Affairs who will make a recommendation to the President.

D. The President will present all tenure recommendations to the Board of Regents for final approval.

E. Petitioning faculty may withdraw their petition for Tenure at any point.

F. All required recommendations in the petition process shall be either for or against approving Tenure. If Tenure is denied in any point of the process, reasons and recommendations for denial will be put in writing to the petitioner.

G. In the event the petition is denied, the faculty member may appeal the decision through the "Rank and Tenure Appeal Policy."

H. The following timeline shall apply to Tenure:

Activity	Date
Faculty submit completed petition – Deadline	3rd Friday in October
Supervisor(s) recommendation – Deadline	Last workday in October
Committee recommendation – Deadline	2nd Friday in November
VPAA recommendation – Deadline	Last workday in November
President's presentation of approved nominations to AC Board of Regents	After November Board meeting
Notification by President of faculty member's approval for Tenure	After Board approval
Effective date for promotion	September 1of following year

9.8 Rank and Tenure Petition Submission Procedure

Effective: March 2023

Policy

The petitioning faculty member is solely responsible for submitting a complete and professional presentation of a Tenure or Professorial Rank petition. Faculty should plan and prepare a petition well in advance of the stated policy deadlines.

Guidelines

I. Tenure and Professorial Rank Petitions will be submitted electronically using the following guidelines:
   a. Faculty may blackout any personal information, such as addresses, Social Security numbers, salaries, etc., listed on the required documents.
   b. Faculty will prepare all hardcopies of the required documents by scanning and saving them electronically as .PDF (Portable Document Format).
   c. Faculty will prepare all electronic copies of the required documents by converting them into .PDF.
   d. Faculty will enter the appropriate Petition Submission Portal (see below for the links) and follow the instructions for submission.
   e. Faculty will upload the required documents in the fields provided on the submission webpage and will ensure that all documents are legible and correctly uploaded.
   f. Faculty may receive assistance in scanning and/or converting documents at the Center for Teaching and Learning.

II. After the electronic petition is completed, a hard copy of the signed Petition for Tenure or Petition for Promotion Form will be routed to the Rank and Tenure Committee.

III. Access to the following Electronic Links (hyperlinks TBD):
   a. Tenure Petition Submission Portal
   b. Professorial Rank Petition Submission Portal

IV. According to state law, regardless of whether a petition is approved or denied, Amarillo College must keep the faculty member's electronic petition for five years from the submission date. At the

conclusion of that time, the college will erase the files. The faculty member should keep a personal copy of the petition as the college will not be obligated to return the submitted electronic files.

9.9 Rank and Tenure Appeal

Effective: March 2023

General Information

A faculty member who is denied advancement to Tenure or Professorial Rank promotion has the right to appeal the Rank and Tenure Committee's decision and must do so in writing to the Vice-President of Academic Affairs. Tenure appeals must be submitted by December 7, and Rank appeals must be submitted by May 7. The Vice-President of Academic Affairs will review the appeal and decide if it warrants an arbitration process. If he/she approves the arbitration process, the decision rendered by an Arbitration Committee will be binding and final.

Guidelines

The arbitration process is based in accordance with the following guidelines:

A. The Arbitration Committee consists of four previous Chairs of the Rank and Tenure Committee. These previous Chairs will be selected at the discretion of the Vice-President of Academic Affairs. If one or more previous chairs are not available to serve on the Arbitration Committee, the Vice-President of Academic Affairs will appoint alternate member(s) from the faculty who have previously served on the Rank and Tenure Committee.

B. The newly formed Arbitration Committee will meet to identify one of the members as Chair and establish direction for the proceedings.

C. The Arbitration Committee will review the faculty member's petition.

D. The Arbitration Committee will interview the Rank and Tenure Committee about the reasons for its denial decision.

E. The Arbitration Committee will interview the faculty who is contesting the denial decision by the Rank and Tenure Committee.

F. The Arbitration Committee will deliberate and arrive at a binding decision, with a required super majority (more than a simple majority), to either affirm or overturn the Rank and Tenure Committee's decision to deny the contesting faculty member's petition.

G. The Chair of the Arbitration Committee will communicate the Committee's documented decision to the Vice-President of Academic Affairs.

H. The Chair, with the counsel of the Arbitration Committee, will also prepare a formal letter to the contesting faculty member and the Rank and Tenure Committee detailing the decision that will be reviewed by the Vice-President of Academic Affairs.

Printed policies and procedures are considered uncontrolled and for reference only.

I. The Tenure arbitration process will conclude by February 1, and the Rank arbitration process will conclude by June 1.

J. If the Arbitration Committee overturns the Rank and Tenure Committee's decision, Tenure or Professorial Rank must still be approved by the Board of Regents.

9.10 Non-Continuation (non-renewal) of Faculty Appointment

Effective: March 2023

Board Policy Manual Reference: DMC

Full-time probationary faculty are on a continuing yearly appointment during the probationary period but employment may be terminated by non-renewal or for cause prior to the granting of tenure. In the event a supervisor recommends non-renewal of appointment for the following academic year, the College President will notify the faculty member in writing in accordance with the deadlines shown below. The faculty member may request a review of the decision by the division dean, appropriate AVP, appropriate Cabinet member, and President in that order.

Notice requirements for non-continuance of appointment for probationary faculty	1st Academic Year of Service	2nd and 3rd Academic Year of Service	4th through 7th Academic Year of Service
	Within 6 months of initial appointment	December 1	September 15

In the event a faculty member who has served in a probationary period more than seven years is released according to this policy, new appointments in the same area will not be made except under extraordinary circumstances where a serious distortion in the academic program would otherwise result. The appointments of full-time faculty members in a probationary status who have served beyond seven years without tenure will not be subjected to nonrenewal in favor of retaining faculty members who are more junior, except under extraordinary circumstances where a serious distortion in academic program would otherwise result.

9.11 Dismissal and Due Process Procedure for Full-time Faculty

Effective: March 2023

Board Policy Manual Reference: DMC

General Information

Faculty shall demonstrate continued professional competence, professional responsibility, and the ability to perform the physical requirements of the position. Faculty shall exhibit personal conduct which does not adversely affect the performance of duties or the meeting of responsibilities to Amarillo College, to students, or to other College employees. Failure to meet these requirements in a suitable manner or refusal to comply with written College policies, procedures, and administrative directives will be adequate cause for dismissal proceedings.

Faculty members are entitled to timely, open and transparent communication from their supervisors regarding deficiencies in performance, conduct or attendance. Supervisors should utilize the steps found in procedure **6.4 Corrective Action and Discipline** as appropriate when handling performance, conduct or attendance issues. If the problems lead to a decision to terminate the employment of a faculty member, or if a severe single incident occurs justifying in termination of employment, faculty members may refer to the following due process procedures.

Note: The phrases "in writing" and "written" in this policy refer to documents and notices delivered via hard copy, email, thumb drive or fax format.

Probationary Faculty

A probationary faculty member whose dean and cabinet member are recommending termination of employment will be placed in a suspension status with pay until the due process time periods have elapsed. At the direction of the Cabinet member, the college will provide a written document to the faculty member describing the reason(s) for termination of employment.

1. The faculty member has five (5) business days from the date of the written notice to appeal in writing the dismissal decision. The written appeal should be addressed to the Vice President of Human Resources.
2. If the faculty member does not respond in writing the termination of employment will be effective as of the sixth (6^{th}) business day following being notified of the reasons for dismissal.
3. Within fifteen (15) business days of the VPHR's receipt of the written appeal, the college will hold a hearing at which the faculty member may answer the dismissal charges. The hearing will be before the President of the Faculty Senate, and two other faculty members, one selected by the President of the Faculty Senate and one selected by the college President ("Hearing Committee"). The hearing will be chaired by the President of the Faculty Senate. At such hearing any party may call before it the employee's supervisor(s) and any involved individual in order to obtain additional information. All involved parties will be entitled to present pertinent evidence and reasonable argument.
4. The Hearing Committee will make findings of fact and a recommendation to the College President within five (5) business days of the hearing.
5. Within two (2) business days of receiving the Hearing Committee's report, the College President will issue a written decision to retain or dismiss the faculty member.
6. If the decision is to terminate employment, the faculty member's last date of employment will be the date on which the College President issues the decision.

7. If the decision is to retain the faculty member, they will be moved back into active status and will be expected to resume normal duties immediately upon receipt of the College President's written decision.
8. At any stage during the due process period, the faculty member may request the due process be ceased and may submit their resignation of employment, effective immediately. Pay will cease as of the date the resignation is received.

Tenured Faculty

A tenured faculty member whose dean and cabinet member are recommending termination of employment will be placed in a suspension status with pay until the due process time periods have elapsed. At the direction of the Cabinet member, the college will provide a written document to the faculty member describing the reason(s) for termination of employment.

1. The faculty member has fifteen (15) business days from the date of the written notice to provide a written response to the charges. The written response should be addressed to the Vice President of Human Resources, who will distribute to the appropriate administrator, department heads and the College President.
2. If the faculty member does not respond in writing, the termination of employment will be effective as of the sixteenth (16th) business day following being notified of the reasons for dismissal.
3. In the faculty member's written response to the charges, they may request a hearing before the Professional Standards and Relations Committee ("Faculty Committee"). If a hearing is not requested, the Cabinet member will decide based on the faculty member's written response. If the charges are adequately answered they will be withdrawn. If not, dismissal will be effective on the sixth (6th) business day following receipt of the written response from the faculty member.
4. Within five (5) business days after the receipt of the written response, if any, wherein a hearing before the Faculty Committee is requested, the Cabinet member shall transmit or deliver to the chair of the Faculty Committee a copy of the formal written charges and the written responses of the faculty members for the Faculty Committee review and consideration.
5. Within twenty (20) business days after receipt of the written charges and written response, the Faculty Committee shall conduct the requested hearing to investigate the charges for dismissal, and the faculty member shall be advised in writing of the time and place for such hearing at least ten (10) business days prior to such hearing. At such hearing the Faculty Committee may call before it any involved individual in order to obtain additional information. All interested parties will be entitled to present relevant evidence and reasonable argument.
6. Within twenty (20) business days of the Faculty Committee hearing, its written findings and recommendations for retention or dismissal will be presented by the chair of the Faculty Senate to the Cabinet member, to the President, and to the faculty member involved.
7. Within five (5) business days of the receipt of such written findings and recommendations, the Cabinet member will review them and recommend to the college President retention or dismissal.
8. Within five (5) business days of the receipt of this recommendation, the college President will notify in writing the faculty member, the Cabinet member, and the Faculty Committee of his/her decision to dismiss the charges and retain the faculty member or to recommend dismissal to the Board of Regents. If the decision is to dismiss the faculty member, the President will give reasons for it in writing.
9. If the issue has not been resolved to the satisfaction of the faculty member within ten (10) business days of the receipt by the faculty member of the President's decision, the faculty member may advise the college President in writing that a hearing is requested before the Board of Regents. If the faculty member does not respond, dismissal will be effective as of the eleventh (11th) business day. After the President receives such written notification from the faculty member, the President

will present the Faculty Committee's report, the administrator's recommendation, and the President's decision to the Board of Regents at its next regularly scheduled or called meeting. The Board of Regents will then set a date and place for a hearing of the matter. The faculty member shall be advised in writing of the time and place for such hearing at least ten (10) business days prior to such hearing. At such hearing, the Board of Regents may call before it any involved individuals in order to obtain additional information. All interested parties will be entitled to present relevant witnesses, relevant evidence, and reasonable argument. If a faculty member is to be confronted with witnesses or evidence other than disclosed either prior to or during the Faculty Committee hearing, notice of such new evidence will be given in writing to the faculty member at least five (5) business days before the Board of Regents' hearing.

10. After the Board of Regents' hearing the board will review the case in full and return its decision regarding the dismissal or retention of the faculty member. The final decision of the Board of Regents will be provided in writing to the faculty member, the President, the Faculty Committee, and the Cabinet member. If the decision is to dismiss, it will be effective the day following receipt by the faculty member of the written decision of the Board of Regents. If the decision is to retain the faculty member, they will be moved back into active status and will be expected to resume normal duties immediately upon receipt of the Board of Regents' written decision.
11. Parties involved in the dismissal proceeding may be represented by counsel of their own choosing and expense at each stage of the due process. Consistent with the time limitations stated herein, all proceedings concerning the dismissal will be conducted with all deliberate speed.
12. To the extent possible under rule of law, all of the proceedings in connection with dismissals shall be kept strictly confidential unless such confidentiality is waived by the faculty member. A faculty member has the right to public hearings before the Faculty Committee and the Board of Regents and the right to a recording of those hearings at the faculty member's expense. Such requests by a faculty member for a public hearing and/or recording of such hearing shall be made at least three (3) business days prior to such hearing.

9.12 Administrators Returning to or Seeking Faculty Appointments

Effective: March 2023

Board Policy Manual Reference: DDA

Tenured faculty who accept an administrative position will retain their tenured status in the area (discipline or program) in which they were tenured. However, their return to the tenure area will be subject to need (determined by the college President) and availability of funds.

In no case shall another tenured faculty in the same area be released to accommodate the move of an administrator to faculty, even if the person was granted tenure after the person seeking to return to faculty status. A probationary or temporary status faculty member may be released if necessary to accommodate the transfer of the administrator to the area/department where tenure was granted.

If all faculty in the area are tenured and the college has no need for an additional faculty member, the administrator seeking return to faculty appointment has no recourse except to remain in their administrative position or be released from employment at the discretion of the administrative supervisor.

Any faculty member who accepts an administrative position prior to the granting of tenure forfeits any progress made toward tenure.

9.13 Faculty Personal Leave

Effective: March 2023

Policy

Full-time faculty are eligible for personal leave, subject to guidelines and supervisor approval.

Procedure

1. Faculty members on 9-, 10-, or 11-month assignment are eligible for up to 24 hours of personal leave per fiscal year (September 1 through August 31).
2. Six hours of personal leave constitutes one day for faculty.
3. Personal leave hours do not accrue year-over-year.
4. Personal leave is not to be considered a vacation leave benefit and is only available for personal need situations where the faculty member must miss work for a reason not covered by sick leave.
5. Personal leave requires approval by the faculty member's supervisor.
6. Personal leave must be used in increments of at least 4 hours.
7. Personal leave should be requested using the Leave Request module of AC Connect Self-Service for Employees/Faculty.

9.14 Faculty Sick Leave

Effective: March 2023

Policy

Full-time faculty follow the same eligibility and usage rules for sick leave as non-faculty employees. Faculty accrue sick leave according to the length of their yearly assignment and may accrue up to a maximum of 960 hours.

Refer to 5.*2 Sick Leave* for accrual rates and all provisions of sick leave policy for all faculty and staff.

9.15 Academic Affairs Manual

Effective: March 2023

The Academic Affairs Manual provides how-to guidelines for the core practices and procedures that govern the activities and delineate the purview of the Amarillo College Academic Affairs Division. These practices and procedures are cross-referenced to the applicable local and external policies to which the College adheres.

The goals of the manual are (A) to describe the core practices and procedures and (B) articulate the process by which these practices and procedures are implemented, in accordance with the applicable local and external policies.

All administrative regulations, including manuals and handbooks, shall be kept up to date and shall be made accessible to staff and the public as required by the Open Records Act. However, only the Board of Regents Policy Manual (BOR) contains the official policies of Amarillo College. No information in any other publication, handbook, manual, or other source of any kind, shall supersede any policies contained in the BOR, unless the Board of Regents takes official action (BOR BBA and BBE).

Access the Academic Affairs Manual here.