Policies Manual

For the

Community College District

Of

Jefferson County, Missouri
RESOLUTION

WHEREAS, the Board of Trustees of the Community College District of Jefferson County, Missouri, has the statutory authority, power and duty to adopt written policies, rules and regulations relating to students, employees and the officers of the College; and

WHEREAS, the Board of Trustees desires that a uniform and consistent body of policies be available for the information and direction of employees who administer, direct and/or perform College functions; and

WHEREAS, opportunity has been given for review of the proposed policies and for suggestions from the President, the President's Administrative Team, and employee constituencies;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri:

That all previous editions of the Policy Manual with rules and regulations affecting students and employees are hereby repealed;

That each policy contained in the document, Policies Manual for the Community College District of Jefferson County, and each subsequent policy to be incorporated thereafter will be adopted on an individual basis by the Board of Trustees and will take effect immediately thereafter.

Approved by the Board of Trustees this 16th day of April, in the year 1998.
FOREWORD

The policies of the Board of Trustees of Jefferson College are included in this manual. Responsibilities are defined with respect to Board officers, administrative personnel, faculty, and staff members.

While all legal provisions relating to the Community College District cannot be included, those provisions of particular pertinence are either duplicated here or noted by code reference number.

Subsequent additions or modifications to the manual will be distributed in such form as to be included within the loose leaf binder. All information included within the manual will remain in force unless superseded by Board action.

All other handbooks and manuals for distribution to faculty and staff members, students, advisory committees, etc., must be in accordance with this basic manual. This official manual will be available for examination in each major administrative office of the District.

Please note that this electronic version of the policy manual does not contain the signatures of approval. The official paper copies of the approval and signature pages are maintained in the College’s main administrative office.

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.
LEGAL BASE AND AUTHORITY FOR THE COLLEGE

The Community College District of Jefferson County, Missouri, hereinafter sometimes referred to as Jefferson College, or the College, was established in accordance with RSMo 163.191-178.890 by a vote of the qualified voters on April 2, 1963, with said District to include, and its boundaries to be coterminous with, the following listed school districts in Jefferson, St. Francois and Ste. Genevieve Counties:

- Fox C-6
- Northwest R-I
- Grandview R-II
- Hillsboro R-III
- Windsor C-1
- Dunklin R-V
- Festus R-VI
- Crystal City #47
- Jefferson R-VII
- DeSoto #73
- Sunrise R-IX

The members of the initial Board of Trustees were elected also on April 2, 1963, in accordance with RSMo 178.820.
SELECTED MISSOURI STATUTES PERTAINING TO THE COMMUNITY COLLEGE DISTRICT OF JEFFERSON COUNTY, MISSOURI

RSMo  34.353  Purchase of domestic products
RSMo  105.415  Conflict of interest and lobbying
- 105.485
RSMo  109.190  Records, photographs or photocopies of
RSMo  115.001  Public elections
- 115.64
RSMo  130.011  Missouri campaign and disclosure law
RSMo  162.303  Absences from meetings
RSMo  163.191  State aid to community Colleges - community College defined
RSMo  178.770  Organization of Community College districts
  178.780  Coordinating Board for Higher Education - duties
  178.790  Boundaries of district - election on proposal
  178.820  Trustees, election of
RSMo  178.830  Board of trustees - oath, officers, quorum, vacancies filled, seal
  178.835  Discipline of students
  178.840  Election, when held, how conducted - certification of votes cast
  178.850  District to provide courses - per capita cost - tuition charges
RSMo  178.860  Board to appoint employees - fix compensation - teachers to be members of public school retirement system
  178.862  Community College district police
  178.870  Tax rates, limits - how increased and decreased
  178.880  Taxation of public utility property
  178.890  Annexation of school districts - new Community College district formed, when
RSMo  178.480  Approved schools to receive federal money for vocational education - appropriation of state's share
  178.490  Local boards may contract for vocational education services
  178.500  May also contract for additional instruction in approved courses
  178.510  Contracting district to pay tuition - apportionment of state aid
  178.520  Vocational education fund
RSMo  178.530  State board to establish standards, inspect and approve schools - local boards to report - allocation of money
  178.560  Advisory committee to be appointed in each district offering vocational subjects - no compensation
RSMo  610.021  Closed meetings and records authorized, when—exceptions...
# Table of Contents

## Section I

### Board of Trustees – General Policies and Compliance Issues

1. **I-001** Election and Certification of Trustees
2. **I-002** Members of the Board: Assumption of Office for New Trustees
3. **I-003** Trustee Vacancies, How Filled
4. **I-004** Conflicts of Interest and Financial Disclosure
5. **I-005** Officers of the Board of Trustees
6. **I-006** Duties of the Officers of the Board of Trustees
7. **I-007** Meetings of the Board of Trustees: Meeting Types, Quorum Requirements, Excessive Absences, Provisions for Public Comment, and Executive Session
8. **I-008** Rules of Order: Order of Business, Consent Agenda, Rules of Order, Prior Notification, and Recognition to Address the Board
9. **I-009** Responsibilities of the Board of Trustees
10. **I-010** Authority of members of the Board of Trustees
11. **I-011** Amendments of the Rules
12. **I-012** Viewing of Official Records
13. **I-013** Reimbursement of Trustee Expenses
14. **I-014** Governmental Immunity
15. **I-015** Board of Trustee Development
16. **I-016** Closed Meetings, Records and Votes
17. **I-017** Minutes of Board Meetings
18. **I-018** Policy Development

## Section II

### All Personnel – General Policies and Compliance Issues

1. **II-001** Non-Discrimination and Standards for Lawful Employment
2. **II-002** Conditions of Employment - Nepotism
3. **II-003** Board of Trustee/Employee Relationship - Retired
4. **II-004** Outside Employment
5. **II-005** Community Responsibility
6. **II-006** Public Relations
7. **II-007** Use of the College Name
8. **II-008** Political Activity
9. **II-009** Sexual Harassment - Deleted – Consolidated with Others
10. **II-010** Grievances
11. **II-011.01** Leaves of Absence: Sabbatical/Study Leave
12. **II-011.02** Leaves of Absence: Sick Leave
13. **II-011.03** Leaves of Absence: Sick Leave Buy-Back
14. **II-011.04** Leaves of Absence: Short-Term Disability - Retired
15. **II-011.06** Leaves of Absence: Bereavement Leave
16. **II-011.07** Leaves of Absence: Personal Leave
17. **II-011.10** Leaves of Absence: Attendance at Conferences
18. **II-011.11** Leaves of Absence: Jury Duty
19. **II-011.12** Leaves of Absence: Workers’ Compensation
II-011.13 Leaves of Absence: Vacations
II-011.14 Leaves of Absence: Military Leave
II-011.15 Leaves of Absence: Community Service
II-012 Holidays
II-013 Pay Period, Salary Payments, and Deductions
II-014 Retirement, Savings, and Tax Shelters
II-014.05 Early Retirement Incentive Program - Retired
II-015 Insurance
II-016 Employee Assistance Program
II-017 Employee Recognition Program
II-018 Confidentiality of Personnel Files
II-019 Enrollment in Jefferson College Classes
II-020 Reimbursement of Professional Study Expenses
II-021 Property Rights and Publications, Teaching Aids, Material and Equipment
II-022 Guidelines for Handling Cases of Communicable Diseases
II-023 Prohibition against Alcohol/Drugs
II-024 Community College Exchange Program
II-025 Designation of Former Jefferson College President as Emeritus President
II-026 Conditions of Employment: Credentials
II-027 Use of Alcoholic Beverages on College Property

SECTION III
ADMINISTRATIVE ORGANIZATION
III-001 Line of Authority
III-002 The Office of the President
III-003 Administrative Offices
III-004 Organizational Chart

SECTION IV
INSTRUCTIONAL PERSONNEL - SPECIFIC POLICIES
IV-001 Instructional Staff - Line of Authority, Duties, and Responsibilities
IV-002.01 Conditions of Employment: Recommendation and Appointment
IV-002.02 Conditions of Employment: Academic Year Appointments (Covers Procedures IV.002.02 - IV.002.09)
IV-003 Conditions of Employment: Tenure Regulations
IV-004 Conditions of Employment: Committee on Tenure Appeal
IV-005 Conditions of Employment: Termination for Cause
IV-005.5 Conditions of Employment – Performance Deficiencies
IV-006 Salaries and Promotions in Academic Rank
IV-007 Conditions of Employment: Resignation of Faculty and Certified Professional Staff
IV-008 Conditions of Employment: Attendance at Commencement
IV-009 Recognition of Faculty Association
IV-010 Online and Hybrid Instructional Assignments
IV-011 Classroom Cell Phone Use
SECTION V
NON-INSTRUCTIONAL PERSONNEL – SPECIFIC POLICIES
♦ V-001 Non-Instructional Staff - Line of Authority, Responsibilities, and Evaluation
♦ V-002 Salaries and Remuneration
♦ V-003.01 Work Week and Overtime - Work Week Defined - Retired
♦ V-003.02 Summer Flex Schedule
♦ V-003.03 Work Schedule for Inclement Weather
♦ V-004 Compensatory Time & Overtime
♦ V-005 Resignations
♦ V-006 Dismissals

SECTION VI
THE EDUCATIONAL PROGRAM
♦ VI-001 Philosophy and Purposes of Jefferson College
♦ VI-002 Academic Freedom
♦ VI-003 Arts & Science Education and Career & Technical Education - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements
♦ VI-004 Continuing Education
♦ VI-005 Functions, Purposes, and Membership of Committees & Boards in Support of Shared Governance
♦ VI-006 Purposes of JCTV
♦ VI-007 Advisory Committees
♦ VI-008 College-Sponsored Events
♦ VI-009 College Calendars
♦ VI-010 Research and Development
♦ VI-011 Articulation with Other Institutions
♦ VI-012 Long Range Planning Process
♦ VI-013 Institutional Review Board

SECTION VII
STUDENT SERVICES
♦ VII-001 Admissions
♦ VII-002 Tuition and Fees
♦ VII-003 Student Advising and Registration, Attendance, Course Policies, Transcripts, Transfer of Credits, Credit for Prior Learning, Commencement, Employment Services, Student Academic Load, Testing Services, Recognition of Student Achievement, Academic Probation, and Academic Suspension
♦ VII-004 Student Activities and Intercollegiate Athletics
♦ VII-005 Financial Assistance
♦ VII-006 Student Rights and Responsibilities
♦ VII-007 Student Conduct
♦ VII-008 Student Publications
♦ VII-009 Special Needs
♦ VII-010 College Athletic Programs
♦ VII-011 Child Development Center(s)
♦ VII-012 Non-Discrimination
SECTION VIII
THE BUSINESS OPERATION
♦ VIII-001 Board Reports
♦ VIII-002 Budget Development and Management
♦ VIII-003 Purchasing and Bidding
♦ VIII-004 Special Authorization of District Employees
♦ VIII-005 Inventory
♦ VIII-006 Disposition of Surplus College Property
♦ VIII-007 Loan of Equipment
♦ VIII-008 Personal Use of District Property and District Employees by Other District Employees
♦ VIII-009 District-Owned Vehicles
♦ VIII-010 Solicitations and Approval of Gifts and Grants to District
♦ VIII-011 Jefferson College Foundation, Inc.
♦ VIII-012 Accounting for Funds
♦ VIII-013 Insurance Coverage
♦ VIII-014 Student Indebtedness to College
♦ VIII-015 Operation of the Cafeteria
♦ VIII-016 Bookstore
♦ VIII-017 District Reimbursement for Permissible Expenditures
♦ VIII-018 Regulations for Payment of Athletic Dept.’s Travel Exp - Retired
♦ VIII-019 Student or Employee Lists
♦ VIII-020 Advertising and Solicitation
♦ VIII-021 Accidents and Injuries
♦ VIII-022 Safety
♦ VIII-023 Expressions of Sympathy
♦ VIII-024 Use of Consultants
♦ VIII-025 Restrictions on Use of Funds

SECTION IX
BUILDINGS AND GROUNDS
♦ IX-001 Use of College Facilities
♦ IX-002 Protection of College Property
♦ IX-003 Security Enforcement
♦ IX-004 Services
♦ IX-005 Traffic and Parking Regulations
♦ IX-006 Naming of Buildings
♦ IX-007 Selection of Architectural/Engineering and/or Land Surveying Services
♦ IX-008 Selection of Construction Management Services
♦ IX-009 Construction Contracts, Bidding & Awards
♦ IX-010 Tobacco-Free/Smoke-Free Policy
♦ IX-011 Expressive Activities
SECTION I

BOARD OF TRUSTEES
GENERAL POLICIES AND COMPLIANCE ISSUES
POLICY #    I-001 (Page 1 of 1)
TITLE     Election and Certification of Trustees

TYPE      Board of Trustees
RATIONALE Compliance with Revised Statutes of Missouri
APPROVED  April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that it be in compliance with the Revised Statutes of Missouri (RSMo) Chapter 115 and Chapter 178 regarding the election process (when the election is to be held, filing procedures, preparation of the ballots, publication of notice, how the election is conducted, and the certification of results). Furthermore, the Board of Trustees shall be in compliance with RSMo 130.011 as it pertains to the Missouri Campaign Finance and Disclosure Law.

The Board of Trustees shall consist of six members to be elected from the District at large. Members shall be elected for terms of six years each with two members being elected in each odd-numbered year.

BOARD MONITORING

Secretary of the Board of Trustees shall execute or cause to be executed all matters pertaining to trustee election and certification and to record same in the official minutes of the Board.
POLICY

It shall be the policy of the Board of Trustees that member or members so elected and certified shall present themselves for the purpose of being seated at the first meeting of the Board of Trustees after the election. Once a candidate has been certified, said candidate shall be required to take and subscribe an oath of office in accordance with RSMo 178.830. The President of the Board of Trustees shall thereupon recognize the person as a member of the Board of Trustees, and she/he shall thenceforth be entitled and qualified to perform the duties of the office of a member of the Board of Trustees.

BOARD MONITORING

Secretary of the Board of Trustees shall advise the President of the Board on the administration of the oath of office and so record in the official minutes of the Board.
POLICY

It shall be the policy of the Board of Trustees that, in case a vacancy occurs in the membership of the Board of Trustees from any cause, it shall be the duty of the Secretary to certify such fact to the Board and to each remaining member thereof. After such certification, the trustees at a regular or special meeting shall nominate and appoint a successor trustee to serve until the next election held by or for the District when a Trustee shall be elected for the unexpired term, in accordance with RSMo 178.830. Upon appointment by the Board, the Secretary shall issue a certificate of appointment to the newly appointed Trustee. When a person becomes a member of the Board of Trustees by appointment, the member shall take his/her seat at the next regular meeting after said appointment and after having taken the prescribed oath of office.

BOARD MONITORING

Secretary of the Board of Trustees shall certify the vacancy, make such vacancy known to the Board, and record the newly appointed trustee in the official minutes of the Board.
POLICY # I-004 (Page 1 of 3)
TITLE Conflicts of Interest and Financial Disclosure

TYPE Board of Trustees
RATIONALE Compliance with Revised Statutes of Missouri
APPROVED July 14, 2011

POLICY

It shall be the policy of the Board of Trustees that all trustees and certain employees of the College comply with RSMo. 105.452 and 105.454 on conflicts of interest as well as any other state law governing official conduct. All members of the Board of Trustees shall also take steps to avoid situations where the decisions or actions in their capacity as trustees conflict with the mission of the College.

As used in this policy, “business owned by trustees” includes sole proprietorships, partnerships, joint ventures or corporations where the trustee is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a co-participant and owner of more than ten (10) percent of the outstanding shares of any class of stock.

Providing Services

Trustees and businesses they own may not perform any service for the College for any consideration in excess of $500 per transaction or $5,000 per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Sale, Rental or Lease of Property

Trustees and businesses they own may not sell, rent or lease any property to the College where the consideration is in excess of $500 per transaction or $5,000 per annum, unless the transaction is made pursuant to an award on a contract let or a sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Employment

The College shall not employ trustees for compensation even on a substitute or part-time basis. Trustees may provide services on a volunteer basis.

Businesses That Employ Board Members

Trustees may participate in discussions and vote on motions for the College to do business with entities that employ the Trustee as long as the business is not owned by the Trustee and the Trustee will not receive any financial benefit from the transaction. The Trustee may need to submit a statement of interest as described below.
Statement of Interest

If a trustee has a substantial personal or private interest in a decision before the Board, before voting the trustee shall provide a written report of the nature of the interest to the Board Secretary. The written statement will be recorded in the minutes. A Trustee will have complied with this requirement if the trustee has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A “substantial interest” exists when the trustee, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity.
2. Own(s) an interest having a value of $10,000 or more in any business entity.
3. Receive(s) a salary, gratuity or other compensation or remuneration of $5,000 or more from any individual, partnership, organization or association within any calendar year.

Self-Dealing

A Trustee shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Trustee, his or her spouse or dependent children.

A “special monetary benefit” means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Use of Confidential Information

A Trustee shall not use confidential information obtained in the course of his or her official capacity in any manner with the intent to result in financial gain for himself or herself, any other person or any business.

Nepotism

A Trustee shall not vote to employ or appoint any person who is related within the fourth degree to such trustee by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a trustee, the related trustee shall abstain from voting and shall leave the room during consideration of the question and the vote.
“Fourth degree of consanguinity or affinity” means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

**Personal Financial Disclosure Statements**

Jefferson College hereby adopts a policy establishing making public its own method of disclosing financial interests of Trustees, candidates and specified administrators, in accordance with law. Personal financial disclosure statements shall be filed with the Missouri Ethics Commission and the College, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their reports within fourteen (14) days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics Commission within ten (10) days of adoption.

**BOARD MONITORING**

Secretary of the Board of Trustees shall advise the Board on matters of potential conflicts of interest and, if applicable, record same in the official minutes of the Board.
POLICY

It shall be the policy of the Board of Trustees that the composition, election of, and term of office for Board of Trustees officers shall be in compliance with Missouri law as stated in RSMo 178.830.

Composition

The officers of the Board of Trustees shall be President and a Vice President, who shall be members of the Board, and a Secretary and a Treasurer who may, but need not be, members of the Board.

Officers, When Elected

Officers of the Board shall be elected at the first regular meeting of the Board in April of each odd-numbered year. In case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office.

Term of Office

Each officer of the Board shall be elected for a term of two years. The President, Vice President, and Secretary shall assume office immediately upon election and shall hold office until their successors shall be elected and qualified. The treasurer shall assume office at the beginning of the fiscal year (July 1) next following her/his election.

BOARD MONITORING

Secretary of the Board of Trustees shall advise the Board on the election of officers, the time of election, and shall record election results in the official minutes of the Board.
POLICY

It shall be the policy of the Board of Trustees that the duties and responsibilities of officers shall be as hereinafter stated:

1. President – The duties of the President shall be, specifically to:
   a. Preside at all meetings of the Board of Trustees.
   b. Enforce rules.
   c. Appoint, subject to approval of the Board, all committees which the Board may deem it necessary from time to time to constitute.
   d. Call special meetings as required.
   e. Be the primary contact person for the President of the College between meetings and to keep other trustees informed between meetings on an as needed basis.
   f. Perform such other duties as may be prescribed by law or by action of the Board of Trustees.

2. Vice President - The duties of the Vice President shall be, specifically to perform:
   a. All of the duties of the President, in absence or other disability of the President or in case of resignation.
   b. Such other and further duties as shall from time to time be assigned by the President or the Board of Trustees.

3. Secretary - The duties of the Secretary shall be specifically to:
   a. Be the official custodian of the records of the District and to perform all duties required by the Board of Trustees and all duties hereinbefore or hereinafter provided in these Rules.
   b. Record or cause to be recorded in a book provided for that purpose the proceedings of the Board and to index the same.
   c. Attest all public acts of the District, affix thereto, when necessary, the seal of the Community College District and prepare and serve or cause to be prepared and served on the members in due time notices of all regular and special meetings of the Board.
   d. Be the custodian of the official seal of the District and of the official bond of the Treasurer which shall be recorded in the records of the District.
4. Treasurer - The duties of the Treasurer shall be, specifically to:
   a. Keep or cause to be kept complete records of the financial transactions of the District.
   b. Sign all checks.
   c. Report the financial status of the Community College District in such manner, time, and form as may be prescribed by the Board of Trustees.
   d. Obtain and present to the Board a bond with surety or sureties to be approved by the Board in such amount as the Board may from time to time determine conditioned upon the faithful discharge of his/her duties in said office. The premium of said bond shall be an expense of the District.

BOARD MONITORING

Secretary of the Board of Trustees shall distribute this policy to each officer and the remaining members of the trustees at each election, and it shall be recorded in the official minutes of the Board that such distribution occurred.
POLICY # I-007 (Page 1 of 3)
TITLE Meetings of the Board of Trustees: Meeting Types, Quorum Requirements, Excessive Absences, Provisions for Public Comment, and Meeting Agendas

TYPE Board of Trustees
RATIONALE Compliance with Revised Statutes of Missouri regarding open meetings, special meetings, quorum requirements, excessive trustee absences, provision for public (non-employee) comment, and executive sessions

APPROVED April 16, 1998 (Updated April 14, 2016) (Update March 8, 2018)

POLICY

Regular Meetings

It shall be the policy of the Board of Trustees that monthly meetings of the Board of Trustees shall be held on the second Thursday in each month. The Board reserves the right to reduce the number of annual meetings and to adjust the Board of Trustees meeting schedule when it is in the best interest of the College and results in improved efficiency and effectiveness. The date of a regular meeting may be changed by action of the Board of Trustees at any previous meeting provided that every Board of Trustees member is notified of the change. In case the date of any regular meeting is changed or the number of annual meetings is reduced, the Secretary shall take appropriate steps to inform the public of the change in advance of the meeting.

Notice of the time, date, place and tentative agenda of regular meetings of the Board of Trustees shall be given to all representatives of the news media who request notice and shall be posted on the bulletin board in the main lobby of the Library-Administration Building at least twenty-four hours prior to the time of the meetings. The meetings shall also be listed in the calendar of activities of the College and be advertised with other events in the routine news releases of the College.

Special Meetings

It shall be the policy of the Board of Trustees that special meetings may be called at any time by the President, and shall be called by the Secretary upon written request of three or more members of the Board of Trustees. In all cases of special meetings no less than forty-eight hours written notice stating the time and place of the meeting and the business to be considered shall be given to each member and at such special meeting no business shall be transacted other than that stated in the call; provided, however, that if all the members of the Board shall, in writing, waive the notice herein required such special meeting may be held at any time and for any purpose.

Notice of special meetings, including a tentative agenda, shall be given through regular news sources as far in advance of the meetings as is practicable. Copies of the notice shall be made available to any representative of the news media requesting them and shall be posted on the bulletin board in the main lobby of the Administration Building.
When it is necessary to hold a meeting with less than twenty-four hours’ notice, or at a time and place not reasonably convenient to the public, the justification for departure from regular procedures shall be stated in the minutes.

**Quorum**

It shall be the policy of the Board of Trustees that at all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum for the transaction of business, but no contract shall be let, teacher employed or dismissed, or bill approved unless a majority of the whole Board votes therefore.

**Absences from Meetings**

In accordance with RSMo 162.303, it shall be the Policy of the Board of Trustees that any member of the Board failing to attend the meetings of the Board for three (3) consecutive regular meetings, unless excused by the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the Secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board.

**Voting**

It shall be the policy of the Board of Trustees that all votes shall be recorded, and if a roll call vote is taken, each “yea” and “nay” vote, or abstinence if not voting, shall be attributed to the individual member of the Board. Any votes cast during a closed meeting shall be taken by roll call. A Board member may participate in an open meeting by telephone so long as a no roll call vote is taken. In such a case, the Board member’s voice should be amplified through a speaker phone or similar devise so that the public can hear it. Except in emergencies, all votes taken by roll call vote shall be cast by members who are physically present and in attendance at the meeting. In an emergency, a roll call vote may be taken via telephone or other voice means so long as a majority of the Board is physically present and in attendance. In such cases, the nature of the emergency justifying the departure from normal requirements shall be stated in the minutes and if it is known at the time the notice of the meeting is posted, it should also be set out in the notice.

**Meetings to be Public**

It shall be the policy of the Board of Trustees that all regular and special meetings of the Board shall be open to the public except as otherwise provided in RSMo 610.021.
Communication Sessions for the Public

It shall be the policy of the Board of Trustees that at the beginning of each regularly scheduled monthly meeting, or as otherwise deemed desirable by the Board of Trustees, public communication sessions shall be held to give opportunity for the public to address the Board.

Such sessions shall be advertised and citizens encouraged to express opinions, concerns, and ideas about the College to the Trustees. Communications sessions, when designated, shall precede the general order of business at regular monthly meetings of the Board of Trustees.

Addressing the Board

Members of the public desiring to address the Board are subject to the rules and protocols described in Board Procedure.

Agenda

The President of the College, and when possible, the President of the Board of Trustees, shall cooperatively develop the agenda for each meeting. If a member of the Board of Trustees desires to have an item placed on the agenda of a meeting, the trustee shall so notify the President of the Board of Trustees. The request shall be granted provided a second trustee joins in the request.

BOARD MONITORING

Secretary of the Board of Trustees shall post or cause to be posted all required meeting notices, record board attendance, ensure agenda placement for public comment, advise on specific legal provision(s) for executive sessions and record same in the official minutes of the Board.
POLICY # I-008 (Page 1 of 2)
TITLE Rules of Order: Order of Business, Consent Agenda, Rules of Order, Prior Notification, and Recognition to Address the Board

TYPE Board of Trustees
RATIONALE To achieve consistency in meeting agendas and process for conducting the affairs of the Board. The Trustees utilize a consent agenda format wherein all agenda items marked with an asterisk (*) are voted upon in one motion unless a specific item is removed, such removal will be at the request of one or more Board member(s) present.

APPROVED August 17, 2000

POLICY

Order of Business

It shall be the policy of the Board of Trustees that order of business for Board meetings, unless modified by the Board, shall be as follows:

1. General Functions
   a. Call to Order
   b. Roll Call
   c. Communications
   d. President’s Report
   e. Warrants
   f. Approval of Agenda/Consent Agenda
      1) Minutes
      2) Financial Statements
      3) Bids
      4) Contractual Purchases
      5) Disposal of Surplus Property
      6) Renewal of Leases
      7) Actions Required by Statutes
      8) Part-time and or Full-time Professional Personnel Recommendations (i.e., overload assignments, reemployment promotion status, acceptance of resignations/regular retirements)
      9) Curriculum Proposals
      10) Approval of Course Offerings

   g. Old Business
   h. New Business
   i. Miscellaneous
   j. Adjournment
Consent Agenda

Agenda items of a routine nature will be marked with as asterisk (*) located immediately before the item. Unless a Board member requests a consent agenda item be removed for discussion, the consent agenda items will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded, and adopted. Any consent items removed upon request of a Board member will be taken up in its regular place on the agenda.

Rules of Order

In all matters not covered by the Rules of the Board, parliamentary procedures shall be governed by the manual known as *Robert's Rules of Order Newly Revised*.

Prior Notice in Certain Cases

No employment by the District of any official or other supervisory personnel and no matter of educational policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board until the proposed action has been circulated in writing by the President of the College to all members of the Board. This rule may be waived by the unanimous consent of the whole Board at the meeting when any such proposed action is contemplated, provided that the procedure in RSMo. 610.020.3, relative to emergency matters is followed.

Recognition

Persons other than a member of the Board of Trustees, the President of the College, or other administrative personnel of the District designated by the President may be recognized to speak at any meeting of the Board of Trustees upon the consent of a majority of the Board.

BOARD MONITORING

Secretary of the Board shall prepare and circulate in a timely manner the agenda for all meetings, assure that the agenda for each meeting is formally approved, and record all actions of the Board.
POLICY #    I-009 (Page 1 of 1)
TITLE       Responsibilities of the Board of Trustees
TYPE        Board of Trustees
RATIONALE   Designation of the Responsibilities of the Board
APPROVED    July 16, 2011

POLICY

It shall be the policy of the Board of Trustees to designate the responsibilities of the Board, which shall include but not be limited to the following:

1. Select and appoint the President of the College.
2. Determine the broad general policies which will govern the District.
3. Consider and take appropriate action in all matters of policy relating to the welfare of the College on recommendation of the President of the College.
4. Assume final responsibility after evaluating administrative recommendations for making decisions concerning appointment, compensation, retention, or dismissal of all staff members.
5. Approve the annual budget prior to the beginning of the next fiscal year.
6. Approve all expenditures.
7. Provide ways and means for adequate financial support.
8. Function as the legislative and policy-making body of the District, leaving the executive function to the College President.
10. Insure that policies adopted by the Board are consistent with the provisions of law.
11. Cause the annual financial statement to be published not later than August 1 in a subscription newspaper of general circulation within the District.
12. Annually evaluate the performance of the President of the College using an evaluation instrument approved by the Board.

BOARD MONITORING

Members of the Board of Trustees, in consultation with the President of the College and the Secretary of the Board, when appropriate, shall review said responsibilities annually.
POLICY #   I-010 (Page 1 of 1)  
TITLE   Authority of Members of the Board of Trustees

TYPE   Board of Trustees  
RATIONALE   Clarification that the authority of Trustees is limited to actions when legally in session as a Board  
APPROVED   July 14, 2011

POLICY

It shall be the policy of the Board of Trustees that Board members shall have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instructions by the Board of Trustees.

Normally, the President of the Board of Trustees shall be the spokesperson for the Board. Public statements by the President shall be consistent with the positions/views of the Board of Trustees.

Neither Jefferson College nor the Board of Trustees, as a publicly elected body, endorses or opposes any candidate for public office, political persons, parties or groups.

BOARD MONITORING

Secretary of the Board shall record all actions of all sessions of the Board in the official minutes of the Board.
POLICY #  I-011 (Page 1 of 1)
TITLE  Amendments of the Rules

TYPE  Board of Trustees
RATIONALE  Specification of Procedures for Amending the Rules in Special Circumstances
APPROVED  July 14, 2011

POLICY

It shall be the policy of the Board of Trustees that these rules for the government of the Board of Trustees of the Community College District of Jefferson County, Missouri, may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented to the Board in writing. A majority vote of the whole Board shall be required for the adoption of any amendment, alteration, repeal, or addition to these rules.

It shall be the policy of the Board of Trustees that any policy or procedure not required by law may be suspended for a specified time and for a specified purpose by a unanimous vote of the members of the Board present, but such suspension shall only be in effect during the meeting at which such suspension was voted.

BOARD MONITORING

Secretary of the Board shall record all actions to amend/suspend the rules in the official minutes of the Board.
POLICY #  I-012 (Page 1 of 2)  
TITLE       Viewing of Official Records  
TYPE        Board of Trustees  
RATIONALE   Compliance with Revised Statutes of Missouri  
APPROVED    December 15, 2011  

POLICY  

It shall be the policy of the Board of Trustees that approved minutes of the Board of Trustees and other official records of the College District such as budgets, audits, records of revenues and expenditures, bids and supply contracts, and election information will be made available for inspection by citizens of the District and other interested parties as required in RSMo 109.180, subject to the following limitations:  

1. The request must be made during regular office hours to the appropriate College official who maintains the records being sought.  

2. The records may be viewed in the office areas where they are kept, under the supervision of the person(s) designated as Custodian of the Records (RSMo. 610.023). See attached Appointment of Custodians of Record.  

3. Photographs or photocopies of records may be made within the offices or work areas where the records are kept, under the supervision of the custodian of the records who may adopt and enforce reasonable rules governing the work (RSMo. 109.190 and RSMo. 610.026).  

4. Copies of the Budget and Annual Audit shall be made each year for use by members of the faculty and staff of the College, by citizens of the District, or agencies and organizations that may desire such information. The copies of the Budget and Audit may be used in work areas of the office or may be borrowed from the Secretary of the Board of Trustees for use elsewhere for a reasonable period of time.  

BOARD MONITORING  

Custodians of Records and/or the appropriate College official shall make records available for viewing under the conditions specified.
APPOINTMENT OF CUSTODIANS OF RECORDS

State Statute 610.023 requires appointment of a custodian to be responsible for the maintenance of records. The identity and location of a public governmental body’s custodian is to be made available upon request.

Student records (student transcripts, disciplinary records, admissions records, attendance records, verification of degrees/certificates, test scores, financial aid, etc.) are maintained separately from other records at the College. Accordingly, it is necessary to appoint two custodians of records, one for student records and the other for all other College records.

BE IT RESOLVED by the Board of Trustees of the Community College District of Jefferson County, Missouri, that the Director of Admissions and Student Records be appointed custodian for all student records and that the Executive Assistant to the College President be appointed custodian of all other records maintained by the College.
POLICY #       I-013 (Page 1 of 1)
TITLE        Reimbursement of Trustee Expenses

TYPE          Board of Trustees
RATIONALE    Formal Authorization and Approval for Reimbursement of Trustee Expenses
APPROVED     February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the President of the Board of Trustees shall review and approve by signature on the appropriate Business Office form all travel or request for other expenses incurred on behalf of the College for the President of the College and each member of the Board of Trustees; and the Vice President of the Board of Trustees shall review and approve by signature on the appropriate Business Office form all travel or request for reimbursement for other expenses incurred on behalf of the College, for the President of the Board of Trustees. Furthermore, all travel and travel-related reimbursement for any administrator (Dean's level or above) or member of the Board of Trustees shall be reported to the Board of Trustees on a monthly basis.

BOARD MONITORING

Secretary of the Board of Trustees shall forward or cause to be forwarded all necessary forms and supporting documentation to the Vice President of Finance and Administration for reimbursement of trustee expenses. The Vice President of Finance and Administration shall prepare a monthly report on administrator travel for the Board.
POLICY

The Board of Trustees shall rely upon its immunity from tort liability to the fullest extent provided by Missouri Statutes in the defense of any claims which may be made against the College District.

It shall be the policy of the Board of Trustees to carry liability insurance sufficient to cover the maximum amount of any claims that may be legally assessed against the District under provisions of RSMo. Sec. 517.600, 537.610 or other applicable provisions of federal and/or state laws.

Further, the Board of Trustees directs the Vice President of Finance and Administration to secure and maintain said liability insurance.

BOARD MONITORING

The Vice President of Finance and Administration shall secure and maintain said liability insurance and shall so document to the Board of Trustees annually in the official minutes of the Board.
It is the opinion of the Board of Trustees that an effective Board, a Board best able to fulfill its responsibilities to the voters of the District, is a Board whose members are, among other things: informed on legislative and educational issues at the national, state, and local levels; aware of the economic, demographic, and societal conditions and trends of the community it serves; familiar with the resources of the College including, but not limited to, Board Policies and Procedures, the organizational structure, finances, facilities, and people; and, appreciative of the strengths and weaknesses that each individual Board member brings to the Board as a whole. To this end, the Board has an approved development plan for members of the Board that provides for a thorough orientation for newly elected Board members and ongoing development opportunities throughout the tenure of each Board member.

POLICY

It shall be the policy of the Board of Trustees that each newly elected Trustee shall complete an orientation program within 120 days after assuming office. The orientation program will be structured and presented to familiarize the newly elected Trustee(s) with the scope of Board responsibilities, programs and services of the College, and other matters pertinent to the continued success of the College.

It shall further be the policy of the Board of Trustees that all Trustees will continue to develop skills and knowledge essential to function as an effective Board throughout their term of service.

BOARD MONITORING

The President of the Board of Trustees, through the Secretary of the Board, will monitor policy compliance.
POLICY #  I-016 (Page 1 of 4)
TITLE        Closed Meetings, Records and Votes
TYPE         Board of Trustees
RATIONALE    
APPROVED     July 14, 2011

POLICY

The Board of Trustees will conduct closed meetings, maintain records and hold votes in accordance with the Missouri Sunshine Law.

Meeting Notice

Public notice of closed meetings shall be given in accordance with Board policy and law. The motion and the vote to authorize closed session must occur in open session. The motion must include the specific reason for closing the meeting with reference to a specific section of the statute, and the vote on the motion must be taken by roll call and entered into the minutes. The motion will pass if a majority votes in the affirmative.

Posted notice of a closed meeting will include time, date and place of the closed meeting and the reasons for holding the meeting with reference to the specific statutory exemption under which the meeting will be closed. Only business directly related to the specific statutory exemptions provided may be discussed or voted upon at a closed meeting.

Objection

In the event a motion is made to close a meeting, record or vote, and a member of the Board of Trustees believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member’s objection. If the Board member voted against the motion to close the meeting, Record or vote, the recorded objection and the vote constitute an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Meeting Location

The Board of Trustees shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.
Confidentiality

The Board members, employees and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. College employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish trustees who fail to keep closed records and meetings confidential in violation of this policy.

Closed Topics

Pursuant to the Missouri Sunshine Law, the Board of Trustees hereby closes all meetings, records and votes pertaining to:

1. Legal actions, causes of action or litigation involving the College and any confidential or privileged communication between the College or its representatives and its attorneys. Any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving the College or an agent or entity representing the College, including any insurance company acting on the College’s behalf, shall become available to the public upon final disposition of the matter voted upon or upon the signing of a settlement agreement by the parties. A settlement agreement may be ordered closed by a court; however, the amount of any monies paid by or on behalf of the College, pursuant to the settlement agreement, must be available to the public. When the College makes a decision involving the exercise of eminent domain, the vote shall become public immediately following the meeting in which the vote was taken to authorize institution of such legal matter. Legal work product is considered a closed record.

2. The lease, purchase or sale of real estate by the College where public knowledge of the transaction might adversely affect the amount to be received or spent by the College. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.

3. Hiring, firing, disciplining or promoting of particular employees by the College when personal information about the employee is discussed or recorded. Any vote on a final decision to hire, fire, promote or discipline an employee must be made available, with a record of how each member voted, to the public within 72 hours of the close of the meeting where the action occurred. The College will attempt to notify the affected employee during the 72-hour period before the decision is made available to the public. The term “personal information” means information relating to the performance or merit of individual employees.

4. The state militia or National Guard, or any part thereof.
5. Proceedings involving the mental or physical health of an identifiable individual.

6. Scholastic probation, expulsion or graduation of identifiable persons, including records of individual tests or examination scores, and any other student information that is closed pursuant to FERPA or any other law.

7. Testing and examination materials until the test or examination is given for the final time.

8. Welfare cases of identifiable individuals.

9. Preparations on behalf of the district or its representatives for negotiations with employee groups, including any discussion or work product.

10. Software codes for electronic data processing and documentation thereof.

11. Competitive bidding specifications until officially approved or published.

12. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.

13. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, names, positions, salaries and lengths of service of College officers and employees shall be available to the public.

14. Records protected from disclosure by law.

15. Scientific and technological innovations in which the owner has a proprietary interest.

16. Records relating to municipal hotlines established for reporting abuse and wrongdoing.

17. Confidential or privileged communications between the Board of Trustees and its auditors, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.

18. Operational guidelines and policies developed, adopted or maintained by the College for use in responding or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individuals or public health or safety. When seeking to close information pursuant to this exception, the Board shall state in writing that disclosure would impair its ability to protect the public interest in disclosure of the records. Information regarding expenditures or contracts made in implementing these policies shall be open records.
19. Existing or proposed security systems and structural plans of real property owned or leased by the College where public disclosure would threaten public safety. Procurement records or expenditures relating to security systems purchased with public funds shall be open. When the College is seeking to close this information, it must affirmatively state in writing that disclosure would impair the College’s ability to protect the security or safety of persons or real property and that the public interest in nondisclosure outweighs the public interest in disclosure of the records.

20. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system, computer network or telecommunications network of the College if released. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures for such computer, computer system, computer network or telecommunications network shall be open.

21. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the College and a person or entity doing business with the College. However, the record of a person or entity using a College credit card or any record of a transaction that is reimbursed by the College will be open.

BOARD MONITORING
POLICY

The Board of Trustees will conduct closed meetings, maintain records, and hold votes in accordance with the Missouri Sunshine Law.

Whereas, it is recognized that the Board of Trustees speaks through its minutes, the Board shall direct the Secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Secretary of the Board shall be responsible for their safe keeping. The minutes of meetings of the Board of Trustees will include, but are not limited to, the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting, and the Board members present and absent.

2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting “yea” and “nay,” unless each member’s vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the President of the Board (or the Vice President in the President’s absence) and attested by the Secretary of the Board following their approval by the Board.

The closing of closed session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes and portions thereof shall be kept in a separate minute book used solely for the purpose of executive sessions. Closed session minutes shall be confidential material, and shall not be available to the public except as provided by law.

BOARD MONITORING
POLICY # I-018 (Page 1 of 1)
TITLE Policy Development

TYPE Board of Trustees
RATIONALE Establish rules and procedures that the College will use to exercise its leadership in the operation of the College

APPROVED May 17, 2012

POLICY

In General

The Board of Trustees shall determine the policies to serve as a basis for the administration of the College. The formulation, development, adoption and revision of written policies, rules and procedures shall constitute the basic method by which the Board of Trustees shall exercise its leadership in the operation of the College.

The Board directs the College President and his/her staff to promulgate, implement and maintain administrative policies and procedures which are consistent with the Board's policies. While the Board may wish to periodically review these administrative policies and procedures, the administration has the authority to make adjustments to these without Board approval, unless otherwise instructed by the Board.

It shall be the duty of all employees to become familiar with the policies, rules and procedures so that each may clearly recognize his or her duties and relationships within the College policies.

Board Policy Adoption

New Board policies or amendments to policies shall not be voted upon until the next regularly scheduled meeting after they have been formally presented to the Board in writing. Board Policies may be adopted and/or amended only upon a majority vote of the entire Board of Trustees.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Board Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

Policy Review

The College President shall be responsible for the administration of the policies adopted by the Board of Trustees. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a continuing basis. However, every two years there shall be a general policy review of the policy manual by the Board. The College President is responsible for calling the Board's attention to all policies that are out of date or that appear to need revision.

BOARD MONITORING
College President
SECTION II

ALL PERSONNEL

GENERAL POLICIES AND COMPLIANCE ISSUES
Jefferson College has adopted the following Non-Discrimination Notice:

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Americans with Disabilities Act (ADA) Coordinator for students is the Disability Support Services Coordinator, Office – Library 110, (636) 481-3169/797-3000, ext. 3169.

The College’s Title IX Coordinator is the Director of Student Compliance, Office – Student Center 211, (636) 481-3258/797-3000, ext. 3258.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Director of Student Compliance, Office – Student Center 211, (636) 481-3258/797-3000, ext. 3258.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADA as specified above may contact the Director of Human Resources, Office – Administration 133-E, (636) 481-3157/797-3000, ext. 3157.

Standards for Lawful Employment:

It shall be the policy of Jefferson College to provide equal opportunity to all employees and applicants without regard to age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status in accordance with federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to recruitment, hiring, working conditions, promotions, termination, layoff, transfers, leave of absence, compensation and training.
The College’s equal opportunity policy also extends to prohibitions against harassment of employees because of individual’s age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status. It strives to produce an academic and work environment that is free from sexual harassment. In keeping with this commitment, the College prohibits sexual harassment of any member of the College community. All complaints regarding the violation of this policy will be promptly investigated and appropriate action will be taken.

Appropriate notice of this policy shall appear in all College catalogs, program brochures, applications for admission or employment, and the *Faculty and Staff Handbook*.

Further, appropriate procedures shall be developed with appropriate safeguards for due process to resolve complaints of discrimination.

The Board of Trustees is committed to the recruitment of personnel whose members believe strongly in the philosophy and objectives of Jefferson College and who will give complete support to the total educational program.

The policies of the Board of Trustees of the Community College District of Jefferson County, Missouri, as well as College administrative policies and procedures, shall be deemed incorporated in each contract of employment executed on behalf of the District and as a part of the terms and conditions of employment of those employees who do not have written contracts of employment. Violation of the policies and procedures may be cause for disciplinary action including, but not limited to, termination of employment and of contracts of employment.

**BOARD MONITORING**

The President of the College shall establish or cause to be established and published appropriate administrative policies and procedures regarding lawful employment practices.
POLICY # II-002 (Page 1 of 1)
TITLE Conditions of Employment - Nepotism

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Compliance with Laws and Regulations
APPROVED April 15, 2004

POLICY

In all matters of employment, it shall be the policy of the Board of Trustees to abide by the provisions of the Constitution of Missouri and all applicable laws and regulations. This policy shall not preclude the continued service or promotion of individuals presently employed.

BOARD MONITORING

The President of the College shall establish or cause to be established appropriate administrative policies and procedures to ensure compliance.
POLICY #  II-003 (Page 1 of 1)
TITLE  Board of Trustees/Employee Relationships

TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Clarify manner in which employees may contact or communicate with the Board of Trustees.

POLICY

It shall be the policy of the Board of Trustees that employee contact with the Board of Trustees on College business shall be made through the President of the College. To be considered by the Board, items should be submitted in writing, along with any supporting documentation, at least one week prior to the Board meeting in order that it may be included with the other agenda items and information mailed to the Trustees.

BOARD MONITORING

The President of the College shall forward written communiqués from employees to the Board of Trustees with the regularly scheduled Board mailings one week prior to the Board meeting.

Approved by the Board of Trustees this 14th day of December in the year 2006.
POLICY # II-004  (Page 1 of 1)

TITLE    Outside Employment

TYPE     All Personnel - General Policies and Compliance Issues
RATIONALE Establish principle that College employment is considered primary and permission is required for outside employment

APPROVED   April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that all full-time faculty and certified professional staff shall not engage in any outside employment which shall in any way interfere with the performance of their duties at the College. Permission of the appropriate administrative officer of the College must be obtained before professional staff members may accept outside employment during the period of their appointment.

BOARD MONITORING

The President of the College shall establish or cause to be established and published appropriate administrative policies and procedures for the monitoring of outside employment of faculty and certified professional staff.
<table>
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<tr>
<th>POLICY #</th>
<th>II-005 (Page 1 of 1)</th>
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<tbody>
<tr>
<td>TITLE</td>
<td>Community Responsibility</td>
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<tr>
<td>TYPE</td>
<td>All Personnel - General Policies and Compliance Issues</td>
</tr>
<tr>
<td>RATIONALE</td>
<td>Establish Board of Trustees’ expectations of community involvement consistent with institutional mission</td>
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<td>APPROVED</td>
<td>April 16, 1998</td>
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**POLICY**

It shall be the policy of the Board of Trustees that all personnel should regard themselves as integral parts of the community and are encouraged to take an active part in community organizations and activities in which they are interested or qualified.

**BOARD MONITORING**

The President of the College shall establish or cause to be established appropriate administrative policies and procedures for the encouragement and monitoring of community involvement.
POLICY # II-006 (Page 1 of 1)
TITLE Public Relations

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Establish Board of Trustees’ expectations regarding informed employees and possibilities for positive publicity
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that all personnel should endeavor to become familiar with the general needs, policies, and future plans of the College in order to discuss intelligently these areas.

All personnel, particularly advisers to organizations, should be cognizant of the need for publicity and should be quick to take note of all possible newsworthy activities or events, both in courses and in organizations and forward such information to the Director of Public Relations and Marketing.

BOARD MONITORING

The President of the College shall establish or cause to be established appropriate administrative policies and procedures to generate positive and newsworthy publicity about the College and its programs.
POLICY #    II-007 (Page 1 of 1)  
TITLE   Use of the College Name

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Limiting use of College name to approved official activities or functions of the College
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that no individual, group, or organization may use the name of the College or refer to the College on letterheads, envelopes, handbills, posters, or other printed, electronic, or written materials unless authorized by the President.

BOARD MONITORING

The President of the College shall establish or cause to be established appropriate administrative policies and procedures specifying use of the College name and its representations (i.e., logos).
POLICY # II-008 (Page 1 of 1)
TITLE Political Activity

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Clarification of personal political rights and limitations regarding use of College resources, College name, or campaigning on College time
APPROVED April 16, 1998 (Updated January 14, 2016)

POLICY

The Board of Trustees recognizes the right of College personnel to take or to refrain from taking a stand on a public issue, and to support or to oppose any issue or candidate. Activities related to a public issue or a candidate, however, must be conducted on the employee's own time. An employee should exercise reasonable care to show that she/he is acting in the capacity of a private citizen and not as a representative for the College.

It shall be the policy of the Board of Trustees to recognize political activities of College personnel as legitimate and acceptable; however, this recognition is subject to the following provisions:

1. College personnel shall not use College facilities or resources to further their individual political purposes or in support of a political candidate, except that College personnel shall have the same rights as any member of the public to access College facilities for the purpose of engaging in political activity or other Expressive Activities as defined by the College policy on Expressive Activities.

2. The College shall not be identified with political issues, parties or candidates.

3. College personnel shall not campaign for themselves or other candidates on College time.

BOARD MONITORING

The President of the College shall establish or cause to be established and published appropriate administrative policies and procedures regarding political activity of employees.
POLICY # II-009 (Page 1 of 1)
TITLE Sexual Harassment

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Compliance with federal laws and regulations.

POLICY

It shall be the policy of the Board of Trustees that the College be in compliance with all federal laws regarding sexual harassment. Furthermore, College employees are responsible for maintaining a working and educational environment that is harmonious with the College's mission of teaching and service. Sexual harassment is entirely inconsistent with the existence of such harmonious environment and such misconduct is a violation of College policy. Appropriate reporting, investigation, and due process procedures shall be developed. Appropriate notice of this policy shall appear in all College catalogs and the Faculty and Staff Handbook.

Definition

Sexual harassment may be defined as unsolicited nonreciprocal behavior involving a person who is in a position to control or affect another College employee's job or student's status as a student: (a) who is using that authority and power to coerce that employee or student to submit to sexual activity or to punish such person's refusal to submit to sexual activity; or (b) who is using that authority, rank and power to sexually harass the employee or student. Sexual harassment includes: (a) conduct unreasonably interfering with an employee's work performance or with a student's status as a student as well as (b) conduct creating a sexually intimidating, hostile or offensive working or educational environment. Sexual harassment may consist of a variety of behaviors directed to employees or students, including but not limited to, subtle pressure for sexual activity, inappropriate touching, inappropriate language, demands for sexual favors and physical assault.

BOARD MONITORING

The President of the College shall develop or cause to be developed appropriate administrative policies and procedures regarding sexual harassment that will be published in the Faculty and Staff Handbook.

Approved by the Board of Trustees this 16th day of April, in the year 1998.
POLICY

It shall be the policy of Jefferson College to: (a) ensure that employees receive fair and equitable treatment; (b) provide employees with an easily accessible procedure for expressing dissatisfaction; and (c) foster sound employee/supervisor relations through communication and ultimate reconciliation of work-related problems.

The Grievance Procedure described in the Board of Trustees Procedures Manual has been established as a primary means of meeting these policy objectives. The purpose of the grievance process is to secure, at the lowest possible administrative level, a prompt and equitable solution to individual grievances.

Supervisors shall be responsible for making certain that employees under their jurisdictions have knowledge of and understand the Grievance Procedure, and that employees feel free to use the procedure without fear of criticism or action being taken against them affecting their job security, salary progression opportunity, chance for job advancement, or work environment. However, any false statement(s) intentionally made in the course of the grievance proceeding may be grounds for disciplinary action.

Application

This policy has application to all full-time and part-time regular employees. Where existing policies provide specific procedures, the specific procedure will take precedence over the Grievance Procedure. One example of existing policy with procedures is sexual harassment.

Definitions

Grievance - A written expression of dissatisfaction, filed using the College grievance form, relating to conditions of employment, such as an alleged misapplication, misinterpretation or alleged violation of College personnel policies, or perceived unfair or inequitable treatment.

Involved parties - refers to the employee who filed the grievance and the supervisor/administrator whom the employee alleges misapplied, misinterpreted or violated College personnel policies or treated the employee unfairly or inequitably.

BOARD MONITORING

The College President shall publish or cause to be published said policy in the Board of Trustees Policies Manual and the Faculty Staff Handbook.
It shall be the policy of the Board of Trustees that sabbatical/study leaves may be granted to any full-time employee for the purpose of carrying out an approved program which shall benefit the District, the students, and the individual. Consideration shall be given to requests by eligible personnel which involve the completion of requirements for an advanced academic degree, or which involve an organized program of study or research, or which involve a project to develop or revise a curricular offering for Jefferson College.

Written criteria of eligibility, application and approval process, compensation and contractual obligations shall be specified and published in the Faculty and Staff Handbook.

BOARD MONITORING

The President of the College shall develop or cause to be developed appropriate administrative policies and procedures that will be published in the Faculty and Staff Handbook.
POLICY # II-011.02 (Page 1 of 2)
TITLE Leaves of Absence: Sick Leave
TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Specification of benefits and employee responsibilities regarding sick leave
APPROVED September 13, 2012 (Updated, February 14, 2019)

POLICY

It shall be the policy of the Board of Trustees that all full-time College personnel hired after January 1, 2013, shall accumulate one (1) day of Earned Sick Leave per month to a maximum of 120 days. All full-time College personnel hired before January 1, 2013, will accumulate one (1) day of Earned Sick Leave per month, with no maximum. Earned sick leave accrues monthly on the last working day of each month.

Earned Sick Leave may be used for reasons of non-work related illness, medical disability, injury, or medical appointments for the employee and/or the employee’s immediate family for whom the employee is responsible or any person for whom the employee is the legal guardian. Employees may use Earned Sick Leave for other members of their household subject to the approval of their supervisor and the Director of Human Resources. Immediate family members include spouse, child, mother, father, sister or brother, corresponding in-law, foster, or step-relation.

Any unused Earned Sick Leave, up to 90 days (720 hours), accumulated by an employee at the time of their retirement, as defined by PSRS/PEERS or applicable internal retirement incentive programs, will be compensated at the rate of $22.50 per day. No other reimbursement or compensation for unused sick leave is permissible. Upon termination of employment, the employee forfeits any unused Earned Sick Leave with the exception of those employees that are grandfathered under the Sick Leave Buy-Back Program. Those employees grandfathered under the Sick Leave Buy-Back Program will first be compensated for eligible days under the buy-back program then additional days will be compensated at the rate of $22.50 per day. The combination of buy-back program sick leave days and additional sick leave days at the rate of $22.50 per day will not exceed 90.

Definitions

A. Extended Absence

Any period of absence for more than three (3) consecutive days due to Earned Sick Leave conditions.

The supervisor must notify the Office of Human Resources within one week of the first day of the extended absence. The employee may be required to submit to the Office of Human Resources a fitness for duty certificate from a qualified professional if deemed necessary by the Director of Human Resources or by the supervisor in consultation with
the Director of Human Resources. Further, each time an employee utilizes more than three (3) consecutive Earned Sick Leave days, the employee’s Family and Medical Leave Act (FMLA) benefits will begin, if applicable.

B. **Excused Sick Leave**

Any approved absence using Earned Sick Leave.

C. **Unexcused Sick Leave**

1. Any absence using Earned Sick Leave when an employee fails to properly notify his or her supervisor of the absence.

   An employee must notify his or her supervisor as soon as the need for Earned Sick Leave is known, and, except in the case of an exceptional circumstance, in advance of the start of the employee’s scheduled work day.

2. Any absence unaccompanied by a fitness for duty certificate from a qualified professional when such documentation is requested.

   An employee may be required to submit to the Office of Human Resources a fitness for duty certificate from a qualified professional if deemed necessary by the employee’s supervisor due to a record of patterned absences such as Mondays and Fridays, days before or after holidays, etc.

   The supervisor must indicate to the employee in writing that an absence will be classified as unexcused.

D. **Abuse of Sick Leave**

The accumulation of five (5) or more unexcused sick leave absences during a period of one calendar year.

Unexcused absences and/or abuse of sick leave will result in progressive disciplinary action consistent with Board Policy.

**BOARD MONITORING**

The President of the College shall direct administrators, the Director of Human Resources, and supervisors to monitor and document sick leave usage for the Board of Trustees and prepare reports as requested.
POLICY

It shall be the policy of the Board of Trustees that personnel hired after December 31, 1993, shall not be eligible for participation in the sick leave buy-back program.

Further, personnel hired prior to January 1, 1994, will at the time of separation from employment with the College District, be entitled to receive 50 percent of his/her per diem salary for all accumulated Earned Sick Leave recorded on the employee's official College leave record as of June 30, 1994. The cash value of sick leave buy-back is capped at $10,000 per individual.

Employees may continue to accumulate Earned Sick Leave after June 30, 1994, at the rate of one day per month of complete service; however, any additional days of Earned Sick Leave accumulated above the number of days recorded on the employee's official College leave record as of June 30, 1994, shall only be available for use as sick leave and is not subject to the provisions of the sick leave buy-back program.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor and document accumulated sick leave for the Board of Trustees as requested.
POLICY #   II-011.04 (Page 1 of 1)
TITLE  Leaves of Absence: Short-Term Disability

TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Provide short-term disability coverage to all full-time College personnel.

POLICY

It shall be the policy of the Board of Trustees that College personnel who have accumulated 30 days of Earned Sick Leave shall be entitled to Short-Term Disability Leave with pay, not to exceed 150 days. (All full-time College personnel employed by June 30, 1991, shall be entitled to Short-Term Disability Leave of 150 days effective at the time of this policy's adoption: July 1991.)

Pay for any short-term disability will commence on the seventh consecutive day of absence from work due to such disability.

A statement from a physician may be required if deemed necessary by the College before payment of any Short-Term Disability benefits.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor actual usage of short-term disability and to prepare reports to the Board of Trustees as requested.

Approved by the Board of Trustees this 15th day of February, in the year 2007.

Retired by the Board of Trustees on April 15, 2010.
POLICY #  II-011.06 (Page 1 of 1)
TITLE  Leaves of Absence: Bereavement Leave
TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Provide full-time employees with bereavement leave benefits
APPROVED  January 16, 2014

POLICY

It shall be the policy of the Board of Trustees that bereavement leave with pay up to five (5) days per occurrence shall be allowed for the death of an employee’s spouse or child and for a death in the employee’s immediate family for whom the employee is responsible or any person for whom the employee is the legal guardian. Employees may use bereavement leave for other members of their household subject to the approval of their supervisor(s) in consultation with the Director of Human Resources.

Bereavement leave with pay up to three (3) days per occurrence shall be allowed in the event of the death of one of the following members of the family: mother, father, sister or brother, grandparent, grandchild, corresponding in-law, foster, or step-relation.

The supervisor, in consultation with the Director of Human Resources, shall be authorized to make decisions on individual issues which may arise that are not specifically addressed or outlined in this policy or for which clarification is required.

Bereavement leave shall not be deducted from sick leave. If additional time is needed, employee's personal days should be used.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor bereavement leave usage and to prepare reports for the Board of Trustees as requested.
POLICY #  II-011.07 (Page 1 of 1)
TITLE  Leaves of Absence: Personal Leave

TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Provide full-time College employees with personal leave benefits
APPROVED  October 13, 2016

POLICY

It shall be the policy of the Board of Trustees that personal or business leave of up to three days each year shall be granted to full-time College employees. Personal leave may be used for business that in the employee's opinion could not be accomplished at any time other than school time. Whenever possible, requests for personal leave should be made 24 hours prior to, or as soon as, the employee is aware of the need for a personal day(s). Upon termination of employment, the employee forfeits any unused Personal Leave.

Staff: Three days (24 hours) of personal leave are added to the personal leave bank effective July 1 each year. Personal leave is prorated the first year of employment for dates of hire after July 1. Staff may accrue up to six days of personal leave. After adding three days of personal leave on July 1, any unused personal days in excess of six days will be converted to Sick Leave.

Faculty: Three days (24 hours) of personal leave are added to the personal leave bank at the beginning of each academic year. Personal leave is prorated the first year of employment for dates of hire after the first day of the academic year. Faculty may accrue up to six days of personal leave. After adding three days of personal leave at the beginning of the academic year, any unused personal days in excess of six days will be converted to Sick Leave. Faculty must report all leave in half-days or whole days.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor personal leave usage and to prepare reports for the Board of Trustees as requested.
POLICY 

TITLE: Leaves of Absence: Attendance at Conferences

TYPE: All Personnel - General Policies and Compliance Issues

RATIONALE: Providing full-time employees with opportunities for attending approved conferences

APPROVED: April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that with the approval of the appropriate supervisor, faculty and staff may attend conferences, special meetings, or conventions. These temporary changes in assignment do not constitute absence from service.

BOARD MONITORING

The President of the College shall develop or cause to be developed appropriate administrative policies and procedures to monitor conference or convention attendance.
POLICY #  II-011.11 (Page 1 of 1)
TITLE     Leaves of Absence: Jury Duty
TYPE      All Personnel - General Policies and Compliance Issues
RATIONALE Compliance with Revised Statutes of Missouri
APPROVED  April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that an employee of Jefferson College who is called for jury duty may request a leave of absence for such time as necessary to complete her/his jury obligation. However, when such absences seriously impair the College program, employees should request the Court to be released from the jury obligation. Leaves of absence for jury duty or for court appearance as a witness pursuant to subpoena shall be granted with pay for all full-time employees up to the difference between the employee's regular pay and any amount he/she receives as jury or witness fee.

The intent of Missouri law is to exclude from required jury duty any person whose absence from his/her regular place of employment would adversely affect the public welfare or interest. Also, any person upon whom service as a juror would in the judgment of the court impose an extreme hardship may be excused.

BOARD MONITORING

The President of the College shall direct all supervisors to inform their employees about this policy which shall be published in the Faculty and Staff Handbook.
It shall be the policy of the Board of Trustees that all District employees be covered by workers' compensation insurance in accordance with Missouri Law.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration, in cooperation with the Director of Human Resources, to monitor leaves covered by workers’ compensation and to prepare reports for the Board of Trustees as requested.
POLICY # II-011.13 (Page 1 of 2)  
TITLE Leaves of Absence: Vacations  

TYPE All Personnel - General Policies and Compliance Issues  
RATIONALE Provide full-time administrative, certified and classified staff with annual leave benefits  
APPROVED May 16, 2013

POLICY

Eligibility

All full-time regular administrators, certified professional staff, and classified professional staff are eligible for paid vacation time. Faculty work the days specified in their contracts.

Vacation Accrual Rates

Full-time regular administrators and certified professional staff shall accumulate 20 vacation days per year at the rate of 13.33 hours for each complete month of service.

Full-time regular classified professional staff members shall accrue vacation days as follows:

1. 5 years of service - 10 days per year at the rate of 6.66 hours for each complete month of service
2. 6-10 years of service - 15 days per year at the rate of 10 hours for each complete month of service
3. 11 years of service and beyond - 20 days per year at the rate of 13.33 hours for each complete month of service

Jefferson College provides its employees with a generous vacation allowance recognizing the importance of time away from work for rest and relaxation. The College encourages employees to take their vacation on a regular basis during the year that it is accrued. The College also recognizes that there may be circumstances in which an employee may want to save some vacation for use at a later time. The maximum allowable vacation accrual is two times the employee’s accrual for one year. Once an employee reaches the maximum he/she will no longer earn additional hours until his/her vacation balance falls below the cap.

Request for Vacation

1. Approval: Employees must obtain prior approval from their supervisors in order to use their vacation time. Under certain circumstances, such as business necessity, it may be appropriate for a supervisor to deny an employee’s request for vacation; however, the supervisor must plan for an alternative time with the employee. In such case, the supervisor should explain the reason for the denial. For this reason, supervisors and employees are encouraged to plan vacation time with as much advance notice as possible.
2. **FMLA:** If an employee is eligible and requests vacation for a reason covered under the Family and Medical Leave Act (FMLA), he/she should give at least 30 days written notice when foreseeable. If not, employees must give as much notice as is practicable as soon as possible. When such notice is given, such verifiable requests to use vacation under the FMLA will be approved. (See FMLA policy.)

**Grandfathered Vacation**

As of June 30, 1994, employees who had accumulated vacation days in excess of the maximum number of days allowed were permitted to carry over those days each year of continuous employment with the College. Those days are considered grandfathered vacation days and are accounted for separate from the monthly vacation accrual.

**General**

1. If an employee requests a vacation day and subsequently the campus is closed because of inclement weather conditions (no classes and offices not open) on that day, the employee may rescind the request for vacation time.

2. When an employee leaves the College’s employment, the employee’s last day is required to be a regularly scheduled work day. Annually allocated personal leave and/or accrued vacation days may not be used to extend the termination date. Except under extenuating circumstances, the last day worked is the date of termination. The dollar value of any unused vacation due will be paid the employee in a lump sum payment in the final paycheck.

**BOARD MONITORING**

The President of the College shall direct the Director of Human Resources to monitor annual leave usage and to prepare reports for the Board of Trustees as requested.
**POLICY**

*II-011.14 (Page 1 of 1)*

**TITLE**

*Leaves of Absence: Military Leave*

**TYPE**

All Personnel - General Policies and Compliance Issues

**RATIONALE**

Compliance with applicable federal and state statutes and regulations

**APPROVED**

July 16, 2011

**POLICY**

It shall be the policy of the Board of Trustees that College employees who are members of the National Guard or any reserve component of the armed forces of the United States shall be entitled to all benefits, leave of absences, and other rights as governed by the federal Uniformed Services Employment and Reemployment Rights Act of 1994 RSMo. 41.942, RSMo. 105.270, and any other applicable federal and state laws and regulations.

**BOARD MONITORING**

The President of the College shall direct the Director of Human Resources to monitor this policy and to prepare reports as requested.
POLICY

It shall be the policy of the Board of Trustees that Community Service Leave (CSL) of up to 24 hours each year shall be granted to full-time employees. Part-time regular employees who work 20 or more hours per week may use up to 8 hours of CSL to volunteer for College-sponsored activities such as the College Day of Service and/or the Vikings’ Vault.

Approval

Employees must obtain prior approval from their supervisors in order to use community service time. Requests for Community Service Leave should be made at least ten business days prior to the requested community service hour(s). In certain circumstances it may be necessary for a supervisor to deny an employee’s request for community service; however, the supervisor must plan for an alternative time with the employee. In such cases, the supervisor should explain the reason for the denial. For this reason, supervisors and employees are encouraged to plan community service time with as much advance notice as possible.

CSL hours are added to the CSL bank effective July 1 each year. CSL is prorated the first year of employment for dates of hire after July 1. Community service hours do not roll over into the next fiscal year.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor Community Service Leave usage and to prepare reports for the Board of Trustees as requested.
POLICY #  II-012 (Page 1 of 1)
TITLE  Holidays

TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Provision for paid holidays for all full-time College employees
APPROVED  December 15, 2011

POLICY

It shall be the policy of the Board of Trustees that as a normal practice, College employees shall not be obligated to work on holidays observed by the College except in extenuating circumstances or as otherwise stipulated in individual contracts or job descriptions.

Further, College non-exempt personnel required to work holidays will be compensated in accordance with the Compensatory Time and Overtime policy. Exempt personnel required to work holidays may be granted time off at a later date.

A holiday shall be defined as a day which falls within the normal workweek on which the College offices are closed. If the holiday falls on a Saturday, it will be observed on the preceding Friday. Holidays which fall on a Sunday will be celebrated on the following Monday.

Further, holidays shall be granted to all personnel in accordance with the holiday schedule established by the College. Beginning with the 2011-2012 academic year, the College shall observe the following holiday:

1. The first day of January
2. Martin Luther King's Birthday
3. President's Day
4. Spring Holiday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran’s Day
9. Thanksgiving Day
10. Christmas Recess (Christmas Day and other days which may be designated by the President.)

BOARD MONITORING

The President of the College shall publish or cause to be published the appropriate holiday schedule in the Faculty and Staff Handbook.
POLICY #    II-013 (Page 1 of 1)
TITLE    Pay Period, Salary Payments and Deductions
TYPE    All Personnel - General Policies and Compliance Issues
RATIONALE    Specification of pay period, salary payments and deductions
APPROVED    October 17, 2013

POLICY

It shall be the policy of the Board of Trustees that the pay period shall be by the calendar month. All salary paychecks and direct deposits shall be issued on the last banking day of each month.

Salary payments for adjunct faculty are made in four installments: September through December for the first semester, and February through May for the second semester. Supplemental salary payments for summer shall be in two installments (June and July).

Requests for new payroll deduction annuity and/or insurance programs will be accepted only if a minimum of ten percent of eligible College employees request such coverage and enroll in the program.

Payroll deductions of membership dues to professional education associations will be made for employees requesting them. The President of the College shall be responsible for the development of guidelines for implementation.

Faculty members serving on 9.5 month contract may receive balance-of-contract payments following the close of the spring semester, and after all obligations to the College have been fulfilled, by notifying the Payroll department of their wishes prior to March 30.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration to execute this policy.
POLICY # II-014 (Page 1 of 1)

TITLE Retirement, Savings and Tax Shelters

TYPE All Personnel - General Policies and Compliance Issues

RATIONALE Compliance with Revised Statutes of Missouri and regulations of the Public School Retirement System and Public Education Retirement System of Missouri, as well as providing opportunities for employee participation in tax shelters and payroll savings plans

APPROVED June 12, 2012

POLICY

It shall be the policy of the Board of Trustees to participate in the Public School Retirement System (PSRS) and Public Education Employee Retirement System (PEERS) of Missouri as required by law. Tax-deferred contributions shall be made from the employee's salary at rates established by the PSRS/PEERS Board of Trustees. This amount is matched in contribution by the College.

The Board of Trustees further directs the Vice President of Finance and Administration to develop and file all appropriate documentation with state and federal agencies regarding "sheltered" contributions.

It shall be the policy of the Board of Trustees to make available to retired employees of the District, who have qualified with retirement benefits under either PSRS or PEERS, the health insurance benefits which are available through the employees’ group coverage with the cost of such coverage to be borne by the retired employee.

Furthermore, it shall be the policy of the Board of Trustees that the College shall offer tax sheltered annuity programs and a payroll savings plan for the benefit of interested employees. Vendor information is available from the Office of Human Resources.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration, in cooperation with the Director of Human Resources to monitor employee participation and to prepare reports for the Board of Trustees as requested.
POLICY # II-014.05 (Page 1 of 1)

TITLE Early Retirement Incentive Program

TYPE All Personnel - General Policies and Compliance Issues

RATIONALE One of the goals of an early retirement incentive plan is to achieve a greater balance in the number of beginning and experienced faculty and staff while producing some savings in salaries and benefits to the College. Further, this plan serves to make early retirement more economically feasible for those faculty and staff who participate.

RETIRED October 2010

POLICY

It shall be the policy of the Board of Trustees that an Early Retirement Incentive Program be extended to all full-time employees of the College who have a minimum of 15 consecutive years of full-time service and whose positions are funded 100% with institutional funds. This incentive program is not available to employees in positions which are currently funded with “soft money” or grant funds, previous retirees, or employees with less than 15 consecutive years of full-time service at Jefferson College. This Early Retirement Incentive Program (ERIP) terminates as of June 30, 2010. The Director of Human Resources shall provide the Board a report not later than October 31, 2010, which must include, but may not be limited to, the following:

(1) Salary of those who retired and those who subsequently filled the position vacancy, including differentials
(2) Fiscal impact statement on unrestricted general revenue funds

Further, this policy authorizes the development of an appropriate procedure in order to implement the ERIP with the following features to be included and delineated:

(1) Eligibility requirements
(2) Clearly specified election/resignation procedures with sufficient notice to enable timely replacement recruiting
(3) Consideration for post-retirement temporary employment subject to satisfactory performance and any limitations imposed by PSRS/PEERS
(4) Specification of incentives
(5) Any other provisions required for implementation

In addition to the eligibility criteria for participating in the Early Retirement Incentive Program, the prospective retiree shall satisfactorily complete all conditions of employment during the year preceding early retirement.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources in cooperation with the Vice President of Finance and Administration, to develop, or cause to be developed, all appropriate procedures to implement and evaluate this policy.
POLICY # II-015 (Page 1 of 1)
TITLE Insurance

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Provision of an insurance program for employees - basic hospitalization plan, major medical, disability, dental and term life
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that an insurance program be maintained for all full-time College employees. The premiums for the employee shall be paid in full by the College. Coverage for spouse and dependent children shall also be made available through the group health insurance plan. Premiums for spouse and/or dependent children, if coverage is elected by the employee, shall be deducted from the employee's monthly paycheck. The Board of Trustees has authorized a plan of employee dependent insurance through salary reduction for tax savings purposes.

The insurance coverage shall include a basic hospitalization plan, major medical coverage, disability insurance, dental insurance, and term life insurance for the employee.

The Board of Trustees further directs the Director of Human Resources to administer all insurance programs including compliance with all state and federal regulations regarding sheltered payroll deductions, bidding processes, claim settlements, and employee notification of all benefits.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor all insurance programs and to prepare reports for the Board of Trustees as requested.
<table>
<thead>
<tr>
<th>POLICY #</th>
<th>II-016 (Page 1 of 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>Employee Assistance Program</td>
</tr>
<tr>
<td>TYPE</td>
<td>All Personnel - General Policies and Compliance Issues</td>
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<tr>
<td>RATIONALE</td>
<td>Provision for an Employee Assistance Program for all full-time personnel</td>
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<td>APPROVED</td>
<td>February 15, 2007</td>
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</tbody>
</table>

**POLICY**

It shall be the policy of the Board of Trustees that an Employee Assistance Program shall be made available for all full-time personnel and their dependents. Further, the premiums shall be paid in full by the College. This policy will enable employees experiencing personal problems to receive confidential assistance by contacting the provider directly. Information is available in the Human Resources Office.

**BOARD MONITORING**

The President of the College shall direct the Director of Human Resources to monitor the Employee Assistance Program and to prepare reports for the Board of Trustees as requested.
It shall be the policy of the Board of Trustees that all full-time and part-time regular employees be recognized for every five consecutive years of service to the institution and for retirement from the College. Service awards for 5, 10, 15, 20, 30, 35, and 40 years of service are given as additional compensation included on the May paycheck in the amount of $15 per year of service. Employees who complete 25 years of service receive five days of compensation on the May paycheck. Retirement recognition awards are given as additional compensation included on the final paycheck in the amount of $150.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to monitor years of employee service and comply with this policy.
POLICY #    II-018 (Page 1 of 1)  
TITLE     Confidentiality of Personnel Files  
TYPE     All Personnel - General Policies and Compliance Issues  
RATIONALE Creation of official personnel files with limited access  
APPROVED February 15, 2007  

POLICY

It shall be the policy of the Board of Trustees that only one official personnel file shall be maintained on an employee and that file shall be located in the Human Resources Office.

Further, access to personnel files shall be limited to the employee and his/her supervisors or administrators.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources to establish a system of employee files with appropriate confidentiality safeguards.
POLICY #  II-019  (Page 1 of 1)
TITLE  Enrollment in Jefferson College Classes

TYPE  All Personnel - General Policies and Compliance Issues
RATIONALE  Provision for tuition waivers for full-time regular employees, part-time regular employees, adjunct faculty, and retirees
APPROVED  June 11, 2009 (Updated November 12, 2015) (Updated November 9, 2017)

POLICY

It shall be the policy of the Board of Trustees that tuition may be waived for the benefit of employees, adjunct faculty, retirees, and eligible dependents of full-time regular employees/retired full-time regular employees who enroll in Jefferson College credit and continuing education classes subject to the following conditions:

1. The student must meet Jefferson College admission requirements, if applicable.
2. All scholarships, grants, and/or third party payments which are tuition specific will be applied to tuition prior to waiving tuition for employees and their dependents. Tuition will be waived for employees and their dependents before the application of any non-tuition specific federal or state need-based financial aid (e.g., Pell and Access Missouri).
3. Books, fees or any other non-tuition charges shall not be included in the waiver.
4. The continuing education class must have already met minimum enrollment standards in order for the tuition waiver to apply.
5. Some courses may be declared exempt from tuition waiver.
6. Enrollment in courses by employees must not interfere with the employee’s job performance or conflict with the employee’s work schedule unless an alternate work schedule is approved by the supervisor in advance.

Full-time Regular Employees/Retired Full-time Regular Employees – Waiver of tuition shall apply to both credit and continuing education classes for the employee/retiree, spouse, and/or dependents. (Dependent signifies one who has been so designated on the federal income tax return and/or an employee’s child under the age of 23.)

Part-time Regular Employees/Retired Part-time Regular Employees – Waiver of tuition shall apply to both credit and continuing education classes up to a maximum of six (6) semester hours per semester for the employee/retiree only.

Adjunct Faculty – Waiver of tuition shall apply to both credit and continuing education classes for the adjunct faculty member only for one class per semester up to a maximum of five (5) credit hours during a semester in which the adjunct faculty member teaches.

BOARD MONITORING

The President of the College shall direct the Director of Human Resources, in cooperation with the Vice President of Finance and Administration, to monitor employee and retiree tuition waivers and prepare timely reports for the Board of Trustees as requested.
POLICY # II-020 (Page 1 of 2)
TITLE Reimbursement of Professional Study Expenses

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Provision for employee financial assistance for approved College or university study directed toward improvement of their qualifications

APPROVED July 14, 2011 (Updated, February 14, 2019)

POLICY

It shall be the policy of the Board of Trustees that regular full-time faculty and staff members shall be eligible for financial assistance with the cost of approved college and university study directed toward improvement of their qualifications. Reimbursement of tuition or incidental fee expenses shall be available in an amount up to the semester hour cost for such courses if taken at the University of Missouri-Columbia. The following guidelines shall apply to study expense reimbursement:

1. Courses must be taken at a regionally-accredited college or university and must be applicable toward a higher degree than the current highest degree of the faculty or staff member. Exceptions may be made if the study is specifically intended to improve the employee’s qualifications for his/her current assignment.

2. Courses must be approved by the Vice President of Instruction prior to enrollment. Enrollment in courses by employees must not interfere with the employee’s job performance or conflict with the employee’s work schedule unless an alternate work schedule is approved by the supervisor in advance.

3. The maximum number of hours for which reimbursement may be made in any academic year is 18 semester hours (or the equivalent of 18 semester hours). Academic year in this context is defined as the summer, fall, and spring semester. Courses must be taken within the academic year for which reimbursement is requested.

4. No employee may receive reimbursement for more than nine (9) semester hours, or the equivalent, in any single semester (summer, fall, or spring). An employee may seek reimbursement for semester hours completed in preceding semesters of the same year if the total for the year does not exceed 18 and the request for reimbursement does not exceed nine (9) in any semester (summer, fall, or spring).

5. All scholarships, grants, and/or third party tuition specific payments must be applied to tuition prior to using the tuition reimbursement benefit. When taking undergraduate courses, a Free Application for Federal Student Aid (FAFSA) must be completed before a tuition reimbursement will be processed. If financial aid is denied after the filing of the FAFSA, the employee will be exempt from filing the FAFSA in the future unless there is a dramatic change in personal financial conditions. An affidavit will be included with the
tuition reimbursement form to declare whether or not a substantial financial change has
taken place. If a substantial financial change is reported, a new FAFSA must be
completed.

6. Payment shall be made after the course work has been completed and an official
transcript or grade report has been submitted for the employee’s file maintained in the
Human Resources Office. For undergraduate courses, the Business Office verifies
FAFSA information with the Financial Aid Office prior to processing the tuition
reimbursement.

Arrangements for an expense advance may be made with the Business Office as needed,
but the advance will become a personal obligation of the employee to the College if the
course is not completed.

7. When an employee’s effective date of voluntary resignation, retirement, or termination
for cause is within one year of the end of the semester for which he/she was reimbursed
or given an advance, the employee shall refund the College the total amount of any
reimbursement or advancement for that academic year.

Also, when an employee’s effective date of voluntary resignation, retirement, or
termination for cause is within two years of the end of the semester for which he/she was
reimbursed, the employee shall refund the College 50% of any reimbursement for that
academic year.

It is the responsibility of the Director of Human Resources, in conjunction with the supervising
Dean, to assure compliance with the above provisions.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration, in
cooperation with the Director of Human Resources, to monitor employee financial assistance for
approved course(s) of study and to prepare reports for the Board of Trustees as requested.
POLICY # II-021 (Page 1 of 2)

TITLE Property Rights and Publications, Teaching Aids, Material and Equipment Written or Developed by Faculty and Staff Members

TYPE All Personnel - General Policies and Compliance Issues

RATIONALE Clarification of employee and College property rights in publications, teaching aids, material and equipment

APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that all property rights in books written, instructional materials developed (including workbooks, laboratory manuals, transparencies, audio tapes, video tapes, films, and the like) and equipment designed, developed or invented by any staff member in conjunction with her/his job or teaching assignment shall belong to said staff member. Such property rights shall, subject to paragraph 3 of this policy, include the right to publish for private profit and the right to copyright any book, manual or printed material.

Further, the Board of Trustees approved on October 18, 1984, the addition of the following statement to this section: The current College policy on property rights, publications, etc., shall be extended to include the authorization for appropriate licensing for commercial use of computer programs developed on campus.

Further, such property rights shall include the right to negotiate privately with any person, firm or corporation for the manufacture of any equipment or instructional material and the right to acquire any patent rights which may be obtainable thereon.

The property rights in joint projects of staff members undertaken either as part of a job or teaching assignment, released time, or assigned project, or on their own time, shall be shared by the participants in the manner upon which they shall agree in writing.

Further, notwithstanding the property rights of any staff member or members in any books, teaching aids, or equipment published, developed, or designed by said staff member or members, the College District shall, to the extent said book, teaching aid, or equipment was written or designed in conjunction with an extended or released time project or program, have a joint property right therein.

Said joint property right shall entitle the District to the internal use or purchase of said book, teaching aid or equipment regardless of copyrights or patents thereon and exclusive of any royalties, commissions, or other pecuniary profit to the applicable staff member or members.

The District shall also share in the royalties, commissions, or other pecuniary profit from sales outside the District until such time as the College District has been reimbursed to the extent and amount that the College District paid for that part of the project or program which resulted in the creation of the book, teaching aid or equipment.
Once such reimbursement has been made, all royalties, commissions, or pecuniary profit thereafter earned by the sale of any said book, instructional material or equipment to any purchaser outside the District shall belong exclusively to the faculty or staff member who published, developed or designed said book, instructional material or equipment.

BOARD MONITORING

The President of the College shall direct the Vice President of Instruction, each Dean and his/her respective employees to collaborate and disclose appropriate information regarding intellectual property rights so that timely reports can be prepared for the Board of Trustees as requested.
POLICY # II-022 (Page 1 of 2)
TITLE Guidelines for Handling Cases of Communicable Diseases
TOPE All Personnel - General Policies and Compliance Issues
RATIONALE Guidelines for Handling Cases of Communicable Diseases
APPROVED July 14, 2011

POLICY

It shall be the policy of the Board of Trustees that individuals who have a communicable disease or who have a reasonable basis for believing that they have a communicable disease must conduct themselves responsibly for their own protection and that of other members of the College community.

Further, it shall be the policy of the Board of Trustees that when a student or employee makes it known that he/she has a communicable disease, the individual shall be recommended to the Director of Human Resources who, in turn, will if appropriate, activate the Campus Panel on Communicable Diseases. The panel shall be appointed by the College President and shall include a representative from Student Services, Nursing, the Learning Center, the College Attorney, the Director of Human Resources, and such other persons as may be appropriate. The Panel, in consultation with the individual, and the individual’s physician, shall determine whether the individual is a risk to the campus community. The Panel shall be empowered to consult other practicing health professionals. If the individual is determined to be a risk to the campus community, the Panel shall develop a written recommendation on a case-by-case basis which recommendation shall be forwarded to the College President. Such recommendation shall take into account whether reasonable accommodations exist that will permit the student or employee to continue his/her affiliation with the College.

If a student, faculty or staff member perceives that he/she is at risk due to proximity to an individual(s) he/she believes may have a communicable disease in the classroom, laboratory or workplace, and that he/she will continue to be at risk, the individual may contact the Director of Human Resources who, in turn, will, if appropriate, activate the Campus Panel on Communicable Diseases. The Panel shall develop a written recommendation on a case-by-case basis which shall be forwarded to the College President. Such recommendation shall take into account whether reasonable accommodations exist that will permit the student or employee to continue his/her affiliation with the College.

The Board of Trustees has the responsibility to balance the right to privacy of faculty, staff and students with the compelling public interest in providing a safe training environment for all employees and students in the programs as well as their patients in specific high-risk programs of study (Emergency Medical Technicians, Nurses, Police Institute, etc.) where those entering the programs constitute a high-risk group for contracting and/or transmitting communicable diseases. The Board of Trustees maintains the belief that employees in these programs and students entering these programs have a heightened obligation to patients and others with whom they come into close personal contact in connection with their training and duties, and, therefore, reserve the right to require appropriate medical examinations and/or tests as a condition for admission to or continuation in such programs.
This policy shall be based upon current recommendations from the Centers for Disease Control and the U.S. Public Health Service. Further, this policy shall be reviewed as requested by the Panel and changes shall be proposed according to the latest available information.

**BOARD MONITORING**

The College President, through the Director of Human Resources, shall publish and monitor policy effectiveness.
POLICY # II-023 (Page 1 of 1)
TITLE Prohibition against Alcohol/Drugs
TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Compliance with Drug-free workplace policy
APPROVED June 13, 2013

POLICY

It shall be the policy of the Board of Trustees to provide a drug free, healthful, safe, and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any unlawful controlled substance.

Further, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Jefferson College owned and controlled property, or while conducting College business, is prohibited except as provided in Board Policy and Procedure II-027. Violation of this policy will result in disciplinary action up to and including suspension or termination of employment, or participation in evaluation/treatment for a substance use disorder. Instances of violations could result in the involvement of civil law enforcement authorities. The statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College.

Further, Jefferson College recognizes drug dependency to be an illness and a major health problem. The institution also distinguishes drug abuse as a potential health, safety, and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the College’s employee assistance program or other appropriate counseling services. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy, and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Jefferson College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that any employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

BOARD MONITORING

The President of the College shall publish or cause to be published in the Faculty and Staff Handbook this policy and shall further direct each Administrator to monitor employee behavior indicative of substance abuse.
POLICY # II-024 (Page 1 of 1)
TITLE Community College Exchange Program

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Provision for employee participation in an approved exchange program
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that Jefferson College faculty, administrators, and staff shall have the opportunity to participate in the Community College Exchange Program (CCEP) which is a centrally directed institution-based membership program which has been designed to facilitate opportunities for exchange of administrators, faculty, and staff among community Colleges in the United States and Canada.

The exchange of College personnel is a unique approach to faculty and staff development. The variety and number of opportunities in community Colleges across the United States, coupled with the cultural and geographic diversity in this country, provide countless combinations of learning situations. Through the mechanism of the CCEP, these opportunities are available to both the exchange participant and the institutions.

BOARD MONITORING

The President of the College shall direct the Vice President of Instruction and the appropriate Dean to monitor this program and to prepare reports to the Board of Trustees as requested.
POLICY # II-025 (Page 1 of 1)
TITLE Designation of Former Jefferson College President as Emeritus President

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE To recognize Former Presidents of Distinction
APPROVED April 16, 1998

POLICY

It shall be the policy of the Board of Trustees of the Community College District of Jefferson County, that it may designate a former President as President Emeritus of Jefferson College.

The President shall have served a substantial time as President and shall have distinguished himself/herself as an educational leader of accomplishment.

Furthermore, as judged by the Trustees, the President shall have provided leadership which is directly attributable to the advancement of Jefferson College. The former President must be drawing retirement income from the Missouri Public School Retirement System.

Upon being designated as President Emeritus, the former President’s name, credentials, and years of service shall be prominently and perpetually displayed in the College Catalog.

The President Emeritus will receive invitations to all College-sponsored events and may attend free of any charges and may bring one guest to all events free of charge. The Board of Trustees may designate any other benefit to the President Emeritus deemed appropriate by the Trustees.

BOARD MONITORING

The Board of Trustees, in consultation with the President of the College, shall review said criteria for compliance.
POLICY #        II-026 (Page 1 of 1)
TITLE          Conditions of Employment: Credentials

TYPE           All Personnel - Specific Policies
RATIONALE      Specification for credential requirements, staff responsibility for their currency, and location of personnel files
APPROVED       February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that employee personnel files be kept up-to-date with official records of appropriate credentials which: qualifies the employee for the position at the time of hire; qualifies the employee for maintenance of his/her position at the College; qualifies the employee for subsequent promotions while employees at the College, and/or are represented in the conduct of College business by the employee as having earned.

BOARD MONITORING

The President of the College shall direct the Vice President of Instruction and the appropriate Deans to direct their staff to comply with this policy.
POLICY # II-027 (Page 1 of 1)  
TITLE Use of Alcoholic Beverages on College Property

TYPE All Personnel - General Policies and Compliance Issues
RATIONALE Specifications on restricted use of alcoholic beverages on College Property
APPROVED December 11, 2008

POLICY

The Board of Trustees authorizes the use of alcohol on College property subject to the following restrictions:

1. The College observes and enforces all applicable laws and regulations governing the sale, purchase, distribution, consumption, and possession of alcoholic beverages, and expects that all members of its community adhere to these laws and regulations both on and off campus.

2. College funds may not be used to purchase alcohol.

3. The College complies with the Drug Free Schools and Communities Act Amendments of 1989. Annual distribution of alcohol and drug prevention materials are made available to all students, faculty and staff through pamphlets, student handbook, the Faculty/Staff handbook, and access to Board Policies and Procedures.

4. The possession, use or distribution of alcoholic beverages on College property is strictly prohibited unless approved by the President. Approval must be received by the President in advance for each event in which alcohol will be served.

5. The possession, use or distribution of alcoholic beverages on College property is strictly prohibited except for College fundraising events.

BOARD MONITORING

The President of the College will monitor this policy.
SECTION III

ADMINISTRATIVE ORGANIZATION
POLICY

It shall be the policy of the Board of Trustees that the general line of authority within the College shall be from faculty or staff member to Division Chair, Program Director, or other immediate supervisor; to Dean; to the Vice President; to the President; to the Board of Trustees. (NOTE: A complete organizational chart appears at the conclusion of this Section.)

This does not prohibit an employee from referring an area of concern or problem to a constituent committee such as the Faculty Senate, Certified Professional Staff Committee, or Classified Professional Staff Committee.

Faculty and staff contact with the Board of Trustees on College business shall only be made through the President of the College. Employees desiring to appear before the Board shall place their request through the appropriate administrative officer to the President of the College. The President shall make the necessary arrangements for such an appearance. To be considered by the Board, items should be submitted in writing, along with any supporting documentation, at least one week prior to the Board meeting in order that it may be included with the other agenda items and information mailed to the Trustees.

BOARD MONITORING

The President of the College shall ensure that the line of authority is implemented and monitored and that written communication from employees to the Board are included with the regularly scheduled Board mailings one week prior to the meeting.

NOTE: Board Policy II-003 was combined with Board Policy III-001
POLICY #  III-002 (Page 1 of 2)
TITLE  The Office of the President

TYPE  Administrative Organization
RATIONALE  Specification of a selection process, position description, and a written evaluation process for the College President
APPROVED  April 16, 1998

POLICY

It shall be the responsibility of the Board of Trustees to develop and implement a selection process, a position description which shall include duties and responsibilities, and a written evaluation process for the office of the President of the College.

The President of the College shall be the chief executive and administrative officer for the Board of Trustees. The President shall execute directly or by delegation all executive and administrative duties in connection with the operation of the College.

Selection

1. The term of office of the President shall be from one to three years as determined by the Board of Trustees.
2. The compensation of the President shall be set by the Board of Trustees at the time appointed and the terms thereof will be set forth in the contract for services. By mutual consent the compensation of the President may be adjusted before the start of any fiscal year.

Duties and Responsibilities

The President of the College shall:

1. Be the chief executive officer of the Board of Trustees and shall be responsible for the organization and administration of the College.
2. Make policy recommendations to the Board of Trustees on all matters that affect the College and be responsible for execution of policies as approved.
3. Recommend all additions or changes in personnel and in personnel policies.
4. Submit an annual budget and administer the budget as approved by the Board.
5. Have authority to exercise broad discretionary power along lines established by the Board.
6. Be responsible for the preparation of all reports required by the Board and by local, state, or national agencies.
7. Recommend site utilization to the Board.
8. Direct the development of the College campus building programs.
9. Appoint College-wide faculty and staff committees.
10. Recommend the establishment of citizens' advisory committees.
11. Lend influence in the development of higher education in local, state, and national committees and organizations.
12. Be active in all levels of education through participation in local, state and national educational activities.
13. Represent the College in matters before the State Legislature, the Federal Congress, and departments and agencies of local, state and federal government.
14. Perform other duties as may be assigned by the Board of Trustees.

**Evaluation**

The Board of Trustees shall annually evaluate the performance of the President of the College and shall provide a written report of the evaluation to the President for his/her guidance. The evaluation shall be completed each year prior to consideration of the President's contract.

**BOARD MONITORING**

The President of the Board shall initiate the annual evaluation process and shall provide a written evaluation to the President for his/her guidance. In case of vacancy, the President of the Board shall initiate the selection process.
POLICY

It shall be the responsibility of the President of the College, as chief executive officer for the Board of Trustees, to execute directly or by delegation all executive and administrative duties in connection with the operation of the College. Furthermore, it shall be the responsibility of the President of the College to develop or cause to be developed, approve, and implement a selection process, a position description which shall include duties and responsibilities, and an evaluation system for the Vice Presidents and Deans of the College.

The overall administrative structure of Jefferson College is divided into three major categories of responsibility: Instruction, Student Services, and Finance & Administration. The Dean of Career and Technical Education and the Dean of Arts and Science Education report to the Vice President of Instruction. Departments with the responsibility for the functions of learning services, library services, online and instructional technology, and teaching and learning also report to the Vice President of Instruction. Departments with the responsibility for the functions of research and planning, student financial services, child development center, admissions and student records, advising and retention, student support services, athletics, residential and student life, and outreach and educational sites report to the Vice President of Student Services. Departments with the responsibility for the functions of controller/business office, procurement, buildings and grounds, information technology, central office services, and payroll services report to the Vice President of Finance and Administration. The Vice Presidents shall report directly to the President of the College. Departments with the responsibility for the functions of public relations and marketing, development/foundation, and human resources report directly to the President of the College.

BOARD MONITORING

The President of the College shall initiate the annual evaluations of the Vice Presidents and other direct reports based upon the position descriptions and shall forward appropriate recommendations to the Board.
POLICY # III-004 (Page 1 of 2)
TITLE Organizational Chart

TYPE Administrative Organization
RATIONALE Line of Authority and reporting structures of the College
APPROVED May 17, 2012

POLICY

Current line of authority is portrayed in the chart that follows.

BOARD MONITORING

The President of the College shall report to the Board, or when appropriate, shall seek Board approval for any changes in the line of authority. Individual changes in job titles and changes in the organizational structure reported to or approved by the Board shall have the effect of Board approval throughout Board Policies and Procedures.
SECTION IV

INSTRUCTIONAL PERSONNEL
SPECIFIC POLICIES
POLICY #  IV-001 (Page 1 of 5)
TITLE  Instructional Staff - Line of Authority, Duties and Responsibilities

TYPE  Instructional Personnel - Specific Policies
RATIONALE  Specification of line of authority, selection processes, position
descriptions, and evaluation processes for the Vice President of
Instruction, Deans, Division Chairs, instructional Program Directors, and
the faculty

APPROVED  February 15, 2007 (Updated February 20, 2014)

POLICY

It shall be the policy of the Board of Trustees that the organizational structure for the
instructional staff shall be the Vice President of Instruction, Deans, Division Chairs and/or
instructional Program Directors, and faculty.

It shall be the responsibility of the President to develop or cause to be developed and implement
a selection process, a position description which shall include duties and responsibilities, and an
evaluation process for the Vice President of Instruction, Deans, Division Chairs and/or
instructional Program Directors, and the faculty.

It shall be the policy of the Board of Trustees that two instructional divisions shall be configured
as stated herein. The Vice President of Instruction shall have responsibility over the instructional
division. Each Dean shall assume responsibility for administration of the division and shall be
responsible to the Vice President of Instruction. Furthermore, each Division Chair and/or
instructional Program Director shall be responsible for the administration of specified academic
programs and shall be directly responsible to the appropriate Dean as so illustrated in the
organizational chart.
Divisional Structure

**Arts & Science Education**
- Accounting
- Art
- Biology
- Biotechnology
- Business Administration
- Chemistry
- Child Care/Early Childhood Education
- Communications
- Computer Science
- Criminal Justice
- Economics
- Engineering
- English
- Foreign Languages
- Geography
- History
- Journalism
- Mathematics
- Music
- Philosophy
- Physical Education
- Physical Science
- Physics
- Political Science
- Psychology
- Sociology
- Speech/Drama
- Teacher Education
- TV Production

**Career & Technical Education**
- Accounting Technology
- Applied Technology
- Apprenticeship Training
- Area Technical School
- Automotive Technology
- Biomedical Electronics Technician
- Business Information Technology
- Business Management
- Child Care/Early Childhood Education
- Computer Information Systems
- Computer Support Option
- Criminal Justice Cyber Security Option
- Computer Integrated Manufacturing
- Culinary Arts
- Electronics: Automation and Electrical
- Control Systems
- Emergency Medical Technology/Paramedic
- Fire Science Technology
- Health Information Technology
- Heating, Refrigeration, and Air Conditioning Technology
- Law Enforcement Academy
- Nursing
- Practical Nursing
- Registered Nursing
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Therapy Program
- Veterinary Technology
- Welding Technology
Instructional Staff - Line of Authority, Duties and Responsibilities

Dean
Arts & Science Education

Administrative Assistant

Division Chair
Communications & Fine Arts

Faculty & Staff

Division Chair
Math, Science & Business

Faculty & Staff

Division Chair
Social Sciences

Faculty & Staff

Coordinator of Honors Program
BOARD MONITORING

The President of the College shall direct the Vice President of Instruction and the Deans to develop or cause to be developed all appropriate administrative policies and procedures to implement this policy.
POLICY # IV-002.01 (Page 1 of 1)
TITLE Conditions of Employment: Recommendation and Appointment
TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of faculty appointment process
APPROVED April 16, 1998

POLICY

Recommendation and Appointment

It shall be the policy of the Board of Trustees that all full-time faculty shall be recommended by
the President and appointed by the Board of Trustees. Unless otherwise provided by specific
action of the Board, full-time faculty shall be appointed for terms of one academic year. Adjunct
faculty shall be recommended by the President and appointed by the Board of Trustees on a term
by term basis as needed.

BOARD MONITORING

The President of the College shall direct the Secretary of the Board of Trustees to record all
appointments in the minutes of the Board.
It shall be the policy of the Board of Trustees that all full-time College faculty members (excluding Library faculty and any faculty on a 12-month contract which are addressed below) appointed for the academic year shall be on 166-day contracts, wherein 150 days are for instruction, 5 days of orientation prior to the fall semester, 8 days of final exams, 1 day for Commencement, 1 day in the spring semester for staff development, and 1 day in the fall semester as an “office day.” The day for staff development (In-Service Day) will be held in the spring and content should be mutually developed by faculty and administration. The “office day” is considered a required work day in the fall semester; however, a faculty member is free to work, grade, etc., at his/her choosing.

All full-time faculty are subject to recall for duty on the beginning date specified in their contract. Assignments covering a longer period of time shall be specified in the contract and require approval of the College President and the Board of Trustees. Faculty are granted such holiday as are designated by the Board of Trustees and included in the College calendar.

For full-time faculty on a 12-month contract, the appointment for the academic year shall be on 197-day contracts, wherein 150 are for instruction, 31 days are for program management, assessment, and/or accreditation needs, 5 day for orientation prior to the fall semester, 8 days for final exams, 1 day for Commencement, 1 day in the spring semester for staff development, and 1 day in the fall semester for an office day.

For full-time Library faculty, the appointment for academic year shall be on 176-day contracts, wherein 169 days are for instruction, 5 days of orientation prior to fall semester, 1 day for Commencement, and 1 day in the spring semester for staff development.

For full-time faculty in the Area Technical School, the appointment for the academic year shall be on 181-day contracts, wherein 175 days are for instruction, 5 days of orientation prior to the fall semester, and 1 day for Commencement.

Furthermore, the President shall direct the Vice President of Instruction, in coordination with the Director of Human Resources, to develop or cause to be developed, criteria for types of appointments, conditions of appointments, summer session appointments, other or special appointments, contractual obligations, and assignment of faculty duties.
BOARD MONITORING

The President, on the recommendation of the Vice President of Instruction and Director of Human Resources, shall forward faculty contracts to the Board of Trustees for approval.
The Board of Trustees of Jefferson College subscribes to the philosophy that an institution of higher education is conducted for the common good. The Board further believes that the common good depends upon the free search for truth and its free exposition. It shall be the policy of the Board of Trustees that the following regulations which are designed to protect academic freedom and tenure and the regulations are for the benefit of all who are involved with, and/or affected by, the policies and programs of the institution.

1. A member of the full-time teaching faculty under continuing appointment shall have permanent or continuous tenure, subject to termination only for cause, for retirement in accordance with Board retirement regulations, or under extraordinary circumstances because of low enrollment or financial exigencies within the institution.

2. If there is reason to believe that the low enrollment or financial exigencies are of a temporary nature, the Board of Trustees may, at its discretion, place on leave of absence as many faculty members as may be necessary because of decreased enrollment or financial exigencies. In placing faculty members on leave, the Board shall be governed by the following:
   a. No faculty member on continuing contract shall be placed on leave of absence while probationary instructors are retained in positions for which the tenured faculty member is qualified.
   b. Tenured faculty members shall be retained on the basis of seniority and merit within the field of specialization.
   c. No appointment of new faculty shall be made while there are available faculty members on unrequested leave of absence who are properly qualified to fill such vacancies.
   d. Placement on leave of absence shall not impair the right of the faculty member to engage in teaching in another institution or to pursue another occupation during the period of such leave.
   e. The leave of absence shall not impair the right of a faculty member to a continuing contract upon return to active teaching duty within the College.
   f. The leave of absence shall continue for a period of not more than three years unless extended by the Board.
3. No person shall lose any tenure rights already acquired if granted a leave of absence, if promoted, or if he/she accepts appointment to an academic staff position other than full-time teaching, or to an administrative position, unless the appointment is subject to the expressed condition that she/he release or waive any such tenure rights.

4. The removal of any person from an administrative position shall not impair his/her tenure rights, if any, as a member of the teaching faculty.

BOARD MONITORING

The President of the College, on recommendation of the Vice President of Instruction, shall forward recommendations to grant tenure to the Board of Trustees for approval.
POLICY #  IV-004 (Page 1 of 1)
TITLE  Conditions of Employment - Committee on Tenure Appeal

TYPE  Instructional Personnel - Specific Policies
RATIONALE  Provision for an appeal process for full-time faculty not recommended for tenure
APPROVED  February 15, 2007 (Updated February 20, 2014)

POLICY

It shall be the policy of the Board of Trustees that a Committee on Tenure Appeal be constituted which shall be responsible for conducting hearings on matters relating to the administration of the tenure policy.

The Committee shall be composed of members of the full-time teaching faculty who are on continuing appointments. During the second semester of each academic year, the Vice President of Instruction shall direct the faculty to select seven of its members to serve on a Committee on Tenure Appeal for the following academic year.

BOARD MONITORING

The President of the College shall direct the Vice President of Instruction to initiate the committee selection process.
It shall be the policy of the Board of Trustees that grounds for the termination of continuing faculty for cause be developed and published in the Board of Trustees Procedures Manual, that the respective procedures for due process be specified and published, and that both the grounds for termination for cause and the due process procedures be in compliance with the Laws of the State of Missouri as specified in RSMo 168.071 - RSMo 168.126.

Grounds for Termination

The services of a member of the full-time faculty may be terminated at any time for cause, which shall consist of any one or more of the following:

1. Physical or mental condition which results in the employee being unable to perform the essential functions of his/her job with reasonable accommodations (when required under federal and/or state law), or posing a direct threat of harm to others.

2. Immoral conduct which contradicts the professionalism of higher education.

3. Incompetency, inefficiency, or insubordination in the line of duty; insubordination is defined as the refusal to obey a lawful directive of a supervisor or superior.

4. Violation of, or failure to obey, the laws of the State of Missouri, or the policies or procedures of the College.

5. Excessive or unreasonable absence from performance of duties, which does not include absences allowed by College leave policy.

6. Conviction of a felony or a crime involving moral turpitude; or falsifying any information supplied to the Community College District, including but not limited to, information supplied on application forms, employment records or any other College records.

7. Sexual harassment.

In determining the professional competency and/or efficiency of a member of the full-time teaching faculty on continuing appointment, consideration shall be given to the following:
1. Written job description

2. Written performance evaluation reports

3. Adherence to or compliance with Board of Trustees published policies and procedures pertaining to full-time faculty

4. Other relevant written documentation provided by the employee

This does not preclude the non-reappointment of faculty other than tenured faculty without cause. No appointee shall be removed from any position on the faculty if charges against her/him are in violation of the principles of academic freedom adopted by the Board of Trustees.

BOARD MONITORING

The President of the College shall develop or cause to be developed the appropriate administrative policies and procedures to implement the policy and to advise the Board of Trustees.
POLICY #  IV-005.1 (Page 1 of 1)
TITLE  Conditions of Employment – Performance Deficiencies
TYPE  Instructional Personnel
RATIONALE  Specification of process for termination for cause
APPROVED  May 17, 2012 (Updated February 20, 2014)

POLICY

These performance improvement procedures apply to full-time faculty on continuing status. To ensure that faculty instruction and the learning environment are contributing to student education, faculty members are expected to conform to standards of sound teaching performance. If instruction-related performance deficiencies exist, the faculty member will be notified. When a concern regarding teaching performance arises, the Dean, and Division Chair and/or instructional Program Director will coach the faculty member in an effort to develop an effective solution.

Additional corrective action to improve instruction related performance deficiencies includes a written improvement plan. Elimination of the deficiencies must occur in accordance with the written improvement plan developed by the faculty member and the Dean, Division Chair, and/or instructional Program Director of the applicable division and other relevant administrators, with input from the Vice President of Instruction. The faculty member and the College share responsibility to implement the improvement plan.

For faculty with continuing status, if deficiencies are not resolved, the award of continuing status may be provisionally revoked by the College President, and the faculty member will be offered a terminal appointment of one additional year following the current contract year. The faculty member may appeal the provisional terminal appointment decision as set forth below. When the appeal procedures apply, the Grievance Procedure is not available.

Appeal

A faculty member on a continuing status who receives a provisional terminal appointment may submit a written appeal within ten (10) working days to the Board of Trustees. In the event of an appeal, the faculty member or his/her representatives will have the right to address the Board on the issue in closed session prior to the Board deciding the matter. The decision of the Board will be in writing and is final.

BOARD MONITORING

The Vice President of Instruction, through the Deans, Associate Deans, and/or instructional Program Directors, shall implement and monitor this policy.
POLICY # IV-006 (Page 1 of 1)
TITLE Salaries and Promotions in Academic Rank

TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of faculty levels and titles, criteria for initial placement, procedures for advancement, and compensation schedules
APPROVED February 15, 2007 (Updated February 20, 2014)

POLICY

It shall be the policy of the Board of Trustees that the President shall direct the Vice President of Instruction with the appropriate Dean and in cooperation with the Director of Human Resources, to develop or cause to be developed full-time faculty levels and titles with criteria for initial placement, procedures for advancement, and an explicit salary or compensation schedule(s) subject to the approval of the Board of Trustees.

BOARD MONITORING

The President, on recommendation of the Vice President of Instruction and appropriate Deans, in cooperation with the Director of Human Resources, shall forward all faculty contracts including placement, title, and compensation to the Board of Trustees.
POLICY # IV-007 (Page 1 of 1)
TITLE Conditions of Employment - Resignations of Faculty and Certified Professional Staff
TYPE Instructional Personnel - Specific Policies
RATIONALE Specification of resignation process
APPROVED February 15, 2007 (Updated February 20, 2014)

POLICY

It shall be the policy of the Board of Trustees that resignations should be submitted in writing to the appropriate Dean for referral to the Vice President of Instruction, President, and the Board of Trustees. The Board shall then take official action and notify the faculty or certified professional staff member of that action.

No faculty or certified professional staff member shall be released from his/her contractual obligations to the Community College District unless a satisfactory replacement can be found and unless appropriate arrangements are made concerning the direct costs incurred by the College to secure the replacement. Failure to honor a contract may result in the withholding of all, or a portion, of the benefits due the employee under the contract until such time as the costs of finding the replacement can be fully determined.

BOARD MONITORING

The President shall forward all letters of resignation to the Board of Trustees.
It shall be the policy of the Board of Trustees that all members of the full-time faculty and certified professional staff shall take part in the Commencement exercises in academic attire unless they have been previously excused by the President due to extenuating circumstances.

BOARD MONITORING

The President shall direct all Vice Presidents to implement and enforce this policy.
POLICY # IV-009 (Page 1 of 1)
TITLE Recognition of Faculty Association

TYPE Instructional Personnel - Specific Policies
RATIONALE Mutual belief of the Trustees, the Administration and the Association that good faith discussion is a sound means to express a joint desire to continue to provide quality education, to maintain high standards of academic excellence, and to insure accountability, while giving legitimate expression and effect to proper concerns of the faculty.

APPROVED April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that the Jefferson College National Education Association (hereinafter referred to as the Association) be recognized as the bargaining representative for full-time faculty on matters of salaries, terms, and conditions of employment to the extent permitted by Missouri statutes.

Further, the Board of Trustees directs that the President of the College or his/her designee shall cause to be developed a process, in consultation with members of the Association, Administration and Trustees, that shall result in a Statement of Understandings in a style format consistent with current Board policies and procedures.

BOARD MONITORING

The President of the College, in consultation with the chairs of the Board/Administration and Association negotiation teams, shall monitor the effectiveness of this policy.
POLICY #  IV-010 (Page 1 of 1)
TITLE  Online and Hybrid Instructional Assignments

TYPE  Instructional Personnel
RATIONALE  Establish criteria for the development, delivery and compensation for online and courses.

APPROVED  July 17, 2008 (Updated February 20, 2014)
(Updated February 9, 2017)

POLICY

It shall be the policy of the Board of Trustees to offer, as needed, online and hybrid courses as part of the instructional program of the College. A hybrid course is defined as any face-to-face course that has a portion delivered online and thereby the face-to-face component does not meet the Federal Definition of a Credit Hour.

Further, this policy stipulates that appropriate procedures be developed to implement this policy that will include, but not necessarily be limited to, the following:

1. Compensation for the faculty member who develops a credit online course
2. Compensation for the faculty member who teaches a credit online course
3. Class enrollment limitations that may apply
4. Approval process for new courses

BOARD MONITORING

The Vice President of Instruction, through the appropriate Deans, shall implement and monitor this policy.
POLICY

It shall be the policy of the Board of Trustees to recognize that students, as members of a learning community, have a responsibility to other students who are members of the community.

Further, this policy stipulates that Jefferson College prohibits the use by students of cell phones or similar communication devices during scheduled classes. Appropriate procedures shall be developed to implement this policy that will include, but not necessarily be limited to, the following:

1. Use in the classroom
2. Emergency procedures
3. Instructor discretion for use and sanction

BOARD MONITORING

The Vice President of Instruction, through the appropriate Deans, shall implement and monitor this policy.
SECTION V

NON-INSTRUCTIONAL PERSONNEL SPECIFIC POLICIES
POLICY # V-001
TITLE Non-Instructional Staff - Line of Authority, Responsibility, and Evaluation

TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Establish standardized procedures hiring and evaluating non-instructional employees
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Director of Human Resources, in conjunction with other administrators where appropriate, develop or cause to be developed and implement a selection process, a position description which shall include duties and responsibilities, and an evaluation process for all non-instructional certified professional and classified professional staff.

BOARD MONITORING

The Director of Human Resources shall monitor this policy.
<table>
<thead>
<tr>
<th>POLICY #</th>
<th>V-002 (Page 1 of 1)</th>
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<tbody>
<tr>
<td>TITLE</td>
<td>Salaries and Remuneration</td>
</tr>
<tr>
<td>TYPE</td>
<td>Non-Instructional Personnel - Specific Policies</td>
</tr>
<tr>
<td>RATIONALE</td>
<td>Establish criteria for a salary administration plan for non-instructional employees</td>
</tr>
<tr>
<td>APPROVED</td>
<td>February 15, 2007</td>
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</tbody>
</table>

**POLICY**

It shall be the policy of the Board of Trustees that the President shall direct the Director of Human Resources to develop or cause to be developed a salary administration plan with criteria for hiring, placement and advancement for all non-instructional employees of the College subject to the approval of the Board of Trustees.

**BOARD MONITORING**

The Director of Human Resources shall monitor this policy.
It shall be the policy of the Board of Trustees that the work week for non-instructional personnel (secretarial/clerical, maintenance/custodial, managerial, supervisory, technical and paraprofessional employees) shall be 40 hours (exclusive of lunch periods). This schedule may be adjusted by the immediate supervisor to comply with the needs of individual offices. The formal work week is Monday through Friday. Extra working hours or work on weekends may be necessary at certain times. Compensatory time off is allowed for extra hours worked. Compensatory time off should be arranged with an employee’s immediate supervisor.

The Director of Human Resources and all administrators shall monitor this policy.
POLICY #  V-003.02 (Page 1 of 1)
TITLE  Summer Flex Schedule
TYPE  Non-Instructional Personnel - Specific Policies
RATIONALE  Establish guidelines for a schedule for non-instructional employees
APPROVED  February 11, 2010

POLICY

The President shall have the prerogative to implement an alternate summer schedule for non-faculty personnel that reduces the work week to 36 hours per week and/or 4 days per week. Administrative supervisors will determine the individual schedule of persons within their department.

BOARD MONITORING

The President of the College, through the Director of Human Resources, shall monitor this policy.
POLICY # V-003.03 (Page 1 of 1)
TITLE Work Schedule for Inclement Weather
TYPE Non-Instructional Personnel - Specific Policies
RATIONALE Establish guidelines for work schedules during inclement weather
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that dismissal of classes does not mean a
cancellation of responsibilities for all College employees. Regular work schedules will be
maintained for twelve month employees unless a specific announcement of their cancellation is
made.

Further, it is expected that when offices are open on such days, employees will report to work on
their regular schedules, if possible. If the roads are not passable, up to two (2) hours delay may
be used in good faith efforts to get to work without the necessity to report to an administrative
supervisor. This is not intended to mean that an automatic two hour delay is granted when
classes are dismissed for bad weather.

Further, employees who report at the regular time as expected are not automatically dismissed
two hours early on such days because others were late in arriving at work.

Further, limited exceptions to the two (2) hours delayed reporting time may be necessary in
certain circumstances (e.g., telephone operators and maintenance area). In such cases, the length
of the work day shall be shortened for those who are required to report early (prior to regular
work time) in order that their total hours of employment for the day shall be the same hours as
for other employees. The intent of this statement is that those who report early to help deal with
emergencies (e.g., buildings and grounds crews clearing roads and walks, telephone operators
covering phone calls) will not work to the end of the regular day after reporting for work early.

Further, all hours missed from work beyond the delay for clearing of roads shall be made up on
an hour-for-hour basis or deducted from the employees’ allowable vacation time.

BOARD MONITORING

The Director of Human Resources shall monitor this policy.
It shall be the policy of the Board of Trustees that the College be in compliance with all state and federal regulations regarding the Fair Labor Standards Act and any subsequent amendments. The provisions of this policy and its companion procedure apply to all non-exempt employees of Jefferson College.

The Director of Human Resources shall monitor this policy.
POLICY #  V-005 (Page 1 of 1)
TITLE  Resignations

TYPE  Non-Instructional Personnel - Specific Policies
RATIONALE  Ensure continuity in work flow, to clarify employee’s intent to leave, and to initiate appropriate replacement process

APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that full-time and part-time classified professional employees desiring to leave the College in good standing shall file with the appropriate supervisor a written resignation giving at least two weeks’ notice of his/her intention to leave.

BOARD MONITORING

The Director of Human Resources shall monitor this policy.
Effective December 15, 2011, all full-time and part-time classified employees serve at the discretion of the Board of Trustees.

The College adheres to the principle of progressive discipline. This means that the degrees of discipline are generally progressive and are used to ensure that employees have an opportunity to correct their performance. Supervisors should document all oral and written warnings to demonstrate that an opportunity for correction was accorded to the employee.

Serious misconduct may result in immediate discharge. Once the College President makes a decision to discharge a classified employee, the employee shall be immediately suspended without pay and notified of the recommended discharge. Thereafter, the discharge recommendation of the President shall be acted upon by the Board of Trustees.

A classified employee is also subject to appropriate disciplinary action less serious than discharge, including suspension without pay.

BOARD MONITORING

The Director of Human Resources shall monitor this policy.
SECTION VI

THE EDUCATIONAL PROGRAM
POLICY 

VI-001 (Page 1 of 1)

TITLE
Philosophy and Purposes of Jefferson College

TYPE The Education Program

RATIONALE Establish clarity of mission and purposes of the College

APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the statements of philosophy and purposes which follow be construed to embody the official mission of Jefferson College.

Jefferson College is a student-centered institution of higher education granting the associate degree. Superior teaching and service at Jefferson College result in the acquisition or improvement in student skills, competencies and knowledge.

Jefferson College offers a general education curriculum. The learning opportunities at Jefferson College include arts and sciences, career and technical, personal enrichment, and pre-collegiate programs.

Jefferson College, an open admissions institution serving primarily Jefferson County residents, admits a diverse student body. The College provides leadership in economic, social and cultural development within the service area.

The purposes of Jefferson College, as established, are to provide:

1. Assistance in educational and career planning, in human development, in making of important life decisions, and in solving problems of self-identity.
2. Career and Technical Education for those persons who desire to upgrade themselves occupationally and for those who wish to prepare for initial employment.
3. Instruction extending through two years of collegiate work for those person who desire to transfer to other institutions of higher education.
4. A general education, including courses and other learning experiences, for those persons who desire to enhance their personal, cultural, intellectual, occupational, or social development.
5. Recognition of nontraditional learning experiences.
6. Community educational services including courses, programs and activities for those individuals or organizations desiring such opportunities.
7. Leadership for economic, social, environmental and cultural development within the service areas of the College.

BOARD MONITORING

The President of the College, through members of the Administrative Cabinet, shall monitor this policy.
The Board of Trustees is committed to the belief that in today’s world of rapid change and recurrent crises, a College best serves its community not as a stronghold of rigid tradition but as an open intellectual forum where varying opinions may be freely expressed and fairly debated.

In support of this belief, it shall be the policy of the Board of Trustees that the following statements shall constitute the policy on academic freedom.

Based on the belief that a free society functions efficiently only if its citizens have the right to discuss, to debate, and to disagree constructively, it shall be the policy of Jefferson College to maintain and encourage freedom, within the law, of inquiry, teaching and research. Faculty members may, and are encouraged to, teach and pursue truth in their subjects in the classroom as they see it unencumbered by pressures from individuals or groups with vested interest. They may not, however, in their search for truth, claim as their right the privilege of discussing in their classrooms controversial matter which has no relation to their subjects. As citizens, faculty members have the same freedom as other citizens. However, they should be mindful that in their utterances they have an obligation to indicate that they are not institutional spokespersons.

BOARD MONITORING

The President of the College, through the Vice President of Instruction and the Deans shall monitor this policy.
POLICY # VI-003 (Page 1 of 1)
TITLE Degree Programs - Curriculum Development, Program Review, Student Grading and Records Systems, and Degree/Certificate Requirements
TYPE The Education Program
RATIONALE Establish in policy administrative requirements concerning the curriculum
APPROVED November 13, 2014 (Updated May 21, 2020)

POLICY

It shall be the policy of the Board of Trustees to require the administration and faculty of Jefferson College to develop and maintain administrative policies and procedures consistent with the institutional philosophy and purposes and state and regional accrediting agencies regarding curriculum development, citizen advisory committees, continuous program review, the establishment of a faculty curriculum committee (Curriculum Committee), textbook selection/mandation, examination schedules, grading systems, maintenance of student and class records, credit hour standards, degree/certificate program definitions and requirements, and learning resources.

BOARD MONITORING

The President of the College, through the Vice President of Instruction, shall monitor this policy.
POLICY # VI-004 (Page 1 of 1)
TITLE Continuing Education

TYPE The Education Program
RATIONALE Establish College’s commitment to learning opportunities beyond normal working hours
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees subject to the availability of resources, that learning opportunities be available to the community beyond normal working hours for both credit and non-credit courses. Further, the administration is directed to develop appropriate administrative policies and procedures for maintaining quality continuing education.

BOARD MONITORING

The President, through the Dean of Career and Technical Education, shall monitor this policy.
POLICY #  VI-005 (Page 1 of 1)
TITLE  Functions, Purposes and Membership of Committees and Boards in Support of Shared Governance

TYPE  The Education Program
RATIONALE  Establish necessary committee and board structure to facilitate shared governance
APPROVED  January 19, 2012

POLICY

The Board of Trustees supports the principles of shared governance wherever and whenever appropriate in order to better fulfill its mission. Consequently, it shall be the policy of the Board of Trustees to approve a shared governance committee system in which the functions, membership and reporting structures and procedures of committees and boards are specified. Further, the Board of Trustees shall delegate to the President of the College the ability to create additional ad hoc committees as may be required.

BOARD MONITORING

The President of the College, through the Deans, shall monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that all use of JCTV shall be consistent with the purposes of the College and in compliance with the policies, rules and regulations of the Board of Trustees. The publicly stated philosophy and purposes of Jefferson College and the policies of the Federal Communication Commission, as expressed in Section 307 of the Communications Act, serve as the basis for activities to fulfill the following specific purposes:

1. To provide through College courses, workshops and practicum, the avocational, vocational, and academic learning experiences necessary to prepare participants for meeting their educational goals.

2. To provide instruction and activities that are directed toward producing educational or community service type programming that will be of benefit to Jefferson College and to the residents of the District.

3. To provide programming that will assist Jefferson College in meeting its purpose of providing educational leadership for effective development in economic, social, environmental and cultural matters affecting the residents of the District.

4. To provide facilities for use by appropriate non-profit and community organizations whose purposes and goals are not in conflict with those of Jefferson College.

BOARD MONITORING

The Director of Public Relations and Marketing shall monitor this policy.
It shall be the policy of the Board of Trustees to establish Advisory Committees upon the recommendation of the President of the College.

Members of the Advisory Committees shall be appointed by the Board upon recommendation of the President of the College and shall serve for a stated period of time not to exceed one year. However, individual members may be reappointed by the Board for additional terms.

The President, through the Vice President of Instruction and the Dean of Career and Technical Education, shall monitor this policy.
It shall be the policy of the Board of Trustees that all activities and events sponsored by any group belonging to and recognized by Jefferson College shall be properly supervised by members of the faculty and/or staff. Sponsors shall allow student officers maximum freedom and responsibility in planning and operating all events. However, the sponsor shall be responsible for proper guidance and supervision.

BOARD MONITORING

The Vice President of Instruction and the appropriate Deans shall monitor this policy.
POLICY #  VI-009 (Page 1 of 1)
TITLE  College Calendars

TYPE  The Education Program
RATIONALE  Establish annual calendars for all instructional programs
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that calendars for the District year shall include an Academic Calendar for College-level classes and an Area Technical School Calendar for secondary-level instruction. Each calendar for the school year shall be adopted annually by the Board of Trustees upon recommendation of the College President. The calendars shall provide for maximum utilization of College District resources and shall provide for a full year program of education. The academic year shall be divided among two semesters and summer sessions of optimum length.

BOARD MONITORING

The Vice President of Instruction shall monitor this policy.
POLICY

It shall be the policy of the Board of Trustees to encourage experimentation and innovation in instruction. Proposals worthy of special consideration may be funded through Research and Development. A portion of the budget is set aside each year for this purpose. Faculty interested in submitting proposals for funding should discuss the procedure with their Division Chair and/or Dean.

Proposals must be approved by the Dean, the Vice President of Instruction, and the President before they are funded.

BOARD MONITORING

The Vice President of Instruction shall monitor this policy.
POLICY # VI-011 (Page 1 of 1)
TITLE Articulation with Other Institutions

TYPE The Education Program
RATIONALE Establish coordinated educational programming for youth and adults while seeking to supplement rather than duplicate programs of other Colleges or universities

APPROVED February 15, 2007

POLICY

Public School Districts

It shall be the policy of the Board of Trustees who work in close concert with the school districts within the Community College District to provide the best possible educational programs for both youth and adults. Every emphasis will be placed upon quality with equality of opportunity while striving at all times to complement and supplement rather than to duplicate unnecessarily.

Institutions of Higher Education

It shall be the Policy of the Board of Trustees that the College District, through bilateral and multilateral agreements, will at all times cooperate with other area Colleges and universities in order to provide the Districts students and taxpayers with quality instruction and education at all levels of educational pursuit and endeavor. Emphasis will be placed on articulation and coordination of effort, the sharing of facilities, equipment and staff in order to avoid redundant and unilateral actions which may result in a waste of human and material resources.

BOARD MONITORING

The Vice President of Instruction shall monitor this policy.
POLICY # VI-012 (Page 1 of 2)
TITLE Long Range Planning Process

TYPE The Educational Program
RATIONALE Establish a planning process to facilitate the achievement of the College mission and purposes by setting the direction for the future and providing a context for prioritization of initiatives to be forwarded to the Board of Trustees

APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that an on-going planning process be developed and maintained that will produce long-range plans and direction for the future of the College. These plans shall involve College-wide participation from students, faculty, staff, administration and trustees. In addition, opportunities for public contributions and comment shall be provided.

Further, the Board shall approve or endorse the strategic aims that are the centerpieces of the long-range plan.

Strategic Aims of the Jefferson College Long Range Plan FY 2004-FY 2009:

1. Solidify the reputation of Jefferson College as a premier community College in Missouri at the beginning of the 21st century.
3. Facilitate and enhance the collegiate experience of all Jefferson College students.
4. Enhance student learning and institutional effectiveness through the implementation and utilization of electronic, managerial, educational, and telecommunications technologies.
5. Provide educational facilities conducive to a positive teaching-learning environment.
6. Maintain a qualified, thriving and productive institutional workforce.

Further, the Board of Trustees directs the President of the College to implement and monitor, or cause to be implemented and monitored, the respective goals, objectives, strategies and performance measures for each strategic aim.

Further, the Board of Trustees reserves the prerogative to amend any component of the plan as conditions, fiscal or otherwise, may warrant. Consistent with Board policy, any new programs or new positions or reallocations requiring amendments to the budget shall require prior Board approval.

Further, the President of the College or designee shall provide an annual progress report to the Board along with appropriate recommendations for the ensuing fiscal year so that approved initiatives may be included in the budget building process.
Lastly, copies of the Long Range Plan shall be widely distributed throughout the county so that area residents may be better informed about their community College.

**BOARD MONITORING**

The President of the College, through the Vice Presidents, shall implement and monitor this policy.
Policy # VI-013 (Page 1 of 1)

Title Institutional Review Board

Type The Educational Program

Rationale Establish rules and procedures that the College will use to approve proposals for research conducted on human subjects at the College

Approved March 13, 2014

Policy

The College recognizes the need for original academic research, including research which may include the use of human subjects. Pursuant to federal guidelines (including the National Research Act of 1974, 45 CFR 46 and 21 CFR 56), research proposals involving the study of human subjects who are Jefferson College students or employees will require the approval of a duly-appointed Institutional Review Board (IRB) and the Administrative Team. The policy will apply both to internal researchers and to external researchers. Employees, students, and members of the general public who wish to do research on human subjects in association with Jefferson College must receive IRB approval prior to the initiation of such research.

Board Monitoring

The Vice President of Instruction shall monitor this policy.
SECTION VII

STUDENT SERVICES
POLICY #       VII-001 (Page 1 of 1)
TITLE         Admissions

TYPE         Student Services
RATIONALE    Establish clearly that the College be an open admissions institution
APPROVED     February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that Jefferson College be an open admissions institution and that specific criteria and procedures be developed to implement this admissions philosophy in a manner most conducive to prospective students’ ability to benefit from instruction. Further, the Board directs the President of the College to delegate responsibility for the development of said administrative policies and procedures to the Vice President of Student Services.

BOARD MONITORING

The Vice President of Instruction and the Vice President of Student Services shall monitor this policy.
<table>
<thead>
<tr>
<th>POLICY #</th>
<th>VII-002 (Page 1 of 1)</th>
</tr>
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<tbody>
<tr>
<td>TITLE</td>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>TYPE</td>
<td>Student Services</td>
</tr>
<tr>
<td>RATIONALE</td>
<td>Establish guidelines for determining fees and tuition and their collection</td>
</tr>
<tr>
<td>APPROVED</td>
<td>February 15, 2007</td>
</tr>
</tbody>
</table>

**POLICY**

It shall be the policy of the Board of Trustees that tuition rates and fees be established by the Board upon the recommendation of the President of the College. Further, the Board directs the President of the College to delegate to the Vice Presidents and Deans the responsibility for the development of appropriate administrative policies and procedures related to tuition and fee(s) publicity, implementation, collection, and refunds.

**BOARD MONITORING**

The President of the College, through the members of the Administrative Team, shall monitor this policy.
POLICY # VII-003 (Page 1 of 1)
TITLE Student Advising and Registration, Attendance, Course Policies, Transcripts, Transfer of Credits, Credit for Prior Learning, Commencement, Employment Services, Student Academic Load, Testing Services, Recognition of Student Achievement, Academic Probation, and Academic Suspension

TYPE Student Services
RATIONALE Establish guidelines and rules for student advising and registration, attendance, course policies, transcripts, transfer of credits, Credit for Prior Learning, Commencement, Employment Services, student academic load, testing services, recognition of student achievement, academic probation, and academic suspension

APPROVED November 13, 2014

POLICY

It shall be the policy of the Board of Trustees that the President delegate responsibility to the Vice President of Student Services to develop appropriate administrative policies and procedures regarding student advising and registration, attendance, course policies, transcripts, transfer of credits, Credit for Prior Learning, Commencement, Employment Services, student academic load, testing services, recognition of student achievement, academic probation, and academic suspension.

BOARD MONITORING
The Vice President of Student Services shall monitor this policy.
POLICY 

TITLE  
Student Activities and Intercollegiate Athletics

TYPE  
Student Services

RATIONALE  
Ensure that a program of cultural, educational, social, recreational, and intercollegiate athletic opportunities are developed

APPROVED  
November 15, 2007

POLICY

It shall be the policy of the Board of Trustees that a program of cultural, educational, social, recreational, and intercollegiate athletic opportunities with respective administrative policies and procedures be available to complement the academic programs of Jefferson College students.

BOARD MONITORING

The President of the College, through Vice President of Instruction, shall implement and monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that financial assistance be made available through scholarships, loans, grants, and part-time employment to help students meet the costs of their College education, that appropriate administrative policies and procedures be developed to achieve these ends, and that said policies and procedures be in compliance with all state and federal regulations and statutes. Further, the Board directs the President to delegate such responsibilities to the Vice President of Instruction and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Instruction shall monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that the administration of the College develop appropriate administrative policies and procedures regarding content and release of official student records consistent with state and federal law regulations. Further, the Board directs the President to delegate said responsibilities to the Vice President of Instruction and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Instruction and the Vice President of Student Services shall monitor this policy.
POLICY #  VII-007 (Page 1 of 1)
TITLE  Student Conduct

TYPE  Student Services
RATIONALE  Establish student conduct code and due process safeguards when alleged violations occur
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that a code of student conduct delineating the rights of students, student obligations, actions or behavior that require disciplinary action, and provisions for due process be developed with their accompanying administrative policies and procedures. Further, the Board directs the President to delegate said responsibilities to the Vice President of Instruction and the Vice President of Student Services.

BOARD MONITORING

The Vice President of Instruction shall monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that student publications may be produced through instructional programs or as a part of the student activities of the College. All publications having an official connection with the College shall be subject to the policies, rules and regulations of the Board of Trustees. Guidelines and procedures for student publications shall be developed by the administrative staff and faculty of the College and presented to the Board of Trustees for approval.

Student newspapers supported by College funds or compulsory student fees may be legally integrated with the operations of the College in such a fashion that the College is accountable under the law for actionable statements injurious to others. Therefore, care shall be taken to see that all local, state and federal libel or obscenity laws are observed and that there is no infringement upon the rights of individuals.

When the student newspaper is financed or subsidized by the College, the right of reply shall be granted to a person adversely treated in its publication or in disagreement with its editorial policy or its treatment of a given event. Also, provision shall be made for the presentation of opposing viewpoints.

The student newspaper shall not print news articles or editorials that present a “clear and present danger” to the educational process of the College.

College published and financed student publications shall appropriately indicate that the opinions expressed therein are not necessarily those of the College or the student body.

Student publications produced through instructional programs shall be financed by the College and shall not accept commercial advertising or paid editorials.

Further, the Board directs the President to delegate said responsibilities to the Vice President of Instruction and the Dean of Arts and Science Education.

BOARD MONITORING

The Vice President of Instruction and the Dean of Arts and Science Education shall monitor this policy.
POLICY #  VII-009 (Page 1 of 1)  
TITLE  Special Needs  
TYPE  Student Services  
RATIONALE  Establish guidelines for reasonable accommodations for students with disabilities  
APPROVED  February 15, 2007  

POLICY

It shall be the policy of the Board of Trustees that students with disabilities who otherwise qualify shall not, solely by reason of the special need, be excluded from participation in or be denied the benefits of or be subjected to discrimination in employment or in any programs or activities offered by Jefferson College except as may be proved in state or federal statutes or regulation. Further, the Board of Trustees directs the President to develop, or cause to be developed, appropriate administrative policies and procedures to address the compliance requirements and statutory rights of students with disabilities.

BOARD MONITORING

The Vice President of Instruction and the Vice President of Student Services shall monitor this policy.
POLICY # VII-010 (Page 1 of 1)
TITLE Jefferson College Department of Athletics Drug Policy and Testing Program

TYPE Student Services
RATIONALE Ensure compliance with all statues, rules and regulations regarding the College athletic programs
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the College athletic programs be in compliance with all National Community College Athletic Association, state and federal laws and regulations that govern intercollegiate athletics.

BOARD MONITORING

The Vice President of Instruction and the Vice President of Student Services, through the Director of Athletics, shall monitor this policy.
It shall be the policy of the Board of Trustees to establish (January 16, 1975) and maintain a Child Development Center that will operate in compliance with all state licensing requirements. The children of Jefferson College students shall be given first priority, followed by children of faculty and staff. If vacancies still remain, children from the community shall be accepted on an order of registration basis.

Further, the Vice President of Student Services shall develop or cause to be developed appropriate administrative policies and procedures for the operation of the Child Development Center(s).

BOARD MONITORING

The Vice President of Instruction and the Vice President of Student Services, through the Director of the Child Development Center, shall monitor this policy.
POLICY 

It shall be the policy of the Board of Trustees to prohibit discrimination against students enrolled in the College on the basis of their age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status in admission or access to, or treatment in, its educational or student programs and activities. Similarly, the College does not permit the harassment of students on the basis of any of these protected categories.

BOARD MONITORING
SECTION VIII

THE BUSINESS OPERATION
POLICY #     VIII-001 (Page 1 of 1)
TITLE       Board Reports

TYPE        The Business Operation
RATIONALE   Specify reports required for Board information and approval on a regular basis
APPROVED    February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the President shall submit regularly for Board information and approval the following reports:

1. Annual Budget
2. Financial Statements for District Funds
3. Warrants to be approved for Payment

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY #     VIII-002 (Page 1 of 1)
TITLE     Budget Development and Management

TYPE     The Business Operation
RATIONALE     Establish the process and accompanying accountability for developing and managing the budget
APPROVED     February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the President of the College develop or cause to be developed appropriate budget procedures and controls for each cost center. Further, each administrator shall be responsible for recommending and managing the unit budget in consultation with the Vice President of Finance and Administration and the President as needed.

The sound financial status of the College depends upon careful budget planning; consequently, the administration shall work very closely with each unit in preparing budget requests for the year. Further, each unit shall have a budget and all equipment and supplies requisitioned by members of the unit shall be charged to the unit budget. It is necessary that each unit stay within its budget.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.
It shall be the policy of the Board of Trustees to purchase, for the least expenditure of funds, optimum quality for the function to be served. The matter of spending, including purchasing of supplies and equipment, is one to which the Board of Trustees gives most critical attention. Further, purchasing for the College shall be the responsibility of the Vice President of Finance and Administration. All purchases must be completed in strict conformance to the most current version of the Jefferson College Procurement Policy and Guidelines Manual and handled in accordance with commonly accepted business procedures. All purchases must be substantiated with the necessary records to satisfy audit and inventory requirements. Sealed bids must be received on all purchases in excess of $15,000. Competitive pricing should be secured whenever possible, but at a minimum, competitive quotations are required for all purchases over $1,500 and competitive written quotations are required for purchases at $3,000 and above. Compliance with RSMo. Sec. 34.353 (Purchase of Domestic Products) is required, as well as other relevant Missouri State Statutes.

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration to develop appropriate procedures, and to monitor compliance and effectiveness.
POLICY # VIII-004 (Page 1 of 1)
TITLE Special Authorization of District Employees

TYPE The Business Operation
RATIONALE Control and limit the authority to contract, sign orders, authorize external application for funding, and to authorize purchases of state or federal surplus

APPROVED February 15, 2007

POLICY

Authorization to Contract

It shall be the policy of the Board of Trustees that the President of the College is authorized and empowered to contract in the name of Jefferson College, subject to approval or ratification by the Board of Trustees.

Authorization to Sign Orders

It shall be the policy of the Board of Trustees that the President or delegated agent shall be authorized and empowered to sign orders for lawful expenses of the College on funds of the District as provided in the annual budget.

Applications for External Aid, Grants and Contracts

It shall be the policy of the Board of Trustees that in order to facilitate handling of correspondence and applications the President or delegated agent shall be authorized by the Board of Trustees to file applications for external aid, grants or contracts.

Authorization to Sign for Surplus Property

It shall be the policy of the Board of Trustees that the President and/or designee shall be authorized to sign the resolutions authorizing purchases from state or federal surplus. Further, a list of such items shall be presented to the Board of Trustees periodically for ratification.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY #  VIII-005 (Page 1 of 1)
TITLE  Inventory
TYPE  The Business Operation
RATIONALE  Establish criteria for asset control
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration implement appropriate procedures to assure control of the District’s assets. The procedures shall include documentation for insurance purposes, compliance with the various requirements of funding sources regarding asset control (tagging, disposal, etc.), implementation of appropriate inventory procedures, and compliance with Governmental Accounting Standards, Board regulations, and generally accepted auditing standards.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.
POLICY 

POLICY #  VIII-006 (Page 1 of 1)  
TITLE  Disposition of Surplus College Property  
TYPE  The Business Operation  
RATIONALE  Specify control criteria for the disposition of surplus College property  
APPROVED  February 15, 2007  

POLICY  

It shall be the policy of the Board of Trustees that discretionary authority be given to the Vice President of Finance and Administration to dispose of College surplus property subject to the following control criteria:

1. Board approval will be required in advance for any item, or groups of similar items, from which the sale proceeds are expected to be greater than $1,000.

2. The most cost-effective method will be used for sale or disposal.

3. The best possible price will be obtained from the sale.

4. The Board will be informed quarterly of all disposed items, the process of the sale, and the purchaser.

BOARD MONITORING  

The Vice President of Finance and Administration shall implement and monitor this policy.
POLICY

It shall be the policy of the Board of Trustees not to loan College equipment for private use. Therefore, any such unauthorized loan or permitting or assisting in the removal of College property from the premises is considered a personal liability upon the individuals involved. Further, it shall be the responsibility of the Vice President of Finance and Administration to make decisions concerning the loan of equipment for public or other school use.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.
POLICY #  VIII-008 (Page 1 of 1)
TITLE  Personal Use of District Property and District Employees by Other District Employees

TYPE  The Business Operation
RATIONALE  Establish limits on use of College equipment and supplies or other College personnel for purposes other than official business
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that no faculty or staff member of Jefferson College shall, under any circumstances, use any equipment belonging to said District or consume any supplies, or utilize any College personnel for any purpose other than the business of the District, nor shall they permit the unauthorized use of such equipment, supplies or personnel by others. Abuse of this policy will be subject to appropriate disciplinary action including the possibility of dismissal.

BOARD MONITORING

The President of the College, through the members of the Administrative Team, shall implement and monitor this policy.
POLICY #  VIII-009 (Page 1 of 1)
TITLE  District-Owned Vehicles

TYPE  The Business Operation
RATIONALE  Specify purposes for College vehicle use and travel reimbursement authorization
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that district-owned vehicles shall be provided as available for College personnel for the following specific purposes:

1. Field trips involving the students
2. Trips authorized by the President or by the Board of Trustees
3. District business trips involving College personnel
4. Professional conventions, conferences and meetings

Further, the President shall develop or cause to be developed appropriate procedures regarding vehicle travel authorization and reimbursement.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY # VII-010 (Page 1 of 1)

TITLE Solicitations and Approval of Gifts and Grants to District

TYPE The Business Operation

RATIONALE Establish authorization process for receipt of external funds and gifts from government, business or individual sources

APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the College District welcomes financial support from the State and Federal governments, from businesses, clubs and organizations, and individuals. All requests for such support shall be administered by the College President or designated representative. No other faculty or staff member or student is authorized to solicit funds or to accept gifts for the District except with the prior approval of the College President or designated representative. The Board of Trustees shall reserve the right to accept or reject all gifts or grants for the District.

All solicitations of funds from students, staff, or faculty for purposes other than school activities shall be prohibited except with the expressed approval of the President of the College or the Board of Trustees.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.
POLICY # VIII-011 (Page 1 of 1)
TITLE Jefferson College Foundation, Inc.

TYPE The Business Operation
RATIONALE Creation of a non-profit corporate foundation for fundraising and managing gifts and bequests to the College
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees to create, monitor and maintain a non-profit corporation exclusively organized for the advancement, encouragement, assistance and support of Jefferson College. The Foundation may solicit, receive and manage tax-deductible gifts and bequests for the benefit of the College. Further, the Executive Director of Development will be responsible for all public fund-raising activities for the College which will include, but not be limited to, planning, coordinating and conducting all fund-raising activities; identifying, enlisting and directing volunteers; and developing special giving opportunities for individuals.

BOARD MONITORING

The President of the College, through the Executive Director of Development, shall implement and monitor this policy.
POLICY # VIII-012 (Page 1 of 1)
TITLE Accounting for Funds

TYPE The Business Operation
RATIONALE Establish accountability in the management of all College funds and to authorize the annual audit
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration shall be responsible to the President for the proper accounting of all District funds. Further, district monies shall be received, recorded, and accounted for in the Business Office. Further, the managers of auxiliary enterprises belonging to the College and the treasurers of the various student organizations receiving activity funds shall be responsible to the Vice President of Finance and Administration for the accounting of all receipts. Further, an annual audit of the books and accounts of the District including all funds under the control of the District shall be ordered by the President and the cost of the audit shall be a charge against the funds of the District.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY #  VIII-013 (Page 1 of 1)
TITLE  Insurance Coverage

TYPE  The Business Operation
RATIONALE  Specifies the insurance coverage required by the Board and authorizes the Vice President of Finance and Administration to secure and manage these insurance programs

APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Vice President of Finance and Administration shall be responsible to see that the following types of insurance are carried by the College and are in effect for all College property and qualifying personnel:

1. Fire and extended coverage on buildings and equipment
2. Crime coverage on monies, securities, and equipment
3. Other perils, as normally covered in multi-peril insurance policies
4. Vehicle insurance
5. Life, disability, medical, dental and liability coverage on employees
6. Accidental injury coverage on athletes
7. Liability coverage on officers and trustees of the District.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
<table>
<thead>
<tr>
<th>POLICY #</th>
<th>VIII-014 (Page 1 of 1)</th>
</tr>
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<tbody>
<tr>
<td>TITLE</td>
<td>Student Indebtedness to College</td>
</tr>
<tr>
<td>TYPE</td>
<td>The Business Operation</td>
</tr>
<tr>
<td>RATIONALE</td>
<td>Establish administrative policies and procedures regarding clearance of student indebtedness to the College and of consequences to the student</td>
</tr>
<tr>
<td>APPROVED</td>
<td>February 15, 2007</td>
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</table>

**POLICY**

It shall be the policy of the Board of Trustees that the President of the College, or designee, shall develop or cause to be developed appropriate administrative policies and procedures regarding the clearance of student indebtedness to the College and of consequences to the student.

**BOARD MONITORING**

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that the cafeteria shall be operated on campus under a leased management with facilities, equipment, and utilities provided by the District. In return, the leasee shall reimburse the College by payment of a percentage of gross sales. The percentage rate to be charged shall be reviewed annually. Further, the Cafeteria Manager shall work closely with the Vice President of Finance and Administration to coordinate cafeteria services for the College.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY #  VIII-016 (Page 1 of 1)
TITLE  Bookstore
TYPE  The Business Operation
RATIONALE  Establishes a College bookstore, a used book purchase and resale program, and discounts for full-time faculty and staff
APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Bookstore shall provide students with required textbooks, reference books, workbooks, manuals, and supplies at a reasonable cost. A used-book purchase and resale program shall be made available to students and faculty. A courtesy discount of ten percent shall be given to full-time faculty and staff members on purchases from the Bookstore if paid at the time of purchase.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY # VIII-017 (Page 1 of 1)
TITLE District Reimbursement for Permissible Expenditures

TYPE The Business Operation
RATIONALE Establishes authorization for reimbursement of permissible expenditures on behalf of the College District and required reporting of administrative travel

APPROVED November 15, 2007

POLICY

It shall be the policy of the Board of Trustees that employees of Jefferson College will be reimbursed for expenditures incurred on behalf of the College District. Reimbursement shall be in strict accordance with Board policy and administrative procedures. All travel and travel-related reimbursement by any College employee or member of the Board of Trustees shall include disclosure of any third party reimbursement, whether paid or pending.

Furthermore, all travel and travel-related reimbursements for any administrator (Dean's level and above) or member of the Board of Trustees shall be reported to the Board of Trustees on a monthly basis.

No deviations shall be made except in those extenuating circumstances approved by the College President or designated representative.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY #: VIII-018
TITLE: Regulations for Payment of Athletic Department’s Travel Expenses

TYPE: The Business Operation
RATIONALE: Establish regulations for payment of approved travel for athletic teams.

POLICY

It shall be the policy of the Board of Trustees that the following regulations shall apply to payment of travel expenses for teams participating in athletic competition:

a. Reasonable travel expenses shall be budgeted and paid by the College for approved regular season travel. Athletic contests shall not be scheduled in locations that require one-way travel of more than 350 miles.

b. Reasonable travel expenses shall be paid by the College for teams to participate in national tournaments when they qualify for such tournaments by winning the required sub-regional and regional competitions.

e. The College will not pay expenses for team travel other than as outlined in a and b above except that, with approval of the Board of Trustees, transportation may be provided for special, in season, trips that are funded from non-College funds. For such trips, reasonable transportation expenses must have been included in the budget and the non-College funds to pay for the trip must be in hand before the trip is approved. Transportation in such cases shall be limited to the availability of College owned vehicles.

d. Extended trips, under guideline e, may be taken only during time when classes are not in session.

e. Traveling team size shall be limited to the number of students that may be reasonably expected to participate in the scheduled games.

BOARD MONITORING

The President of the College, through the Associate Vice President of Student Services, the Vice President of Finance and Administration, and the Director of Athletics, shall implement and monitor this policy.

Approved by the Board of Trustees this 15th day of February, in the year 2007.

POLICY RETIRED NOVEMBER 2007 – SEE SECTION VII.
POLICY # VIII-019 (Page 1 of 1)
TITLE Student or Employee Lists

TYPE The Business Operation
RATIONALE Establish limits on the release of students’ and employees’ names and addresses
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that lists of names and addresses of employees or students shall not be provided to persons or organizations for non-College related commercial or solicitation purposes. Requests of external persons or organizations for such lists, for any purpose, shall not be granted without the permission of the President of the College.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.
POLICY #  VIII-020 (Page 1 of 1)
TITLE  Advertising and Solicitation

TYPE  The Business Operation
RATIONALE  Prohibits distribution or posting of certain materials without permission from the President of the College or a designee
APPROVED  February 15, 2007  (Updated January 14, 2016)

POLICY

It shall be the policy of the Board of Trustees that no commercial advertisements be distributed on the College premises; nor shall advertisements or publications be posted upon fences or walls of any College building without permission from the President of the College or a person designated by the President to evaluate and act upon such requests.

BOARD MONITORING

The President of the College, through the Vice Presidents, shall implement and monitor this policy.
POLICY # VIII-021 (Page 1 of 1)
TITLE Accidents and Injuries
TYPE The Business Operation
RATIONALE Establishes principle of mandatory reporting of all accidents or injuries occurring on campus
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that any accident or injury on campus or at College sponsored activities to a student, employee, or visitor shall be reported immediately to the College faculty or staff member in charge of the facility or activity and to the Supervisor-Security/Safety Officer or designee. Further, the Supervisor-Security/Safety Officer is directed to develop appropriate reporting procedures for accidents or injuries.

BOARD MONITORING

The President of the College, through the Director of Human Resources, shall implement and monitor this policy.
POLICY

General

It shall be the policy of the Board of Trustees that human safety and conservation of property are considered to be basic elements of all activities conducted on and within the facilities of Jefferson College, or any functions sponsored by the College staff and students at any location. The health, safety and general well-being of students, faculty and staff members and visitors should not be jeopardized through negligence or lack of attention to proper procedures and practices relating to the specific activity taking place at College facilities and functions.

Students, faculty and staff members should be encouraged to be alert and aware of potential safety hazards, and to use proper and safe procedures and practices at all times.

Appropriate procedures will be in effect to identify and report accidents, hazardous situations or equipment, and for the institution to initiate appropriate corrective action.

Machines and Equipment

It shall be the policy of the Board of Trustees that each employee shall see that machinery and equipment under his/her supervision are operated in accordance with safety rules and that all students and employees who use such machinery and equipment understand and employ appropriate safety measures.

Reporting Hazardous Conditions

It shall be the policy of the Board of Trustees that all District personnel shall report dangerous or hazardous conditions of buildings, grounds, or equipment to the Director of Buildings and Grounds. Prompt repairs or corrections will be made. In case of extreme hazard, a telephone call to the Building and Grounds Department will receive immediate attention.

BOARD MONITORING

The President of the College, through the Administrative Team and especially the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY # VIII-023 (Page 1 of 1)
TITLE Expressions of Sympathy

TYPE The Business Operation
RATIONALE Establish guidelines for expressions of sympathy for members of the College family
APPROVED April 16, 1998

POLICY

It shall be the policy of the Board of Trustees that the College will send flowers to express the sympathy and condolences of the College family upon the death of any employee, or for the demise of a member of a regular employee's immediate family, or for the parent of a regular employee. This policy applies to members of the Board of Trustees also.

Due to budget restraints, flowers cannot be provided by the College for cases involving other members of the employee's family or to employees and their family members who may be hospitalized.

However, in all such cases where flowers cannot be extended, appropriate sympathy or get well cards specially prepared for these purposes will be sent by the College.

Further, funds for the above stated expressions of sympathy shall be from auxiliary (non-tax) sources.

BOARD MONITORING

The President of the College or designee shall implement and monitor this policy.
It shall be the policy of the Board of Trustees that consultants shall not be employed for services to the College without specific action for such employment by the Board of Trustees.

BOARD MONITORING

The President of the College or his designee shall implement and monitor this policy.
POLICY #

VIII-025 (Page 1 of 1)

TITLE

Restrictions on Use of Funds

TYPE

The Business Operation

RATIONALE

Specifies restrictions on use of funds resulting from debt service tax levy transfer ballot approved by the voters on April 6, 2004

APPROVED

February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the Board restricts the use of the funds derived from the tax transfer of the five-cent debt service tax levy and provides for the custody of these funds as follows:

1. The funds shall be used for non-personnel expenses associated with the maintenance, improvement, and repair of the College buildings, grounds, and other physical facilities of the College.

2. The funds shall be used for the purchase, maintenance, and repair of College equipment.

3. The funds shall not be intermingled with funds used for other purposes and shall be accounted for in a separate fund identified as a “Capital Projects Fund.”

BOARD MONITORING

The President of the College shall direct the Vice President of Finance and Administration to implement and monitor this policy.
SECTION IX

BUILDINGS AND GROUNDS
POLICY # IX-001
TITLE Use of College Facilities
TYPE Buildings and Grounds
RATIONALE Establish primacy of institutional use of facilities, conditions under which non-College groups may use facilities, and compliance with state or federal laws or court decisions
APPROVED February 15, 2015 (Updated January 14, 2016)

POLICY

It shall be the policy of the Board of Trustees that the use of College facilities be authorized for those non-College organizations requesting such use subject to the following conditions:

1. The educational programs, functions, and events of Jefferson College shall take precedence in all cases over requests for community use. Curricular use, both for credit and non-credit courses, shall take precedence over other types of use by College-affiliated organizations.
2. The College administration is authorized to exercise control over time, place, location, and levying charges regarding requests for community use.
3. This policy is not meant address situations where individual or groups wish to engage in “Expressive Activities,” as that term is defined by board policy, in the outdoor areas of the College. Such “Expressive Activities” are governed by Board Policy IX-011.
4. The College reserves the right to stipulate that specific verbal or written disclaimers on all promotional materials, written or electronic, be a requisite for permission to use the facility.
5. The College President is directed to develop procedures that shall include, but not necessarily be limited to, the following for those requesting use of facilities:
   a. Compliance with all campus policies and procedures including smoke-free buildings, prohibition against alcohol or controlled substances, and prohibition against gambling.
   b. Insurance and hold harmless requirements which shall protect the College from any liability.
   c. Specification of financial responsibility for those using facilities when damages, loss or injury occur.
   d. Fee structure to recover janitorial/custodial services, maintenance, security and utilities costs.

BOARD MONITORING

The College President, through the Vice President of Finance and Administration, shall publish and monitor policy effectiveness.
POLICY #  IX-002 (Page 1 of 1)
TITLE  Protection of College Property

TYPE  Buildings and Grounds
RATIONALE  Establish responsibility of all faculty and staff to protect all campus property and furnishings as well as consequences for willfully damaging or destroying College property

APPROVED  February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that all faculty and staff share the responsibility to protect the College buildings, grounds, and equipment. Any person who willfully damages or destroys any property belonging to the College shall be liable for the repair or replacement of such property.

BOARD MONITORING

The President of the College, through each Vice President, shall implement and monitor this policy.
POLICY # IX-003 (Page 1 of 1)
TITLE Security Enforcement
TYPE Buildings and Grounds
RATIONALE Establish guidelines for appropriate conduct and campus security
APPROVED February 15, 2007

POLICY

It shall be the policy of the Board of Trustees that the College, with its faculty, staff, and students, shall concentrate on the attitudes and efforts required in order to reduce the amount of security enforcement which is necessary for the protection of life and property. The staff and students are encouraged to set examples in observing those laws and regulations regarding public and private property, and the rights of individuals.

Further, the College has permissive authority to authorize its security personnel to carry firearms when on duty provided the security personnel have received adequate training and meet all the qualifications for the use of firearms.

While College security personnel are authorized by the College to have the power to detain by arrest, this power is conditional, based on applicable local and state ordinances and laws. Normally, Jefferson County law enforcement agencies shall be called upon to make arrests, but in the case of emergencies, designated College security members may detain by arrest awaiting the arrival of County law enforcement personnel.

BOARD MONITORING

The President of the College, through the Vice President of Finance and Administration, shall implement and monitor this policy.
POLICY

It shall be the policy of the Board of Trustees that appropriate administrative policies and procedures be developed regarding requests for maintenance, building alterations, equipment installation, special building services, repairs, room arrangements, and the moving of supplies or equipment. Further, the President shall delegate this responsibility to the Vice President of Finance and Administration or the Director of Buildings and Grounds.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.
It shall be the policy of the Board of Trustees that the administration develop a code of traffic and parking regulations including vehicle registration and violations with respective fines and/or consequences. Further, the Board directs the President of the College to delegate said responsibilities to the Vice President of Finance and Administration.

BOARD MONITORING

The Vice President of Finance and Administration shall implement and monitor this policy.
POLICY # IX-006 (Page 1 of 4)

TITLE Naming of Buildings

TYPE Buildings and Grounds

RATIONALE Jefferson College (the “College”) is committed to the minimization of its dependence upon state funding, and the creation of its own wealth to maximize its autonomy, and enable the full achievement of the objectives of its Institutional Strategic Plan. To this end, the College will seek gifts compatible both with the honor sought and the dignity and reputation of the College. A gift must normally fully fund the project or activity envisaged.

APPROVED June 12, 2014

POLICY

It shall be the policy of the Board of Trustees to retain the right to name buildings in the College and that where buildings are named after people or business organizations, such buildings will be named after people or business organizations that have made an outstanding contribution to Jefferson College.

Principal Policy Objectives

1. Encourage significant financial contributions to the College.

2. Ensure that the financial contribution is compatible with the purpose for which it is intended, and is therefore in the College’s interest.

3. Ensure appropriate recognition of an outstanding and/or significant contribution to the College.

Application of Policies

Jefferson College’s Board of Trustees hereby establishes the following Policies applicable to the naming of facilities including buildings and structures, interior/exterior spaces, landscapes, roads or programs at Jefferson College. The decision to construct or renovate a building or create a program is to be taken on the basis of established academic and other operational criteria and approved in keeping with the College’s established practices and academic mission. Naming will be independent of all appointment, admission and curriculum decisions which the College will continue to make in keeping with its established practices and academic mission. The Board of Trustees retains the right to review all requests for naming opportunities for facilities, spaces and programs based on these Policies to ensure the appropriateness of the honor.

General Criteria for Selection of Honorees

Naming a facility, space or program for an individual, business or organization is one of the highest honors that the College can bestow. It is a rare and high honor and a request to do so
should be considered carefully before a recommendation is made. Alternative recognitions such as appropriate plaques/photos should be initially considered.

This recognition is a lasting and powerful affirmation of the honoree’s connection to the College’s mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics. The Board of Trustees reserve the right, at their sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary for the good of the College.

**Honorees Demonstrating Extraordinary College Service**

An honoree who has been employed by the College, or who has served as a member of the Board of Trustees, or who has given extraordinary service to the institution in teaching or administration may be considered for naming recognition. Honorees may not be in active service at the College or hold elected office at the time of the naming, unless the circumstances are exceptional.

**Honorees Providing Private Financial Support**

Any individual, whether or not he/she has served as a College employee or Trustee, and any business organization may be considered for naming recognition if the individual or entity has made a significant financial contribution to the Foundation related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in these Policies and any applicable Foundation policies and procedures and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity unless the gift instrument is irrevocable. Items for which naming rights may be awarded:

**Physical Spaces**

Naming Rights may be awarded for whole buildings, spaces within buildings, or for outside areas such as:

- Reception area/atriums/foyers
- Theater
- Libraries
- Common rooms
- Laboratories
- Offices
- Gardens/Walks
Events and Activities

Naming Rights may be granted in respect of events and activities such as:

- Ceremonies
- Concerts
- Dramatic performances

Request for Approval

Any individual associated with the Foundation or the College such as a member of the Board of Trustees, an alumnus, faculty member or administrator may initiate requests under these Policies. All requests for naming portable items, collections or tribute markers shall be directed to the Executive Director of the Foundation who will make the determination in accordance with these Policies and other applicable procedures established by the Foundation. All requests for naming a facility, space or program shall be directed to the President of the College, who in turn will forward them to the Board of Trustees, if deemed appropriate in light of the mission and purpose of the College and the requirements set forth in these Policies. Any such request involving private financial support must be accompanied by a statement of the Executive Director of the Foundation setting forth the details of the proposed private financial support.

Final Approval

The Board of Trustees shall have final approval on any and all recommendations for the naming of any facility, space or program. Approval for naming portable items, collections or tribute markers is granted to the Executive Director of the Foundation.

Confidentiality

In the best interest of the College and prospective honorees, information relating to any naming request or plan should remain confidential until appropriate approvals have been obtained.

Duration of Name

Naming of facilities, spaces, gifts and programs in honor of individuals is generally expected to last the lifetime of the facility, space or program. Naming of facilities, spaces and programs in honor of corporations or other organizations will have a set number of years attached to the naming which will be determined on a case-by-case basis and listed in the signed gift agreement.
Naming associated with a particular facility, space or program will not preclude further naming within the facility, space or program.

**Publicity of Named Facilities, Spaces and Programs**

The College and Foundation will publicly acknowledge the naming of facility, space or program as appropriate and only to the extent of the donor(s) and/or family member(s) wish. If private financial support is involved, such publicity will occur only after the Foundation receives the funds in full, unless the Executive Director of the Foundation approves an exception. Such an exception may be made for publicity before the funds are received in full if the donor signs a written pledge agreement stating the terms and conditions that are acceptable to the College and the Foundation and 50% of the funds have been received by the Foundation.

**Gift Policies and Procedures**

The Foundation’s Board of Directors establishes policies and procedures for establishing named gift funds, including minimum levels for gifts depending on the purpose for which the individual endowed fund is established. The Board of Trustees will review and approve the naming of gifts pursuant to its policies and procedures.

**Pre-Approved Naming Opportunities**

The College and the Foundation may, from time to time, establish a list of naming opportunities for facilities and spaces in conjunction with a capital project. The President of the College and the Executive Director of the Foundation, on a case-by-case basis, will establish such a list in accordance with the project specifications and these policies. The list will be presented to the Board of Trustees for review and approval. As part of its statement of approval, the Board of Trustees may delegate to the President of the College or the Executive Director of the Foundation final approval of the names to be placed on some or all of the listed opportunities. Any final approval retained by the Board of Trustees shall follow the procedures set forth in these Policies.

**BOARD MONITORING**

The President of the College shall implement and monitor this policy.
POLICY

The Board of Trustees may select qualified firms and negotiate contracts for architectural, engineering and land surveying services for the various building projects at the College. Selection shall be made in accordance with Board of Trustees procedures and state law on the basis of demonstrated competence and qualifications for the types of services required.

BOARD MONITORING
POLICY

The Board of Trustees may, at its discretion, contract for construction management services when planning, designing, constructing, improving, altering or repairing a building or structure. The selection process shall be in accordance with Board of Trustees procedures and state law.

BOARD MONITORING
POLICY #                IX-009 (Page 1 of 1)
TITLE                Construction Contracts, Bidding and Awards
TYPE                Buildings and Grounds
RATIONALE            
APPROVED             July 14, 2011

POLICY

The Board of Trustees seeks to provide and maintain safe facilities capable of supporting the educational mission of the College, while at the same time utilizing public funds prudently. All College construction projects shall be conducted in accordance with Board of Trustees procedures and state law.

BOARD MONITORING
POLICY

The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas. The goal of the policy is to promote a healthy environment for all who utilize the College and its facilities.

Definitions

1. The terms “tobacco and smoke-related products” include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products the College chooses to prohibit.

2. The policy applies to all faculty, staff, other employees, students, contractors, performers, and visitors.

3. Inside an individual’s personal vehicle: Sitting inside a vehicle with doors and windows closed (Smoking will not be allowed on motorcycles and non-motorized vehicles such as bicycles).

Enforcement

Effective September 20, 2013, Public Safety officers will ask for identification and issue a $25.00 dollar fine to any student, faculty or staff member observed violating the policy.

Smoking Cessation Programs

As an extension of this policy, and as recommended by the Jefferson College Employee Support Committee, the College offers smoking cessation programs to employees and students who wish to quit the use of tobacco-related products.

BOARD MONITORING

The Vice President of Finance and Administration, through the Director of Buildings and Grounds, shall implement and monitor this policy.
POLICY #  IX-011 (Page 1 of 2)
TITLE  Expressive Activities

TYPE  Buildings and Grounds
RATIONALE  Establish parameters for Expressive Activities in the outdoor areas of the College in compliance with state or federal laws.
APPROVED  January 14, 2016

POLICY

It shall be the policy of the Board of Trustees that to the extent required by law, persons may engage in Expressive Activities in the outdoor areas of the College, so long as such activities do not disrupt the educational mission of the College. Any Expressive Activities occurring in the outdoor areas of the College are subject to the reasonable time, place, and manner restrictions contained in this policy.

Individuals or organizations not affiliated with the College who wish to engage in any type of Expressive Activities inside College facilities may only do so to the extent permitted by the College through its Use of College Facilities policy.

Definition

Expressive Activities - Non-commercial activities, including all forms of peaceful assembly, protests, speeches, distribution of literature, carrying signs, and circulating petitions.

Time, Place, and Manner Restrictions

1. No one may engage in any activity that violates local ordinances, or state or federal laws.

2. No one may engage in any activity that endangers personal safety and/or that results in damage to personal or College property.

3. No one may display or distribute obscene materials, as defined by local, state or federal law, or is within the definition of obscenity as set forth in decisions of the United States Supreme Court.

4. No one may engage in any activity that defames any other person.

5. No one may engage in any activity that is meant to incite or produce imminent violations of law under circumstances such that the activity is likely to actually and imminently incite or produce violations of law.
6. No one may engage in any activity that substantially and materially disrupts the functioning of the College, including the disruption of class work (including out of class studying), or the substantial invasion of the rights of others.

7. No one may engage in any activity that disrupts or impedes the flow of traffic (vehicular or pedestrian) on campus, or obstructs access to or from campus buildings or any official College function.

8. No one may attempt or threaten to strike, shove, kick or otherwise subject a person to unwanted physical contact.

9. No one may follow a person in or about the College campus in an effort to cause such person to accept material when such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

10. No one may persist in requesting or demanding the attention of any other person during a single encounter after such person has rejected the receipt of such material or otherwise clearly indicated a refusal to accept such material.

11. No one may fail to identify oneself to, or comply with the lawful direction of, a clearly identified College official or any other public official acting in the performance of their duties while on College property, or resist or obstruct such College or other public officials in the performance of or the attempt to perform their lawful duties.

12. No one may engage in Expressive Activities between the hours of 10:00 p.m. and 8:00 a.m. Overnight use of College grounds is not permitted.

**BOARD MONITORING**

The President of the College shall establish or cause to be established and publish appropriate administrative policies and procedures regarding Expressive Activities.