

## VERIFICATION OF DELIVERY

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with Trinity Valley Community College.

I acknowledge that any changes made by TVCC with respect to the policies, procedures or programs can supersede, modify or eliminate any of the policies, procedures or programs outlines in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek clarification on its terms or guidance where necessary.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document, and nothing in this handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or Human Resources if I have any questions not addressed in this handbook.

Employee Signature:

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Date: \_\_\_\_\_





**TRINITY VALLEY  
COMMUNITY COLLEGE**

**EMPLOYEE  
HANDBOOK**

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# WELCOME AND HISTORY OF TVCC

## WELCOME TO THE VALLEY

As part of the Trinity Valley Community College family, you play an important role. Each employee has a purpose on campus. If you are not a faculty member in a classroom, your role is to help make the college the best possible learning environment for the student. The dedication, devotion and commitment of the entire TVCC family is essential to the success of our students. And that is our number one purpose: to help students succeed.

To assist you in performing your best, it is very important for you to become familiar with the policies and procedures as well as the employee benefits that are available to you. This handbook contains valuable information employees need to excel in the performance of their duties. Please take a few minutes to review the handbook and keep it readily available in case you have questions. If there are questions which are not answered in the handbook, the Human Resources Department will be glad to assist you.

Trinity Valley Community College has been helping students from around the world build great futures for decades. TVCC has the highest performance rate of any Texas community college in having its students transfer to a four-year institution. The tuition and property tax rates of TVCC are some of the lowest in the state of Texas, yet statistics prove that our students do better than students who begin their education at a four-year institution. This proves that there is "Value at the Valley."

Again, I am thrilled you have joined the TVCC family! I look forward to working with you to continue the rich tradition, history, and excellence that have been provided by faculty and staff for decades.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Anderson", with a long horizontal flourish extending to the right.

## HISTORY OF TVCC

Trinity Valley Community College began in 1946 as Henderson County Junior College. The college was founded by a group of Athens civic leaders, headed by J. P. Pickens and Orval Pirtle, and public school administrators. Pirtle went on to become the institution's first president.

The creation of HCJC was formally approved by voters in the election of May 4, 1946. The first registration was conducted in temporary facilities at Athens High School on June 3, 1946, and three days later classes began there.

The Board of Trustees provided Henderson County Junior College with its own facilities at the present location of the Athens campus on June 24, 1946. At the beginning of the fall semester that year, students moved to a building at the college's current location in Athens.

The campus in Palestine was established in 1972 and moved to its present facility three miles north of Palestine in 1975. The Terrell campus was established in 1973 to serve the northern portion of what had become an enlarged Henderson County Junior College District. The present Terrell campus opened in the fall of 1986. In May of 1983, a new Health Science Center complex was completed in Kaufman for the purpose of providing various health occupation programs.

As a result of the continued regional expansion of the College, the Board of Trustees authorized and approved a name change from Henderson County Junior College to Trinity Valley Community College in September, 1986.

In the years since, TVCC has evolved into a quality two-year institution. The college is home to more than 50 academic programs, a variety of award-winning extracurricular and fine arts groups, and three national championship winning athletic teams.

The college now serves more than 6,500 students within its service area and continues to grow and build each year.

Trinity Valley Community College has a proud heritage of service to the people within the region.

# EMPLOYMENT POLICIES AND PROCEDURES

## EMPLOYMENT POLICIES AND PROCEDURES

### ANTI-HARASSMENT POLICY

It is the policy of Trinity Valley Community College to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any manner or form is expressly prohibited and will not be tolerated. Accordingly TVCC administration is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within the institution.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, immediate disciplinary action will be taken which may include written warning, suspension, transfer and/or termination.

TVCC will not permit or condone any acts of retaliation against anyone for filing harassment

complaints or cooperating in the investigation of the same.

## DEFINITIONS

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The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin or disability.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of employment;
- Employment decisions are based on an employee’s submission to or rejection of such conduct; or,
- Such conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

The term “harassment” may also include conduct of employees, supervisors, vendors, faculty and/or students who engage in verbally or physically

harassing behavior which has the potential for humiliating or embarrassing an employee of TVCC.

## FILING A COMPLAINT OF HARASSMENT

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TVCC provides its employees with a convenient and reliable method for reporting incidents of harassment, including sexual harassment.

Any employee who feels they have been or are being harassed or discriminated against is encouraged to immediately inform the alleged harasser that the behavior is inappropriate. In most instances, the person is unaware that their conduct is offensive and when so advised can easily and willingly correct the conduct so that it does not reoccur. If the informal discussion with the alleged harasser is unsuccessful in remedying the problem, or if an employee does not choose to take this approach, the employee should immediately report the conduct to his/her immediate supervisor, manager or director. If preferable, the employee may bypass those persons and go directly to the Director of Human Resources. In selecting whether to report the conduct to his/her immediate supervisor, manager, or the Director of Human Resources, employees may consider reporting such conduct to the person with whom they feel most

comfortable discussing the facts. A report to a co-worker or other employee not listed in this policy may not be sufficient to notify management or administration. Moreover, a report to any employee not listed in this policy may compromise any attempted confidentiality. The report should include all facts available to the employee regarding the harassment.

All reports of harassment will be treated seriously and as confidentially as circumstances allow. However, absolute confidentiality is not promised nor can it be assured. TVCC will conduct an investigation of any complaint, and such investigation generally will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

#### INVESTIGATION OF HARASSMENT COMPLAINTS

Once a complaint is received, Human Resources will begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including the alleged harasser and any employees who are aware of facts or incidents alleged to have occurred.

A separate, confidential file on the investigation will be maintained by Human Resources, with

limited access. While investigative materials will not be placed in any employee's personnel file, any documentation regarding disciplinary action will.

#### DETERMINATION/CONCLUSION OF INVESTIGATION

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred, prompt remedial action will be taken. This may include some or all of the following steps:

- Restore any lost terms, conditions or benefits of employment to the complaining employee.
- Discipline the harasser. This can include disciplinary measures from verbal and written warnings up to probation, suspension and/or termination.

If the harassment is from a vendor or customer TVCC will take appropriate action to correct the complained-of conduct.

## EXAMPLES OF PROHIBITED CONDUCT

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The Administration of TVCC considers the following conduct to represent some of the types of actions which may violate this harassment policy:

1. Physical assault of a sexual nature;
2. Unwanted sexual advances, propositions or other sexual comments, i.e., sexual jokes, vulgar language;
3. Sexual or discriminatory displays, photographs or publications in any location in the workplace, i.e., any sexually suggestive pictures, e-mails cartoons, photographs or magazines;
4. Phone calls from vendors or customers which are verbally abusive.

*The above list is not meant to be all inclusive, but only to provide examples of prohibited actions.*

## DUTIES OF EMPLOYEES

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All employees of TVCC - faculty, staff and administration - are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. TVCC strives

to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and expects the assistance of all employees in this effort.

## DUTIES OF SUPERVISORS

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TVCC's supervisors and administrators are expected to adhere to the anti-harassment policy.

All administrators, directors, and supervisors are responsible for doing all they reasonably can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and directors are to act promptly to notify the Human Resources Department of the complaint so that Human Resources may proceed with an investigation.

If a supervisor or director fails to follow this policy he/she will be disciplined as circumstances dictate. Such discipline may include termination.

For more information, contact Human Resources, at 903-675-6215.

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## **AT-WILL EMPLOYMENT DISCLAIMER**

No policy or provision in this handbook is intended to create a contract binding the employee or TVCC to an agreement of employment for a specific period of time. Employment can be terminated by either the employee or TVCC at any time, for any reason, with or without notice. No representative or agent of TVCC other than the President can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term.

Full-Time/Part-Time staff members who take on duties outside of their approved job description may also be required to sign special agreements and negotiate compensation separate from their normal duty/compensation cycle. All special assignment agreements should be discussed with a staff member's immediate supervisor before being approved.

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## **ADMINISTRATION RIGHTS**

The administration of TVCC and its Board of Trustees has the right to exercise the customary function of all administrative decisions affecting its operations. These rights may or may not be

enumerated in this handbook. This handbook does not constitute a contract.

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**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Questions or problems related to compliance activities should be directed to the Affirmative Action Office, 100 Cardinal Drive, Athens, TX 75751.

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## **BOARD POLICY**

Board policies will elaborate on many of the topics covered in this handbook. Board policies are available online at:

<http://www.tasb.org/policy/pol/private/107501/>,  
or via the TVCC website under the “Faculty and Staff” button.

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## **CONTRACT EMPLOYEES**

Faculty, vice-presidents, associate vice presidents, provosts, deans, directors, and counselors shall be employed for the time period specified in their contract. The time period specified in the contracts of these individuals shall not exceed 12 months.

- Full-Time Faculty will receive contracts for the academic year before the beginning of the fall semester-usually in August. Overloads, special assignments (such as honors), and summer classes will be contracted individually with “Special Assignment Agreements.”
- Part-Time Faculty (Adjuncts) will receive a special assignment agreement shortly after the beginning of the semester in which they are to teach.

All contracts and special assignment agreements should be reviewed, signed and returned by the requested deadline. Failure to do so may result in delayed payment for contracted work. A copy of the signed contract will be given to the instructor, and a copy of the signed contract will be given to the faculty member.

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## **DISCIPLINARY POLICY**

The College President or designated representatives shall be responsible for hiring at-will employees to fill positions with the College District. Depending upon the severity of the job performance issue, a supervisor may skip steps in the disciplinary process.

## **ORAL WARNING**

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When a job performance issue is identified for an at-will employee, the supervisor shall schedule a meeting with the employee to discuss the problem and identify specific corrective actions. The supervisor shall inform the employee that the meeting constitutes an official oral warning and shall make notation of the oral warning on the counseling report. The employee and supervisor shall sign the disciplinary form and the original shall

be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

#### WRITTEN WARNING

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If the identified job performance issue continues, the supervisor shall schedule another meeting with the at-will employee to discuss and document the performance issue and establish a time period for remediation and review of his or her performance. The supervisor shall complete another counseling report that includes the reason and specific details for the written warning, as well as the time period and recommended action for correction. The employee and supervisor shall sign the disciplinary form and the original shall be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

Upon completion of the established remediation time period, the supervisor shall document all results on the employee counseling report. The employee and supervisor shall sign the disciplinary form and the original shall be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

If the employee's performance has not improved, further disciplinary action shall be taken. Three written disciplinary actions during any fiscal year shall be grounds for dismissal.

## PROBATION

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If satisfactory job performance is not achieved following the oral and/or written warning, the supervisor shall place the employee on probation. The supervisor shall use the employee disciplinary form to document the discussion, terms, and conditions, including the length of the probationary period. The employee and supervisor shall sign the disciplinary form and the original shall be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

At the end of the probationary period the supervisor shall meet with the employee again to review the employee's progress and determine the employee's status. If the supervisor decides to release the employee from probationary status, the supervisor shall document this information on the employee disciplinary form. If the supervisor decides to extend the employee's probation, this information shall be documented on the

counseling report. The employee and supervisor shall sign the disciplinary form and the original shall be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

If it is determined the employee is to be suspended or dismissed, the supervisor shall follow the requirements outlined in this policy.

## SUSPENSION

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A supervisor may suspend an employee for a specified period of time, with or without pay. The reason for suspension shall be documented on the counseling report.

The employee and supervisor shall sign the disciplinary form and the original shall be forwarded to Human Resources. A copy may be kept by the supervisor. The employee shall also receive a copy.

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## DRESS POLICY

The need for the college to project a professional image at all times is ever present. Therefore, when determining what constitutes as appropriate attire, employees should use common sense and good

judgement. On weekdays, faculty and staff members should conform to the general rules of business casual attire. Though jeans are not generally acceptable, nice jeans may be worn on Fridays. Shorts should only be worn in appropriate settings. Those needing assistance in interpreting the appropriateness of certain attire should consult with an immediate supervisor or Human Resources.

The TVCC Bookstore stocks a wide assortment of college-themed clothing. TVCC does not provide these items for employees. However, staff members and faculty members who wish to wear TVCC-related clothing can purchase those items at a discount. Generally, TVCC themed items are acceptable attire.

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## **EMPLOYEE CONDUCT**

As an employee of TVCC, the ability to maintain good relationships with students, visitors and fellow employees is essential to the attainment of our mission. The levels of courtesy, cooperation and consideration that employees display can ensure efficient working conditions in all areas.

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## **EMPLOYMENT INTRODUCTORY PERIOD**

When a person is employed or re-employed by TVCC, or transfers to a new department, that employee will be placed on an introductory period status for the first 90 days of employment, (first contract year for faculty). During the introductory period, employees and their supervisors will have the chance to determine that the employee can satisfactorily accomplish the position's job requirements. After an employee has completed the introductory period, that employee's record will be reviewed by the immediate supervisor. If the employee's performance is satisfactory, that person will be taken off introductory status. If performance is not satisfactory during the introductory period, the employee may be terminated, non-renewed or the introductory period may be extended if the supervisor feels more training is required.

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## **GENERAL ORIENTATION**

All new employees are required to attend a general orientation program or Faculty In-Service upon hire. The orientation program will afford new employees the opportunity to become familiar with the various aspects of TVCC employment.

Human Resources will notify new employees as to the time and location of the orientation session.

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## **INITIAL EMPLOYMENT PROCEDURES**

Before full-time or part-time employees begin employment, all required information must be provided and on-file in the Human Resources Office. These forms can be reviewed at <http://www.tvcc.edu/hr>.

The College District may obtain criminal history record information pertaining to an applicant for employment. Details outlined in DC-(LEGAL).

The following information is required before employment:

Name	I-9 with documentation
Social Security Number	All Official Transcripts (NOT “issued to student.”)
Campus Location	Copy of Social Security card
Application for Employment	Check Routing Form Retirement
Resume	

Job Description	Insurance
Primary Language	TVCC Data Card (Faculty must designate in writing whether they want their home phone and address withheld from public disclosure)
Data Collection Sheet	
W-4	

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## **JOB VACANCIES AND TRANSFERS**

Employees who have a minimum of six months continuous service in their present positions may request a transfer. Vacant positions will be posted in specific designated areas. Employees seeking to transfer must first go to Human Resources and complete the proper form. Once completed, Human Resources will forward requests to the appropriate personnel. Requesting a transfer does not automatically guarantee a transfer.

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## **NEPOTISM**

Spouses and relatives of TVCC employees are eligible for employment at the institution. However, spouses and relatives may not be employed in positions where they serve in supervisory roles of relatives. Faculty and staff members may not initiate or participate in

institutional decisions involving a direct benefit to members of their immediate family who are employed by the District. All nepotism policies are outlined in Board Policy DBE.

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## **PERFORMANCE EVALUATIONS**

The following plan is designed to achieve the objectives of the **faculty evaluation** process, as outlined in DLA (LOCAL):

- Evaluation of each faculty member by students shall be conducted at least once a year.
- Self-evaluation by each faculty member shall be accomplished at least once a year.
- The evaluation of instructors by their immediate supervisors shall be conducted at least once each year.

The following plan is designed to achieve the objectives of the administrative staff evaluation process:

- Faculty shall evaluate their immediate supervisor at least once a year.

- All other administrators and professional staff shall be evaluated by the appropriate supervisor.
- The performance of office personnel and auxiliary staff shall be evaluated by the appropriate supervisor at least once a year.

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## **TERMINATIONS**

Since employment is based on mutual consent, either the employee or the employee's supervisor may terminate employment. The various types of termination procedures are listed below:

### **RESIGNATION**

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Employees who find it necessary to terminate employment are expected to give their supervisors at least two weeks written notice. Exempt employees are expected to give four weeks written notice. Written notice must state reason and effective date of termination. Failure to give proper notice will be reflected in an employee's permanent employment records. All applicable unused benefits, such as vacation and comp-time, will be paid at time of termination.

An exit interview may be conducted by the Director of Human Resources. The purpose of an exit interview will be to complete employment records, give the outgoing employee information concerning benefits and afford outgoing employees the opportunity to exchange information with Human Resources.

## DISCHARGE

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Employees may be discharged for certain reasons upon recommendation by the department head or division chair after full consideration has been given to other disciplinary measures, if appropriate. If eligible, all applicable unused vacation benefits will be paid (see Resignation above). All discharges will have prior approval of the Director of Human Resources and the President of the College.

## LAYOFF

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Layoff occurs when unforeseen circumstances dictate the need to reduce the workforce. Employees assigned to remain at work will be selected according to seniority, except when special abilities are needed. If an employee is laid off and subsequently called back to work, that

employee will be granted a leave of absence for the period of absence. If the layoff occurs in a particular department the supervisor will make every effort to reassign an employee to another department where additional staff may be needed.

#### NON-RENEWAL

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Contract employees may be recommended for non-renewal of contract. Contract evaluations are conducted once each fiscal year and employees who will be employed for another year must sign a contract renewal before the designated renewal date. An employee's immediate supervisor, vice president, president or the Board of Trustees may decide upon non-renewal of a contract.

# WAGES, SALARY AND GENERAL BENEFITS

## WAGE AND SALARY

### WAGE AND SALARY PROGRAM

TVCC's formal wage and salary program is designed to provide employees with a level of compensation which is appropriate for the duties and responsibilities of a position and concurrent with the rates being paid others for similar work.

Previous work experience may be recognized in establishing the starting rate of pay so long as it is in line with the rates of pay with similar experience and skill. If determined that annual increases are given, it will occur at the beginning of the fiscal year. Salary schedules are available at <https://www.tvcc.edu/hr>.

### OVERTIME

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

Non-exempt employees may be compensated on an hourly basis or on a salary basis. Employees who

are paid on an hourly basis shall be compensated for all hours worked. Non-exempt employees paid on a salary basis are paid on a defined work week basis and do not earn additional pay unless the employee works more than the defined work week.

A non-exempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

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#### **COMPENSATORY TIME**

At the College District's option, non-exempt employees may receive compensatory time off, rather than overtime pay, for overtime work. Compensation for overtime hours above the defined workweek, but not exceeding 40 hours per week, shall be an hour's pay or compensatory time for an hour's work. Compensation for overtime hours exceeding a 40-hour workweek shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory

time earned by non-exempt employees may not accrue beyond a maximum of 75 hours. If an employee has a balance of more than 75 hours of overtime, the employee shall be required to use compensatory time or, at the College District's option, shall receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. However, hours earned during fall registration shall be carried to the next fiscal year if not taken by August 31 of the current fiscal year. The College District shall pay the employee overtime for all unused compensatory time remaining at the end of the fiscal year.

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### **OVERLOADS**

Overload pay for instructors teaching beyond a full-time teaching load shall be computed according to the current overload salary schedule.

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### **PAYMENT OF SALARY**

A nine-month salary will be paid in 12 equal portions during the year unless otherwise requested by an employee.

All College personnel shall be paid on the fourth Friday of each month. Exceptions to this payday

may be made when a school holiday falls on the designated Friday.

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## **PAYROLL DEDUCTIONS**

Only deductions required by law or authorized in writing by the employee will be withheld. The two deductions required by law are the Federal Income Tax and the Social Security & Medicare Tax. Employees are required to have on file with Human Resources an Income Tax Withholding Authorization Form W-4 indicating the total number of exemptions requested. Employees may change the number of deductions by submitting an updated W-4. Deductions which may be authorized are:

- Group Health and Dental Insurance
- Group Life Insurance (Including Voluntary Life Insurance)
- TRS/ORP/ Tax sheltered annuity (403b, 403b Roth, 457b)
- Other voluntary employee benefits
- Court-mandated child support payments.
- Spousal Maintenance
- Federal Education Loans
- Prepaid Higher Education Tuition Program
- Higher Ed Savings Plan
- Parking Fees and Permits
- Club and Recreational Fees

- Charitable Contributions
- Other Cafeteria-Plan Options

If the College District is required by state or federal law to deduct from the current wages of an employee an amount garnished under a withholding order, the College District may elect to deduct monthly administrative fees from the employee's disposable earnings in addition to the amount required to be withheld under the withholding order. The administrative fee may not exceed actual administrative cost incurred by the College or \$10.

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### **TIME SHEETS**

Full-time staff, non-exempt employee time sheets and absence reports should be submitted to the payroll office by the 1<sup>st</sup> day of the following month. See (Payroll Due Dates).

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### **PAYROLL DUE DATES**

Payroll due dates will be issued by the Payroll Department in August for the following Fiscal Year and are available at:

<http://www.tvcc.edu/busoffice>.

## **BENEFITS**

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### **CAFETERIA AND SNACK BAR**

The TVCC cafeteria and snack bar are open to employees and the public.

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### **EMPLOYEE INJURY PLAN (WORKER'S COMP)**

TVCC has adopted the Texas Worker's Compensation benefit plan which is administered through TASB Risk Management Fund who provides benefits to its employees who are injured on the job. The Workers' Compensation Claims Administration Division supports the TASB Mission for educational excellence by providing claims service to Risk Management Fund Members. The division provides administration of the claim throughout the course of injury of its members' injured workers. To receive benefits under the plan, employees must report immediately any on-the-job-injury to their immediate supervisor, Human Resources and complete the "Accident Report" form.

If an employee is injured on the job and, as determined by a physician, unable to return to regular duty the employee may, with the

physician’s permission, be placed in a modified duty position if one is available.

If an employee is unable to be placed in a modified duty position, that employee will be placed on a “FMLA” or “Leave of Absence.” Those on a leave of absence will not accrue benefits (i.e., vacation, sick leave, etc.), but will be allowed to maintain employer-sponsored health and dental benefits.

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### **EMPLOYEE PARKING**

Upon employment employees will be issued a TVCC parking sticker, which is to be placed on the lower left corner of the back glass of the employee’s vehicle. Parking for TVCC employees is designated by the green painted curbs with “RESERVED” insignia. Fines will be incurred for the lack of parking sticker or improper parking, which could lead to disciplinary measures.

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### **GROUP INSURANCE**

All full-time and eligible part-time employees of the district are eligible for health, life, disability, and dental insurance. A new employee should contact Human Resources and enroll in the group plan during the first 30 days of employment. Failure to enroll in the first 30 days will result in limiting the

options available to the employee and his or her dependents. There is a 90-day waiting period for health insurance only. All other insurance benefits are effective upon completion of the required forms.

Open enrollment occurs one time per year. During open enrollment, employees can make changes to their insurance benefits. Changes must be made during the open enrollment period. Exceptions can be made due to a qualifying event.

Contact the Human Resources Office with questions regarding insurance. Insurance for retirees must be coordinated prior to their retirement date.

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## **JURY DUTY**

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

Employees who are summoned for jury duty selection will be paid for the time missed at work. Employees are expected to return to work once the selection process is over. Employees selected for

jury duty will be paid for time off for a maximum of five days. Those who serve beyond five days will be paid the difference between the employee's normal pay and what the court pays for jury duty service.

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## **LEAVE OF ABSENCE**

Full-time or part-time employees who have completed at least 90 days of continuous service are eligible to apply for a leave of absence under this policy. Regular full-time or part-time employees may seek leave due to a job-related injury or illness regardless of their length of service.

Employees are eligible to apply for a leave of absence under the Family Medical Leave Act if they: (a) have worked for TVCC for at least 12 months and for 1,250 hours during the 12-month period preceding the start of the leave, (b) have been employed at a work site where TVCC employs 50 employees within 75 miles, and (c) seek family leave or medical leave based upon a serious health condition outlined in DED (LEGAL).

In determining an employee's eligibility for and use of leave under Family and Medical Leave Act (FMLA), TVCC will use a "rolling" 12-month period measured backward from the date on which the

request for leave is submitted. FMLA can only last up to a 12 week period during one calendar year.

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## **TYPES OF LEAVE**

### **FEDERAL LEAVE FOR MILITARY**

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Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services (the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the U.S. President in time of war or emergency) shall be entitled to certain reemployment rights and benefits under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) if certain requirements are met, which are outlined in DEC(LEGAL).

### **PERSONAL/FAMILY MEDICAL LEAVE OF ABSENCE**

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Eligible employees who suffer from an illness, injury or disability (including serious health condition under FMLA) that renders them unable

to perform the functions of their current positions may apply for medical leave of absence. This type of leave includes absences caused by pregnancy, childbirth or conditions related to pregnancy or childbirth.

Eligible employees may also seek family leave (a) because of the birth and in order to care for the employee's child; (b) because of the placement of a child with the employee for adoption or foster care; and (c) in order to care for the employee's spouse, child or parent who is suffering from a serious health condition, which is verified by a physician.

Entitlement to family leave for the birth or placement of a child expires 12 months after the child's birth or placement, and any leave taken must be concluded within this 12-month period.

An employee on medical leave of absence must exhaust any accrued sick and vacation time, and this time will be considered par to the approved leave period.

Duration of leave will continue only for the period approved by TVCC and may not exceed twelve (12) months in total duration.

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## **OBLIGATIONS DURING LEAVE OF ABSENCE**

While away from work on a leave of absence, an employee must report his or her status at various times as directed by management or Human Resources. Employees may not engage in other employment (including self-employment) at any time during a leave of absence.

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## **STATUS OF COMPENSATION AND BENEFITS**

**Wages/Salary:** All leaves of absence granted under this policy are without pay, except that (1) employees who are on medical leave due to a job-related injury may, if eligible, receive wage replacement benefits under TVCC's Worker's Compensation plan; and (2) employees will be paid for accrued vacation and sick time exhausted in accordance with this policy.

**Insurance Benefits:** Group health and life insurance benefits will continue for the first 12 weeks of an approved leave period for covered employees who are on FMLA including those that are due to job related injuries. If a covered employee fails to return to work after leave has expired, TVCC may recover from the employee any premiums paid by TVCC to maintain group health coverage during the employee's absence.

Group health and life insurance benefits will continue in all other situations (except military leave) only upon the employee's payment of the full premium amount. Premium payments must be received by the Human Resources Office no later than the first day of each month for which coverage is sought. It is the employee's responsibility to make any necessary arrangements to assure timely payments for the duration of the leave. Failure to meet premium obligations may result in cancellation of coverage.

Employees on military leaves of absence may elect to continue their group health insurance for a period of up to 18 months.

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## **RE-EMPLOYMENT/RETURN TO WORK**

The following procedures govern an employee's return to work from an authorized leave of absence:

### **NOTICE**

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When an employee is ready to return from a leave of absence, the employee must notify the Director of Human Resources as soon as possible, but no later than 3 days prior to the expected return-to-work date.

## RETURN TO WORK

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An employee returning from a medical leave must provide the Director of Human Resources with a healthcare provider's statement which: (a) certifies that the employee is released to return to work, (b) states the date on which the employee is medically able to work and (c) identifies any applicable work restrictions or limitations. This statement must be sufficient to permit TVCC to determine whether the employee can safely perform the essential functions of the position before the employee will be allowed to return to work.

## FAILURE TO RETURN TO WORK

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An employee who fails to return to work after expiration of an approved leave of absence may be deemed to have voluntarily resigned from employment with TVCC, except where an extension of leave has been requested and granted.

## MILITARY LEAVES OF ABSENCE

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Re-employment of employees returning from military leaves of absence will be in accordance with the provisions of USERRA. For more information regarding return to work after military

service, please see the Director of Human Resources.

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## **PERSONAL LEAVE**

All full-time faculty will be eligible for two days of personal leave per year. The immediate supervisor, associate vice-president, provost and Vice President of Instruction must approve personal leave in advance. Personal leave shall not accumulate. Staff members are not granted personal leave.

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## **SICK LEAVE**

All full-time faculty and staff members earn one day of sick leave for each month of employment. Employees can accrue up to 45 sick leave days. Sick leave can be used at will. However, if an employee plans to use sick leave for an extended period (i.e. maternity leave or recovery from surgery) the employee must complete appropriate Family Medical leave Act forms prior to leaving work. The form is available at: <http://www.tvcc.edu/hr/Employeeforms.aspx>.

Faculty members who are unable to meet their classes because of illness must report their absences to their supervisor in advance.

Upon returning to work, employees must complete a sick leave authorization form and return it to the supervisor. Employees will not be compensated for unused sick leave.

Employees who plan to be absent for an extended period may be eligible to take advantage of the Sick Leave Donation Program. For more information on this program, please contact Human Resources.

Sick leave benefits may be used for illness of the employee and for the illness or death of a spouse, child, parent, sister, brother, grandparent, grandchild, aunt, uncle, and equivalent in-laws. Time taken for prenatal and postnatal visits to a physician may be considered as sick leave.

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## **VACATION LEAVE**

Twelve month administrative and auxiliary personnel are eligible and begin accruing vacation days at the following rates:

Years of Service	Accrual	Max
1	1 day /month	12 days
10+	1.5 days/month	18 days

Vacation leave may not be taken until it is earned and will not be removed from the vacation balance until the month in which it is used. All vacation schedules may be subject to the control and prior approval by the appropriate supervisors.

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### **RETIREMENT PLANS (TRS & ORP)**

Full-time faculty and staff members are provided with a retirement plan. Some eligible positions have the option to choose to participate in either the Teacher Retirement System of Texas (TRS) or the Optional Retirement Program (ORP). A faculty or eligible staff member may exercise the option to participate in the ORP only once. Election to participate in selection of an ORP company must be made before the ninety-first day of employment. For additional information regarding the retirement programs contact Human Resources at 903-675-6215 or e-mail Jennifer Robertson at [jrobertson@tvcc.edu](mailto:jrobertson@tvcc.edu).

Additional retirement investment options include 403b, 403b Roth and 457 and are available through the approved vendor listing.

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## **TUITION REIMBURSEMENT**

Employees who have a minimum of three months of continuous full-time service and are in good standing in their departments are eligible to apply for tuition reimbursement. Tuition will be granted on a first come, first served basis and will be granted only to those eligible. The amount of the tuition reimbursement will be according to the grade received. In return for the tuition reimbursement, employees are obligated to a period of employment based on the number of credit hours reimbursed. See DEB(LOCAL).

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## **TUITION GRANTS**

After a year of full-time employment at TVCC, employees, their spouses, and unmarried dependent children (as defined by the IRS) are eligible to receive tuition grants at TVCC. These awards are given for enrollment in credit courses only.

The recipient must meet the criteria for admission. To inquire about the tuition scholarships, contact Human Resources. The form for tuition grants is available at :

[http://www.tvcc.edu/hr/pdf/faculty\\_employee\\_tuition\\_scholarship.pdf](http://www.tvcc.edu/hr/pdf/faculty_employee_tuition_scholarship.pdf).



# GENERAL INFORMATION

## **GENERAL INFORMATION**

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### **ATHLETIC EVENTS**

Employees are encouraged to attend athletic events if desired. During football season, all full-time employees will be provided two tickets to all regular-season home games. Full-Time faculty and their families can attend basketball and softball games free of charge.

Contact the Athletic Office at 903-675-6359 or via e-mail at [Istrom@tvcc.edu](mailto:Istrom@tvcc.edu) for information on obtaining tickets.

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### **COMMITTEE PARTICIPATION**

All full-time faculty, as well as paraprofessional and professional staff members are expected to actively participate in college committees and as club sponsors. Faculty and staff members are given an annual opportunity to select the committees on which they prefer to serve, however Vice-Presidents and President will make final decisions.

In addition to regular committees, faculty and staff may be asked to serve on special committees. Should those committees require travel, expenses will qualify for reimbursement.

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## **COMPUTER LABS**

Computer labs are provided at each campus. The “Computer Usage” section (below) outlines appropriate usage. Priorities for using the computers in the labs are as follows:

- Instructors teaching computer related classes
- Students completing assignments for computer related classes
- Students completing non-computer class assignments
- Faculty and staff for research and job-related functions
- Students for leisure learning
- Students, faculty, and staff for appropriate entertainment

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## **COMPUTER USAGE**

TVCC reserves the right to extend, restrict, and refuse access to TVCC computer resources. Unauthorized use, misuse, or abuse of information technology resources by any user will result in appropriate disciplinary action. TVCC computers and e-mail accounts are a privilege for exclusive use.

TVCC will not tolerate hacking. Hacking is defined as obtaining unauthorized access to systems and personal accounts. Those suspected of hacking may be subject to prosecution by State or Federal government pursuant to V.T.C.A Penal Code Sections 33.01 to 33.05.

Any attempt to circumvent data protection schemes or uncover security loopholes is a violation of this policy. By using the account, the user agrees not to attempt to gain unauthorized access to other computer systems or networks connected to the server.

Additional policies may be found at:

<http://www.tvcc.edu/netservices/policies>.

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## **CONFLICT OF INTEREST**

It is important that all College employees maintain a professional attitude toward their assigned responsibility and act in the best interest of the College. Personal, financial and business interests should never conflict with a faculty member's ability to properly discharge his/her duties. Any personal or business situation that could compromise the best interest of the College should be discussed with the immediate supervisor. For additional information see Board Policy DBD.

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## **DISABILITY ACCOMODATIONS**

Employees of TVCC must notify the ADA compliance officer in the Counselors Office of any requests for accommodation immediately upon request.

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## **EMERGENCY CRISIS MANAGEMENT**

A college must provide a safe and orderly environment for its students and staff. In the face of an emergency, the need to maintain a calm environment is essential. Instructors and staff members who are involved in an emergency should immediately apply the following steps:

- Immediately call campus police at 903-675-6235 and 911. If possible, contact campus police first so emergency personnel can rapidly respond to the situation.
- If the campus alert system is activated, listen to the instructions and react accordingly.
- Take necessary steps to either evacuate or lock down classrooms and offices to ensure the safety of all students and employees.
- Remind students to remain calm. Avoid panic if at all possible.

- If emergency involves severe weather, instruct students to the closest campus safe zone. A complete list of safe zones can be found at <http://www.tvcc.edu/cert>.
- Wait until emergency personnel arrive or threat has subsided.

Details of the TVCC Crisis Management Plan are available online at <http://www.tvcc.edu/cert>.

## CRISIS COMMUNICATIONS

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Should a major crisis occur on campus, witnesses and other college employees are to fully comply with the requests of emergency personnel and investigating law enforcement officers. Failure to comply with these requests can result in disciplinary action.

Following a crisis on campus, members of area media may attempt to interview college employees and administrators. Without exception, all requests for employee interviews are to be referred to the TVCC Public Information Office (903-675-6327). No employee is permitted to grant an interview to the media of any kind following a crisis situation. If the Public Information Office cannot be reached, requests for interviews can be referred to the Vice

President for Resource Management and Community Relations or the President's Office.

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**EMPLOYEE E-MAIL**

Full-time and part-time faculty and staff will be assigned an e-mail account as the preferred means of communication. TVCC e-mail will be considered the receptacle of campus-wide messages. Event information and emergency notifications will be distributed via this method.

To establish an e-mail address, please contact network Services at 903-675-6293 or [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu).

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**EMPLOYEE ID CARDS**

Employee ID cards are issued upon hire and are renewed on a two-year cycle. ID cards may be obtained from the campus police department on the Athens campus or from the LRC on the Palestine and Terrell campuses. Part-time faculty members are issued ID cards during the first week of a semester.

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## **EQUIPMENT REPAIR**

All requests for equipment service or repairs should be reported to the appropriate supervisor.

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## **GRADUATION PARTICIPATION**

Three graduation ceremonies are held annually at TVCC. Full-time faculty and professional staff are required to attend ceremonies held in May and December and encouraged to attend the August ceremony. Academic regalia is to be worn at the May and December graduation ceremonies. To order regalia, please contact the Student Activities Office at 903-675-6252 or e-mail Mike Peek at [mpeek@tvcc.edu](mailto:mpeek@tvcc.edu).

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## **IT SERVICES**

IT Services provides data, video, media, multimedia, hardware, and software support for TVCC. Below is an abbreviated list of the many services offered by IT Services. For a complete list of services and up to date information about technology issues, please visit <http://www.tvcc.edu/itservices>.

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## **IT SERVICES HELP DESK**

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The IT Services Help Desk is available to assist with technology issues. It is easy to get help from the IT Services Help Desk.

- Help Desk Hours: Monday – Friday, 8 a.m. - 4:30 p.m. (closed during regular scheduled holidays)
- Help Desk Website: <http://www.tvcc.edu/itservices>
- Location: Athens Campus, Ginger Murchison Learning Resource Center, Room LRC 221 (2nd Floor of the LRC)

#### E-MAIL THE HELP DESK

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Employees can send an e-mail any time from any place to [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu). During business hours, Help Desk staff constantly monitors the Help Desk e-mail account and will quickly reply with the requested information. If an employee is reporting a technical problem with a TVCC-owned machine that cannot be resolved via e-mail, the Help Desk staff will log a trouble ticket and a service technician will contact the employee to make arrangements to resolve the problem. E-mails sent after business hours will be addressed the next business day.

## PHONE THE HELP DESK

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Call the TVCC Help Desk at 903-670-2621 for answers to technology questions. If the problem cannot be easily resolved a trouble ticket will be created and a technician will contact the employee who requested the service when a resolution to the problem is available.

## COME BY THE HELP DESK OFFICE

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We encourage employees to expedite requests by calling 903-670-2621 and scheduling an appointment prior to dropping by the Help Desk to talk with one of our technicians.

Stop by to ask a quick question, report a problem, or get technical assistance. Full time or part time instructors can bring their laptop by for assistance in getting their wireless connection working or to discuss other issues. Note that some issues may require scheduling. For questions, please contact the Help Desk staff during business hours.

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## **INCLEMENT WEATHER**

In case of inclement weather, employees will be notified by college personnel of any campus closings. The primary source of notification of

campus closings is the TVCC homepage (<http://www.tvcc.edu>). Campus closings are also reported to all of the major television and radio stations which include:

- KETK REGION 56 NEWS
- KYYK RADIO- PALESTINE
- KCKL RADIO – MALAKOFF
- KDFW – FOX 4 NEWS
- KLTV CHANNEL 7
- KTVT CHANNEL 11 (CBS)
- WFAA TV CHANNEL 8
- KXAS TV NBC 5
- 107 The Ranch - Tyler

If an instructor cancels any classes, it is expected that this class time will be made up during the course of the semester. Documentation of this make-up time must be approved by the appropriate associate vice president or campus provost. In the event the College cancels classes, employees will be notified whether that day will have to be made up. It is imperative that if a class is canceled that instructors seriously attempt to notify all their students by putting a message on their campus phone mail and/or by sending them an e-mail.

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## **MAIL DELIVERY**

Employees will be assigned mailboxes for receiving both postal and inter-campus correspondence. Memos, official correspondence and payroll information will be sent through inter-campus mail. It is important for employees to check their mailboxes on a regular basis. Part-time faculty member or staff employees should visit with their division chair or campus provost to determine if there is an inter-campus mail box available. If not, please check mail at home and campus e-mail accounts for vital correspondence.

Mail boxes are located inside the TVCC bookstore. Mail is delivered once daily, except for holidays.

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## **MINOR CHILDREN**

Employees are not allowed to bring children to work. Exceptions can be made at the discretion of the department director. However, this is not encouraged.

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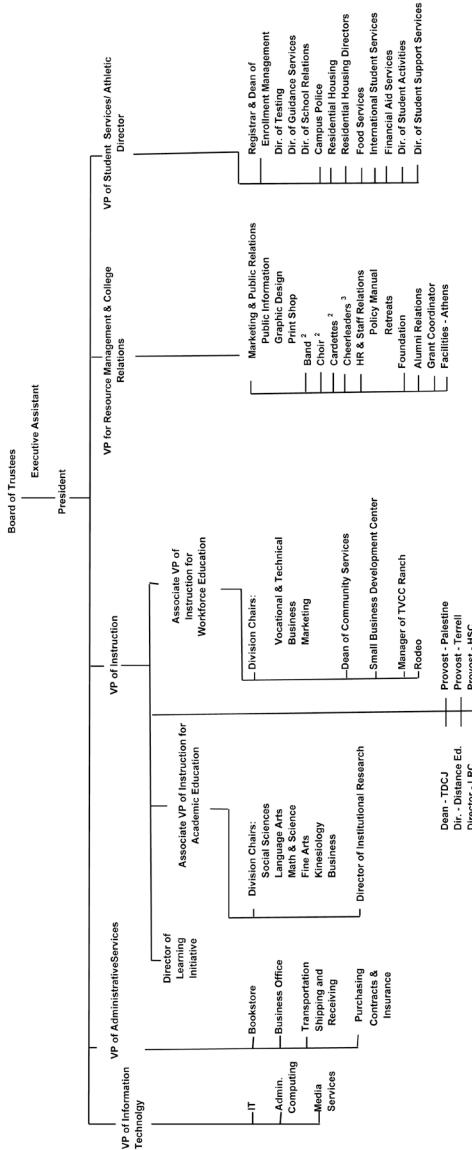
## **OFFICE AND CLASSROOM KEYS**

Full-time employees will be issued keys for the building in which their office is located. Faculty members will be issued keys as needed for

classrooms which may be used each semester. Employees are responsible for requesting any needed keys and reporting lost keys as soon as possible.

Keys can be requested at the office of the Vice President for Resource Management and Community Relations, located on the second floor of the Orval Pirtle Administration Building. To request a key, visit the vice-president's office or call 903-670-6260.

# ORGANIZATIONAL CHART



<sup>1</sup> The Athletic Director as Chair of Kinesiology also reports to the Assistant Vice President of Instruction.  
<sup>2</sup> These departments/organizations report to the Fine Arts Division Chair for academic purposes. Coordinates with VP of RM & CR for representing the college at events.  
<sup>3</sup> Reports to the Athletic Director for athletic purposes.

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## **OUTSIDE EMPLOYMENT**

Outside employment that interferes with the regularly assigned duties of full-time faculty and staff members shall not be permitted. Faculty members are expected to give full-time service to the District. Any outside employment shall be accepted only upon the approval of the College President. During holidays or such time a faculty and staff are not employed by the District, faculty and staff shall be free to accept outside employment so long as the work is generally in keeping with the commonly accepted standards of dignity and social station for the instructor.

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## **PAYROLL**

Full-time faculty salaries are divided into 12 equal payments issued monthly unless the instructor makes arrangements with the Business Office to be paid on a nine-month basis.

Faculty teaching overloads will be paid in four equal installments for the fall semester (September through December), four equal installments for the Spring semester (February through May), two equal installments for the first summer semester (June and July), one installment for the second summer semester (August), and three equal

installment for all summer (June, July and August). These procedures are subject to timing of the start of the semester and to the due date for the special assignment agreements. Paychecks are issued on the fourth Friday of each month. If the fourth Friday falls over a holiday, the paycheck is issued on the last business day before the holiday. Payment for overloads is dependent upon timely submission of "Special Assignment Agreement" forms.

Faculty can elect to have their paycheck directly deposited into their bank account. Checks can also be picked up at their campus, or mailed to their home address. A check routing form (available online at the HR website) must be completed to indicate preference.

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## **PRINT SHOP**

Large print jobs should be processed through the Graphic and Print Design Department. A large print job is one which requires large amounts of copies or special attention(i.e., collation, binding, etc).

For small print jobs, copy machines are located in each facility for faculty and staff use. Copiers should be used for academic purposes, and laws regarding copyrighted material should be followed.

A list of those guidelines is listed in policy EDD (LOCAL).

Copy paper should not be used for desktop printers. Paper for copiers can be purchased from Liz Smith at 903-675-6396. Paper for printers can be purchased at the Graphic and Print Design Department, 903-675-6389.

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## **PURCHASES**

Supplies are available in the TVCC Bookstore. Employees should check with the bookstore before purchasing supplies, materials and other items from outside sources. Supplies purchased at the bookstore should be charged to the appropriate department with approval from the appropriate supervisor.

Supplies, equipment or services totaling more than \$200 require submission of a purchase order. When considering purchasing supplies, the employee must submit a properly completed “Request for Purchase” for approval by the division chair, associate vice president, provost and/or vice president prior to purchase.

The “Request for Purchase” form must be completed electronically and is available at:

[http://www.tvcc.edu/busoffice/downloadable\\_forms.aspx](http://www.tvcc.edu/busoffice/downloadable_forms.aspx).

Contact the TVCC Business Office for further questions or instruction.

When considering purchasing supplies, the employee must submit a properly completed requisition form for approval by the division chair, assistant vice president, provost and/or vice president before the purchase is made. The following procedures are to be used:

1. Complete a “Request for Purchase” form and submit for approval\*;
2. If sufficient funds are available in the division’s budget, the business office will generate a “purchase order” hard copy with a PO number that will be sent to the requester;
3. After the instructor receives the purchase order from the Business Office, the purchase may be made;
4. When the store invoice is received, the instructor must sign and date when merchandise was received. This indicates to the business office that the invoice is approved for payment;

5. If available, attach packing slips, freight tickets, and/or delivery tickets to invoice;
6. Forward on for payment.

Once received in the Business Office, the invoice will be matched to its purchase order, and if all is in order, payment will be processed. The Business Office must receive the invoice and available attachments before payment will be processed.

\* The “Request for Purchase” form may be completed manually or electronically. The electronic version is on the Business Office website located at:

[http://www.tvcc.edu/busoffice/downloadable\\_forms.aspx](http://www.tvcc.edu/busoffice/downloadable_forms.aspx). Contact the Business Office for further instructions.

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## **TRAVEL**

### **VEHICLE REQUESTS**

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TVCC employees on the Athens campus can request a College vehicle by completing a Vehicle Request Form and submitting the approved form to Leon Hanson, Director of Transportation. Although not all trips can be anticipated, staff and faculty members are encouraged to request vehicles as early in advance as possible. The

Kaufman, Terrell and Palestine campuses have a fleet of cars and vans.

If a TVCC vehicle is not available, an employee may use a personal vehicle. The Vehicle request form must state that “no TVCC car available”. The employee will be reimbursed at the state-allowed rate, which varies depending on the current cost of fuel. The Vehicle Request form must be attached to the request for reimbursement.

If a college vehicle is available, and the employee chooses to use his or her personal vehicle, the employee will be reimbursed at a designated lower rate.

#### EXTENDED TRIPS

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All faculty, staff and college-sponsored student trips require prior approval whether or not the trip is budgeted and whether or not advance funds are requested. Employees must complete and sign a Request for Travel Authorization form in advance of the trip. That form should be submitted to the immediate supervisor and must be approved by the appropriate assistant vice president or provost and the vice president. After returning, a Travel Report must be completed, signed by the

employee and submitted to the supervisor within 15 days of travel.

Advance payment of hotel fees, fuel cost and per diem meal costs can be requested. Original itemized receipts for all expenses are required and must be attached to the Travel Report upon return. Receipts for meal expenses is not required if the employee requested an advance on per diem meal costs. The per diem is currently \$32 (\$8 for breakfast, \$10 for lunch, and \$14 for dinner).

Hotel reservations can be made prior to a travel report being submitted by using the employee's personal credit card. Employees are still required to complete a Request for Travel Authorization prior to any travel.

For more information see the Travel Policy and Procedure Manual at:  
<http://www.tvcc.edu/busoffice> or call 903-675-6214.

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## **WIRELESS**

Wireless is an initiative of the IT Services department to provide Trinity Valley Community College with wireless network access to the TVCC Network in most areas across the four campuses.

Access to wireless is available to TVCC staff, faculty, adjunct faculty, students and guests. Wireless provides unencrypted access for most 802.11b/g (Wi-Fi) equipped computers. Note that the actual wireless login is still encrypted even when other network communications are not.

For information on connecting to the Wireless network please visit our web page at <http://www.tvcc.edu/ITServices/wireless> or contact the IT Help Desk.

# PROCEDURAL HANDBOOK FOR FACULTY

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**ACADEMIC ADVISEMENT**

Individual, academic, vocational, and personal counseling is available to all students. Instructors may consult the TVCC catalog as an excellent source of information for some student questions; however, students are strongly advised to seek academic counseling prior to enrolling each semester. Appointments may be made in the counseling office. Instructors should be available during posted office hours for consultations regarding their assigned courses. If students are having problems, these problems should be identified and analyzed and an attempt made to help the student succeed in the course.

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**ACADEMIC FREEDOM**

Instructors are accorded certain academic freedom within their specific discipline; however, academic freedom must exist within certain guidelines.

Material introduced must have a clear and significant relationship to the specified curriculum.

The class must not be used to promote personal agendas. (i.e. promoting a product and /or service, or a political or social idea)

Profanity is considered inappropriate and will not be tolerated.

The concept of academic freedom must be accompanied by an equally demanding concept of responsibility shared by the Board of Trustees, administrators, and faculty members.

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## **ATTENDANCE POLICY**

Instructors should keep accurate attendance records. The official TVCC attendance policy gives instructors the option to drop students for non-attendance. For a three-hour course during a long semester, the number of allowable absences in classes that meet twice per week (either Monday and Wednesday or Tuesday or Thursday) is six, with nine being the limit for Monday, Wednesday and Friday classes. Only three absences are allowed in classes that meet one time per week (again for a three hour course). Information regarding other class absences can be found in the current general catalog. Instructors may adjust their attendance policies accordingly. Attendance policies must be

clearly identified in the course guide distributed by the instructor.

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## **CHANGING GRADES**

If an instructor makes a mistake in a grade calculation or records the wrong grade on the grade report, that instructor should contact the Vice President of Instruction for a change of grade form. Fill out the form with the necessary information and return it to the appropriate office. Changes should be made as soon as the mistake is found. No grade changes may be made after one year, unless special approval is obtained from the Vice President of Instruction.

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## **CLASS ROLLS**

**FIRST DAY ROLLS:** Faculty members are responsible for viewing and/or printing class rosters from our internal link. These rosters will reflect the actual student enrollment as of the time the roster is printed.

After the twelfth class day, the official class rolls are printed. Instructors must check these for accuracy, sign and return them on time to the appropriate office. If an instructor marks a student as never attended, the student is not automatically

dropped. Accurate class rolls must be maintained for each class taught.

Instructors are responsible for viewing and/or printing class rosters from our internal link. These rosters will reflect the actual student enrollment as of the time that the program is executed. Simply follow the instructions at the following link: <https://as400hcc.tvcc.edu/ROSTRDSPCL/inv1.jsp>.

Faculty members will be asked to enter some personal info (to identify that the employee is a valid user), a semester/year (this can be typed as SP 2009 or an instructor can position the cursor over the fields and a “drop down” box will appear from which SP and 2009 can be selected). Then press ENTER. On the next screen type a section number of a class (the program will only allow faculty members to access rosters of their classes). After entering the section number, press ENTER again. The class roster should appear along with the course information, including the number of students enrolled in the class. To print, use the “File” menu and “Print” option.

If the class happens to have more than 60 students (less than 1% of TVCC classes do), then students will appear on more than one screen and the

instructor will use PAGE UP/PAGE DOWN keys to scroll back and forth to see them. After pressing ENTER, the instructor will be taken back to the section number screen and can print another document (or same one again) or can press F3 in order to exit the program.

As the semester progresses, if a student withdraws and the Registrar enters a withdrawal record, a “W” will appear next to that student’s name.

For questions concerning computer software, please send an e-mail to [computercenter@tvcc.edu](mailto:computercenter@tvcc.edu).

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## **CLASSROOM MAINTENANCE**

Smoking or the use of any tobacco products is not allowed on any TVCC campus. Food and drinks are not allowed in classrooms. Instructors are expected to take an active role in monitoring student use of furniture, equipment and materials in the classrooms and buildings.

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## **COMMITTEE PARTICIPATION**

All full-time faculty members are expected to actively perform their responsibilities as committee members and club sponsors. Faculty members are given an opportunity to select committees on which they prefer to serve; however, the Vice-

Presidents and President will make final decisions on committee assignments.

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### **CONTRACTS AND SPECIAL ASSIGNMENT AGREEMENTS**

Full-time faculty will receive contracts for the academic year before the beginning of the fall semester—usually in August. Overloads, special assignments (such as honors), and summer classes will be contracted individually with “Special Assignment Agreements.” Part-time faculty will receive their “Special Assignment Agreement” shortly after the beginning of the semester in which they are to teach.

All contracts and special assignment agreements should be reviewed, signed and returned by the requested deadline. Failure to do so may result in delayed payment for contracted work. A copy of the signed contract will be given to the instructor.

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### **DEVELOPMENTAL COURSES AND ATTENDANCE**

The Texas Higher Education Assessment (THEA) is required by Texas law to ensure that students enrolled in Texas public colleges possess the skills needed to perform effectively in college-level coursework. Students who do not meet the

minimum TSI standards set forth by THECB and TVCC will be required to enroll in the prescribed developmental courses. Students enrolled in developmental courses will be blocked from some academic courses. Grades of “A”, “B” and “C” are given to students passing a developmental course. A non-punitive grade of “IP,” or “In Progress,” may be given in cases where students are attending class and working diligently to meet minimal course proficiencies, but need additional time. A grade of “F” will be given to students who are not attending class regularly and who are not completing required coursework. See the TVCC Catalog for a list of developmental courses.

Faculty must keep strict attendance in developmental courses. Students who accumulate excessive absences in any developmental course (including labs) are subject to being dropped from all courses in which they are enrolled. Students who have excessive absences should be reported to the Associate Vice President of Instruction (Athens) or campus provost (Terrell and Palestine) as outlined in the *TVCC Developmental Education Plan* (for a copy see the Associate Vice President of Instruction for Academic Education).

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## **DISABILITY ACCOMMODATIONS**

TVCC is aware of the needs of students with disabilities and will work with students to make accommodations as the need arises. Students should have documentation on file with the College regarding the disability. Forms and handbooks for students with disabilities are available in the Counseling Office. Counselors will notify instructors of necessary accommodations for disabled students. See the *Handbook for Students with Disabilities* for more information on disability services (available on the TVCC Guidance website, <https://www.tvcc.edu/guidance>, or in the Guidance Office on any campus).

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## **FACULTY E-MAIL**

Full-time and part-time faculty members will be assigned an e-mail account as important memos and official correspondence will be distributed via e-mail. It is very important for faculty members to check their e-mail daily. This includes both full-time and part-time faculty.

Contact IT Services at 903.670.6210 or via e-mail at [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu) to get office computers on-line and e-mail addresses established. The “Computer

Usage” section of this manual outlines appropriate usage.

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## **FACULTY WEBSITES**

Full-time faculty members are encouraged to develop a web page on the college website at <https://www.tvcc.edu>. Contact IT Services at 903.670.6210 or [helpdesk@tvcc.edu](mailto:helpdesk@tvcc.edu) for further assistance in posting a website. Please read the Computer Usage Policy for information on appropriate content.

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## **FACULTY EVALUATIONS**

Evaluations for full-time faculty will be conducted annually. The evaluation program includes student evaluation of faculty, immediate supervisor evaluation of faculty, and faculty evaluation of immediate supervisor. Once student evaluations of faculty have been processed, each faculty member will be provided a copy of the results. The supervisors’ evaluation of faculty shall be written on appropriate forms in response to the areas of classroom preparation and performance, contribution to the department and the institution as a whole and professional competence and growth. Appropriate forms will then be provided

for faculty to evaluate their immediate supervisor. **New faculty** and **part-time faculty** should consult supervisor for evaluation procedures. All evaluation procedures are outlined in Board Policy DLA.

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## **FACULTY MAILBOXES**

Faculty members will be assigned mailboxes for receiving both postal and inter-campus correspondence. Very important memos and official correspondence will be sent through inter-campus mail. It is important for faculty members to check their mailboxes on a regular basis. Part-time faculty members should visit with their division chair or campus provost to determine if there is an inter-campus mail box available. If not, please check mail at home and e-mail accounts for vital communications.

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## **FACULTY ORGANIZATIONS**

All full-time faculty members are encouraged to become members of the Texas Community College Teachers Association. The TCCTA offers optional professional liability coverage. For more information, please visit <http://www.tccta.org/>.

All faculty members are invited to join the Trinity Valley Community College Faculty Association and are urged to take an active part. For more information, contact the Vice President of Instruction's Office on the Athens campus (903-675-6210).

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### **FIELD TRIPS**

Prior approval must be obtained for all student trips from the immediate supervisor. If the trip occurs outside the regular class time and contributes to the student's grade, alternatives must be provided for students who cannot attend. During field trips, students are expected to adhere to the guidelines outlined in the "student conduct" section of the College Catalog.

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### **GRADES**

The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations.

A — Excellent (90-100)

I — Incomplete

B — Good (80-89)

IP — In Progress\*\*

C — Fair (70-79)

D — Poor (passing) (60-69)\*

F — Failure (Below 60)

W — Withdrew - instructor or student initiated drop

Selected health occupations courses in Surgical Technology, Associate Degree Nursing, Vocational Nursing, Patient Care Technology, and Emergency Medical Technology programs, which are required for graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

A — 90 – 100

B — 80 - 89

C — 75 – 79

D — 65 - 74 (not passing)

F — Below 65 (not passing)

At the end of each semester, grades are available to access online at <https://www.tvcc.edu>. Access “current students/student record access.”

An “I” (Incomplete) is given when illness, or other emergency, prevents the student from completing the course. The incomplete grade should be removed during the next long semester unless special arrangements have been made for an

extension of time. (The “I” grade is calculated into the grade point average as an “F.”)

\*The grade of “D” may not transfer to some senior colleges. The policy on the transfer of “D’s” varies.

\*\*The grade of “IP” (In Progress) may only be given to students enrolled in developmental courses and is non-punitive. The “IP” grade requires the student to re-enroll in the developmental class until his or her skills reach the level needed to succeed in college level courses.

A student who officially withdraws or drops from one or more courses will receive the grade of “W” if such withdrawal is completed by the deadline specified in the college calendar.

Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded.

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## **GRADE BOOKS**

Instructors must keep a complete and accurate grade book for each course taught. Current pages of the grade book must be submitted with the final grade sheets at the end of the semester to the appropriate division chair, associate vice president

or provost. Faculty should make a copy of their grade book and keep for one year.

Instructors are responsible for submitting grades electronically from our internal link. Simply follow the instructions that are on the screens at the following link:

<https://as400hcc.tvcc.edu/GRADENT1CL/webfacing/WebFacing.do>.

Instructors will receive an e-mail from the computer center about 10 days prior to the end of the semester reminding them to submit grades. Please pay attention to the strict deadlines and submit them in a timely manner. All instructors must submit grades for all graduates enrolled in their courses in addition to all students enrolled in their courses. Therefore, instructors will submit grades for graduating students on two different occasions.

For questions concerning the posting of grades, please send an e-mail to [computercenter@tvcc.edu](mailto:computercenter@tvcc.edu).

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## **GRADUATION**

There are three graduations annually. **Full-time faculty and professional staff members are**

**expected to attend the May and December graduation ceremonies.** Faculty members are encouraged to attend the August graduation ceremony. However, attendance is not mandatory. Academic regalia is to be worn at the May and December graduation ceremonies. If faculty members do not own academic regalia, it should be ordered at the beginning of the semester through the Student Activities Office (903-675-6252) or via e-mail at [mpeek@tvcc.edu](mailto:mpeek@tvcc.edu).

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#### **LEARNING OUTCOMES/LEARNING ENHANCEMENT ANNUAL PLANS (LEAPS)**

All faculty are required to work within the areas in which they teach to contribute to the construction, implementation, evaluation, and ultimate improvement of clearly defined, measurable student learning outcomes. This is expected to occur in every course in which a faculty member teaches, where the learning outcomes are identified in the course syllabus and measured and evaluated by the individual faculty members. Additionally, each year every academic program identifies learning outcomes that will be tracked within the division and will be reported publicly in a formalized process called Learning Enhancement Annual Plans (LEAPS).

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## **LEARNING RESOURCE CENTER (LRC OR LIBRARY)**

Instructors may want to make assignments for students requiring them to use the Learning Resource Center (LRC). If the entire class will be going to the LRC together, make arrangements with the librarian. An instructor should not send an entire class unless the instructor plans to stay in the library with the class. LRC hours of operation will be posted each semester.

On the Athens campus, the LRC is responsible for videos, and the Media Department is responsible for providing media equipment (VCRs, DVDs, and projectors). Librarians at the Palestine and Terrell campuses and the Health Science Center will be able to assist with reserving and using video equipment, checking out videos and putting material on reserve for students. For additional information, contact the campus or visit the website located at <https://www.tvcc.edu/lrc>.

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## **MEDIA SERVICES**

Media Services is responsible for providing the equipment, expertise, and technical support to integrate traditional and advanced multimedia

technologies in classroom teaching to enhance teaching and learning for TVCC students. For media needs please contact the IT Services Help Desk.

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## **MULTIMEDIA SMARTROOMS**

Many of the classrooms contain multimedia Smart Classrooms. These smart classrooms bring together new tools to enhance the classroom environment. Each of the multimedia smart classrooms has been equipped with a projector mounted in the ceiling, a retractable screen and stereo audio playback system via 4 speakers in the ceiling.

At the front of the room is a custom designed lectern which houses all the audio visual equipment. This equipment includes a desktop computer, laptop video and audio connection, document camera, S-VHS VCR, DVD player and closed circuit campus TV channel feed (closed circuit campus channel feed may not be available on all campuses).

Instructors who will be teaching in a smart classroom should contact the IT Services help desk to schedule training.

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## **OFF CAMPUS TEACHING ASSIGNMENTS**

Faculty may be expected to teach at the various off-campus locations including the Texas Department of Criminal Justice (TDCJ), concurrent enrollment classes and other off-campus extension classes offered during the day or at night as part of their regular assignments. Teaching assignments at locations other than the instructor's base campus shall be made on a rotating basis when possible.

Because travel time is such a fundamental part of teaching off-campus, adjustments in the hours of the regular workweek should be considered in planning the instructor's schedule. For example, an Athens campus instructor teaching a course at TDCJ or the Terrell Campus as part of the regularly assigned load can count this assignment as five hours of regular work. The time an instructor spends teaching an overload course or continuing education course for which the instructor receives overload pay shall not be considered as part of the instructor's workweek assignment.

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## **OFFICE HOURS**

Full-time faculty members are expected to spend a minimum of 37-1/2 hours per week on campus involved in their teaching, counseling, committee and/or travel responsibilities. Each instructor must post office hours and provide a copy to the appropriate division chair, associate vice president, provost, and to the Vice President of Instruction. Instructors are expected to be available during their posted office hours. **Part-time faculty** are encouraged to schedule time for counseling with students in addition to the regularly scheduled class period.

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#### **OFFICIAL REPORTING DAY**

The official reporting day (ORD) is determined each semester based on a schedule established by the Texas Higher Education Coordinator Board and is calculated according to the length of the semester. Long semesters (fall and spring) are generally 16 weeks long, and the ORD is the 12th day of class (commonly known as the “12th Class Day”). Short semesters (summer) are usually six weeks long and the ORD is the 4th day of class (aka “4th Class Day”). Mini-terms, long summer terms, and other terms that are irregular in length each have a different ORD depending on the length of the term. The semester’s first class day is always the first

official day of the semester, not the first day of an individual's class. When calculating the ORD, each day that classes are offered (Monday-Friday) is counted in the total.

The official report day is the day of record for state reporting purposes. The number of students enrolled in each class is sent to the Texas Higher Education Coordinating Board which, in turn, sends the information to the Legislative Budget Board.

The legislative board determines the amount of state funding that the institution will receive based on enrollment and contact hours generated. The ORD serves as a "snapshot" of TVCC enrollment on a given day, and funding is based on that information. Therefore, students who are not properly enrolled in the correct courses cannot be counted in the enrollment, which results in a decrease in the amount of funding we receive.

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## **OVERLOAD PAY**

Overload pay for faculty members teaching more than a full-time teaching load shall be computed according to the current overload salary schedule. Full-time faculty members will be given priority in the assignment of extra classes for extra pay within areas of competency in both campus and extension programs. In some instances, faculty members may

be required to teach one or more extension courses to complete a full-time teaching load. See Board Policy DJ.

Faculty members should express their desire to teach overload courses before commitments are made to part-time faculty. Once a commitment is made to a part-time faculty member, the college shall assume a moral obligation to its commitment, unless the class does not make or a regular full-time faculty member is assigned the class to complete a full workload.

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## **PROFESSIONAL GROWTH AND DEVELOPMENT**

Faculty members must meet professional development requirements every three years with 3 to 6 semester hours of graduate course work or 45-90 clock hours of alternative professional development, depending on the educational objective for their teaching assignment.

Attendance at seminars, workshops and conferences that increase skills and competence in the job; teaching or consulting in seminars, workshops, and conferences; and publication in a national or regional journal or magazine may meet these requirements. Requests for professional growth credit must be approved in advance of the

actual training; otherwise the credit requested may not be approved. Professional growth requests must be submitted within the academic year in which they occur (June 1 to the following May 31). The professional development form can be printed at <https://www.tvcc.edu/instruction>.

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## **SCANTRONS AND SCANTRON READERS**

Students may purchase Scantron answer sheets from the campus bookstore. On some campuses, Scantrons may be purchased in the LRC after the bookstore closes. In some cases, instructors may keep Scantrons on hand for student purchase. Instructors of evening classes should check the policy on their campuses. Scantron readers are available on each campus.

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## **SCHOLASTIC DISHONESTY**

Scholastic dishonesty includes, but is not limited to, cheating on tests, plagiarism, and collusion. A more detailed list may be found in the college catalog and the Board Policy Manual. Any student violating this policy will be subject to discipline up to and including possible suspension. Instructors should have established guidelines regarding cases of dishonesty. Please include these guidelines in a

clearly defined format within the course syllabus. Make sure guidelines are consistent with Board policy, and be consistent in the application of guidelines. Instructors should be cautious in approaching a student with suspicions of dishonesty and make sure there is sufficient cause. Remain professional and protect the student's privacy while examining the facts. Explain the guidelines and any disciplinary actions which will be taken. Inform students who will be referred to administration for further disciplinary action.

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## **SEMESTER SCHEDULES**

Semester schedules are prepared and printed several months before the beginning of the semester. Instructors will have input in scheduling; however, the final decision will rest with the division chair, assistant vice president, provost, and the Vice President of Instruction.

A semester will usually include at least 15 weeks for instruction and one week for final exams for a total of 16 weeks. The two traditional summer terms include no less than five and one-half weeks including registration, instruction, and final exams.

A number of alternative semesters are scheduled including TDCJ cycles, Fast Track, Choices and mini-

semesters. They vary from two-and-a-half to twelve weeks.

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## **STUDENT CONDUCT**

Discipline problems on the College campus are rare but will occur from time to time. Prevention and the ability to handle problems begin with the first day course guide. While instructors cannot identify and address every possible issue, they can discuss their basic expectations. Instructors **MUST** be consistent in enforcement.

If an instructor needs to visit with a student regarding his/her behavior, that instructor should respect the student's privacy as much as the student allows. Be cautious about being alone in a very isolated environment with the student. If the student continues to disturb the class, it is permissible to tell the student to leave and make arrangements to meet with the division chair or provost before returning to class. If the student refuses to leave, call Campus Police and the student will be forced to leave.

Consult the TVCC Catalog for standard guidelines on student conduct and student disciplinary procedures.

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## **SYLLABUS/COURSE GUIDE**

This course syllabus, or course guide, serves as an introduction and link to the instructor, as well as a development tool to aid and document course design. At the beginning of the semester all students should receive a course guide that will give them an overview of what to expect during the semester. This gives the student the opportunity to understand more about the content of the course. This will also help to establish and communicate rules and procedures. The form and style of the course guide is not rigidly prescribed, but a good course guide should include the following elements:

- Course title and course number
- Textbook title, author, and edition
- A list of the course's learning outcomes
- An overall outline of the course

- Instructional strategies such as active participation in class, lecture, labs, team projects, etc.
- Course policies and guidelines
- Grading procedures and final grade calculation
- Class participation
- Treatment of late assignments, paper, etc.
- Attendance policy and any relationship to course grade
- Make up policy
- Drop policy
- Student conduct expectations
- Consult catalog for recommended policies
- Expected behavior and classroom decorum
- Course bibliography (if applicable)

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## **TEACHING LOADS**

For the most part, a full-time faculty member's teaching load is 15-24 hours per week. Full-time faculty members are expected to spend 37 ½ hours per week on campus involved in teaching, counseling, committee, and/or traveling responsibilities. Office hours should be posted and

a copy given to the division chair or associate vice president and provost. Hours for overload classes should not be counted in the 37 ½ hours of regular scheduled office hours. However, lunch is counted in the regular hours. Part-time faculty members are encouraged to schedule time for counseling with students in addition to the regularly scheduled class.

Guidelines for faculty work loads are designed (Local) to establish reasonable teaching/workloads. Exceptions may be made if necessary. The appropriate instructional administrator, in consultation with the Vice-President of Instruction, shall be responsible for assigning and adjusting teaching workloads.

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## **TESTS AND FINAL EXAMS**

All faculty members should give examinations at appropriate times throughout the semester. All tests should be created, produced, stored and administered in a secure environment. This is extremely important to the validity and fairness of testing and grade distribution. Though the number of tests is left to the discretion of the instructor, enough tests should be given to ensure ample scores on which to base the final grade. The

general recommendation is three tests and a final exam. A final exam schedule will be distributed to the faculty and students prior to the end of the semester. Final exams must be given at their scheduled times.

Individual students who have unusual circumstances and need an adjustment to the final exam schedule may do so at the discretion of the instructor.

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## **TUTORING**

Eligible students can receive free tutoring during the fall and spring semesters. Students may contact the tutor coordinators at the Palestine (903.729.0256 ext. 247) and Terrell (972.563.4924) campuses or Student Support Services on the Athens Campus (903.675.6323), or instructors may make referrals. Instructors may also be asked to make recommendations to the tutor coordinators or Student Support Services concerning students who might qualify as tutors.

One of the major projects of the Learning Initiative is the establishment and maintenance of a Student Success Center on all campuses. These labs are designed to help *any* student with any subject through supplemental instruction. Lab

space and hours are individually established. Provosts and/or assistant vice presidents can supply details of open lab operations each semester. One goal is to provide professional tutoring by available faculty/staff assisting students by donating one office hour per week to the lab. This offers students the opportunity to sit and speak with a professor outside of the traditional classroom setting. An additional goal of providing computer-assisted learning has been set along with allowing students to e-mail, work on Distance Education courses, work on lab type assignments, and spend time on textbook websites. Additional information about the services offered by the Student Success Center can be obtained from the Coordinator of SSC at 903-670-2646.

Faculty are asked to provide students information about these labs into their classrooms along with referring struggling students to the labs for any much needed help. If faculty/staff let students know that they will be available at particular times in the lab and then require work do be done in the labs to support their grade structure then we can expect the supplemental instruction to be effective as intervention with reading, study skills, or engagement problems.

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## WITHDRAWAL POLICY (STUDENT)

A new THECB rule has been established to address a new law enacted by the legislature regarding the number of withdrawals (“W’s”) that a student may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is fall 2007 or later may not have more than six ***unexcused withdrawals*** (W’s) during their academic career. This applies to a student’s academic record from all higher education institutions attended. If a student has six ***unexcused withdrawals***, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an “F”). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance services office or, in special circumstances, through the faculty member. **It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.**

# STANDARDS OF CONDUCT

## STANDARDS OF CONDUCT

### PURPOSE

TVCC exists for the following purposes:

1. to prepare students for transfer to upper level institutions by offering a core curriculum of freshman and sophomore courses in the arts and sciences;
2. to prepare students for employment through completion of academic and workforce programs leading to an Associate of Arts Degree, an Associate of Applied Science Degree, or a Certificate of Completion;
3. to help disadvantaged students develop educational skills leading to academic success;
4. to provide continuing adult education programs for occupational or cultural enrichment;
5. to provide workforce education programs leading directly to employment in semi-skilled and skilled occupations;
6. to support and promote workforce development programs designed to meet local and statewide needs;

7. to offer a comprehensive student development services program, including counseling and guidance; and,
8. to provide literacy and other basic skills programs for adults.

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## **MISSION STATEMENT**

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, and community service programs to meet the educational needs of our students and the citizens of our service area.

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## **ACCREDITATIONS AND AFFILIATIONS**

Programs and courses offered by Trinity Valley Community College are approved by the Texas Higher Education Coordinating Board.

Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, telephone number 404-679-4501) to award the Associate of Arts degree, and Associate of Applied Science degree. The college is also a member of the Texas Junior College Association, Texas Association of

Community Colleges, and American Association of Community Colleges.

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### **FINANCIAL ETHICS**

All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

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### **CONFLICT OF INTEREST DISCLOSURES**

The District shall not enter into any contract with any employee to sell to or purchase from the employee. The District shall not do business with an employee acting as an individual, partner, sole proprietor, or director of any firm.

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the College District.

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CDE]

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during non-school hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus. No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

The College District encourages its employees to contribute to the advancement of knowledge by publishing and copyrighting, inventing, and patenting materials and objects of their own creation. The College District shall protect the interests of its personnel in relation to disclosure of scientific and technological developments including, but not limited to, inventions, discoveries, trade secrets, computer software, and any original works and ideas that may have monetary value. The College District shall assume the responsibility for ensuring that public funds, public facilities, equipment, and other public properties for which it assumes stewardship are not utilized for personal profit or gain.

The author, creator, or inventor may receive benefits from publications and inventions according to the guidelines and conditions in this policy. Employees may retain as sole property any intellectual property, scientific invention, material, or object created on their own time without use of College District property, material, equipment, or support.

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## **INVESTMENTS**

The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be executed on a delivery versus payment basis.

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## **BUDGET PLANNING**

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

The budget shall conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission on Colleges

of the Southern Association of Colleges and Schools.

A copy of the proposed budget shall be available for inspection prior to the meeting for budget adoption during regular business hours.

# NOTES

# NOTES

# NOTES