

EMPLOYEE HANDBOOK

Welcome to Barton Community College! As an employee, this is to assist you in getting to know Barton, Barton procedures, and Barton facilities.

To learn a little about Barton, please take the time to go through the pages. These pages will help you gain a little more information about the College and what we have to offer our employees.

We hope this is beneficial to you and that it will continue to assist you as you become more comfortable with the College.

If you need further assistance, or have questions about this handbook, contact the Office of Human Resources.

TABLE OF CONTENTS

Letter from the President.....	1
Welcome from Human Resources.....	2
Employee Handbook.....	4
Beneficial Information.....	6
Benefits.....	9
Essential Information.....	10
MyBarton Portal.....	12
Policy and Procedures.....	13

LETTER FROM THE PRESIDENT



To All Barton Community College Employees:

We are pleased that you have chosen to join Barton Community College and continue and contribute to our rich tradition of excellence in providing service to students and community. As colleagues and member of the Barton family, I wish you every success here at the College and look forward to working with you as we strive to fulfill the College's mission.

To achieve this end, all employees are expected to read, understand, and comply with our Administrative Policy and Procedures. These may be found on the College's web site. From time to time, it may be necessary for the College to add, revise, supplement, or rescind any procedures or portions of its Administrative Policy. When changes occur, they will be posted within the "web manual". Employees are responsible for their awareness and understanding of all policies and procedures. To this end, please periodically review all posted policies and procedures on the Barton website. Should there be any changes, they will be brought to your attention. Through the development of these policies and procedures, the College hopes to provide a working and learning environment that is conducive to your personal and professional growth as well as its own long-term and continued success.

I hope you enjoy your experiences at Barton. Please realize that no matter what work you do, you're making a difference in the lives of our students.

Sincerely,

Marcus Garstecki
President

WELCOME FROM HUMAN RESOURCES

Welcome to Barton Community College! We are pleased to have you as a member of the Barton "family" and look forward to working with you, as well as answering any questions you might have pertaining to areas such as employee benefits, payroll, etc.

The following information and resources which will assist you in being effective in your work at Barton. This page includes:

- Information about Barton
- Policy and procedures
- Getting started at Barton
- Benefits information
- Resources at Barton

We hope that you find Barton Community College a good working environment and the atmosphere warm and friendly.

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

The Office of Human Resources provides quality service with integrity, responsiveness, and sensitivity to those we serve.

Jenna Hoffman

Director of Human Resources

P-Bldg., Rm. 116B

(620) 792-9221 | hoffmanj@bartonccc.edu

Sarah Maneth

Assistant Director of Human Resources

P-Bldg., Rm. 115B

(620) 786-7477 | maneths@bartonccc.edu

Rebecca Jamieson

Benefits Specialist

P-Bldg., Rm. 118A

(620) 792-9222 | jamiesonr@bartonccc.edu

Kristi Suppes

Human Resources Technician

P-Bldg., Rm. 115A

(620) 792-9313 | suppesk@bartonccc.edu

Haley Pierce

Human Resources Technician

P-Bldg., Rm. 107A

(620) 792-9388 | pierceh@bartonccc.edu

Mary Reichert

Human Resources Technician

P-Bldg., Rm. 119

(620) 792-9206 | reichertm@bartonccc.edu

Shawna Prilling

Human Resources Technician

P-Bldg., Rm. 107A

(620) 792-9213 | prillings@bartonccc.edu

EMPLOYEE HANDBOOK

In compliance with the Board of Trustees Barton Governance Manual, “the President may not manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, and student services.”

This Administrative Policy and Procedural Manual has been developed to provide consistency throughout the College community in its internal and external practices. The information contained herein has been extensively researched and provides the foundation from which the College shall operate.

All employees are mandated to read, understand and abide by the contents of this Manual, as well as all future additions/revisions as may be communicated through the Office of Human Resources. Failure to do so may result in disciplinary action, up to and including termination.

The President has the SOLE authority to approve revisions of any policy, procedure, or guideline set forth within the Administrative Policy and Procedural Manual or to establish new College-wide policies, procedures, or guidelines as the need may arise. Likewise, any inter-departmental procedures/guidelines specific to an individual department/area shall be written to align with this Manual in order for the College to maintain consistency and integrity in its operations. This Manual contains specific processes through which new/revised policies, procedures, and guidelines will be considered for approval.

No policy manual can be written to address the myriad of extraordinary circumstances that may arise in the day-to-day operations of the College. Therefore, the President has the SOLE authority to make exceptions to the policies/procedures/guidelines set forth herein. However, it is understood that these exceptions will be rare indeed, and will be made only in those situations where an exception will be in the best interest of the College and the students that it serves.

Revised and approved by President on 07-01-09

The Employee Handbook is provided only as a guide. The information posted here is not to be considered binding in any way. Barton Community College reserves the right to add, revise, supplement or rescind any policies, benefits, or other statements made in the handbook without prior notice. The College will communicate updates to the policies; the appropriate administrative offices charged with managing the functions referenced through the policy will make updates to procedures. HR 7/23/09

Faculty, Staff and Adjunct Faculty should review the [Benefits](#) and [Policy and Procedure](#) information. Student Employees should review the [Policy and Procedure](#) information. All

employees are encouraged to read through the Human Resources section to learn more about essential and general college information.

Faculty

As a learning college and learning organization, Barton Community College faculty members are committed to our students, our colleagues, and the College. Faculty's primary objective is to provide quality education and training. In addition to teaching responsibilities, faculty also participate in student assessment, professional development, support of college policies and procedures, and service to college and community.

Staff

Staff members are committed to our students, our colleagues, and the College. A staff members primary objective is dependent on the department they work in, but overall is to provide quality area management for our students. Each staff member participates in professional development, support of college policies and procedures, and overall service to college and community.

Adjunct Faculty

An Adjunct Faculty member is a temporary employee who may or may not be continuously employed depending on instructional need. They are involved in the development and teaching of new and/or current curricula across the institution at multiple sites. Adjunct Faculty members teach within an assigned discipline, assignments may include traditional and/or alternative delivery methods and day, evening and/or weekend classes.

Student Employees

Student employees assist in their departmental work as requested by supervisors. Tasks can fluctuate depending on the time of year, type of department, and college needs. Student employees learn as they work to enhance their knowledge of employment responsibilities and assist them with their future goals.

BENEFICIAL INFORMATION

Barton Community College serves a varied community of employees. As people gather from various locations throughout Southwest Kansas and beyond, the College has many events for colleagues to come together, share ideas, enjoy the diverse culture, have fun, and relax.

Fall

- Fall Break
- [Foundation Benefit Auction](#) (Great Bend Area)

Winter

- Student & Employee Holiday Reception (Great Bend Campus)
- Employee Holiday Gathering (Fort Riley Campus)

Spring

- Commencement
- [Foundation Clay Shoot](#) (Camp Aldrich - Claflin, Kansas.)

Summer

- Cinco de Mayo (Great Bend Campus)
- [Wounded Warrior Golf Scramble](#) (Fort Riley Campus)

College Forums – College Forums are meetings scheduled and lead by the President to update employees on college happenings; ranging from awards to funds, technology to government. It is an open table meeting with time for questions and concerns to be shared.

College Activities

The College has many activities spread throughout the year and throughout various College Divisions.

[Athletic Games](#)

[Music Department Events](#)

[Shafer Art Gallery](#)

[Dorothy Moses Morrison Chapel](#)

[Jack Kilby STEM Day](#)

[Student Life](#)

[Camp Aldrich Conference Center](#)

Training and Development

[Professional Development](#)

As a learning institution, the College is committed to supporting employees with professional development. Professional development encourages college employees to progress their professional and personal skills to achieve excellence in their job performance. Employees are expected to take initiative in promoting their own growth by identifying and participating in professional development and enrichment activities.

Faculty Council

Faculty Council members work with the Vice President of Instruction and the Administration to represent Faculty and have an active voice on matters that effect the Faculty.

Mandatory Online Training

At the College's discretion, mandatory training may be required for its new and existing employees (including student employees) as a condition of their employment. The training may focus on employee or institutional-related issues which may include, but shall not be limited to, Bloodborne Pathogens, Substance Abuse and the Drug Free Workplace, Cyber Security, Advisement and Title IX. Participation is required for all mandatory employee training, at the recommendation of their supervisor(s) or the College and is to be completed within a specified amount of time depending on hire date and position. The College will provide employees with work release time, allowing them to participate in the mandatory training during their normal work schedule.

General Information

Please note, if you are calling from a college phone, only dialing the last three digits is necessary.

[About our Campuses](#)

[Bookstore](#) (Barton County Campus) - (620) 792-9229 - Barton Campus store for supplies, textbooks, Barton brand wear.

[Cafeteria](#) (Great Bend Campus) - Want to know what's to eat in the Union?

[Campus Maps](#) - Don't get lost on the campus, here is a collection of maps to help you out.

[Campus Safety](#) (Barton County Campus) - Emergency - (9)911, Non-Emergency - (620) 792-9217

[Child Development Center](#) (Great Bend Campus) (620) 792-9360 - Need childcare at the Great Bend Campus?

[Cougar Tech Support](#) - (620) 786-1100 - Computer problems? Contact those in our IT Department

[Counseling](#) - (620) 792-9295 - In need of someone to talk to? Barton Counseling is free to Barton students, staff & faculty.

[Directories](#) - Locate other people employed at Barton

[Human Resources](#) - (620) 792-9237 - Benefits, Employment Resources, Forms, Job Openings, New Employee Resources, Training and Development, ID Card & Name Tag

[Institutional Teams](#) - See what sort of committees the College has.

[Learning Resource Center](#) (Great Bend Campus) - (620) 792-9362 - We have a lot of library information located here.

[Nurse](#) (Great Bend Campus) - (620) 792-9233 - Not feeling well? Basic services are free to all students and employees of the college.

[Policies & Procedures](#) - Visit the College's policies and procedures

Publications:

- [Prairie Ink Magazine](#) – Barton's new literary magazine.

[Workman's Comp](#) - (620) 792-9283 - If you have an injury on the job, contact Human Resources.

New Employee Orientation Guide/Employee Offboarding Guide

If you have questions about the usage of these guides, please contact Jenna Wornkey with the Center for Learning Excellence (wornkeyj@bartonccc.edu.)

[New Employee Orientation Guide](#)

[Employee Offboarding Guide](#)

BENEFITS

Benefits are various non-wage compensations given to employees along with their wages or salaries. They range from health insurance to education assistance to vacation time.

Benefits promote and enhance the well-being of employees. As a Barton employee the benefits you receive depend on your position code number. If you do not know your position code number or have any questions, please contact the Benefits Specialist at (620) 792-9222. For more information on the benefits, go to the [Benefits and Discounts webpage](#).

Position Code/Position Class

- 10 - [President](#)
- 20 - [Vice President & Deans](#)
- 30 - [9 Month Full-Time Faculty](#)
- 30 - [10 Month Full-Time Faculty](#)
- 35 - [11 Month Full-Time Faculty-Barton Campus](#)
- 35 - [12 Month Full-Time Faculty-Barton Campus](#)
- 36 - [12 Month Full-Time Faculty-Ft. Riley & Ft. Leavenworth Campus](#)
- 40 - [Adjunct Faculty /Exempt Staff \(Temporary\)](#)
- 45 - [Part-Time Faculty](#)
- 50 - [Full-Time Exempt Staff](#)
- 51 - [Full-Time Exempt Staff - <12 months](#)
- 55 - [Part-Time Coach \(Part Benefits\)](#)
- 60 - [Full-Time Hourly Staff](#)
- 61 - [Full-Time Hourly Staff - <12 Months](#)
- 70 - [Part-Time Hourly Staff \(Partial Benefits\)](#)
- 71 - Part-Time Hourly Staff (No Benefits)
- 75 - Part-Time Hourly Staff (Temporary)
- 80 - Campus Employment (Student)
- 90 - Work Study (Student)

ESSENTIAL INFORMATION

Mission and Vision

The [Mission and Vision](#) statements embody Barton's dedication to education and its constituents.

Institutional Effectiveness

Strategic planning at Barton Community College is an ongoing effort to anticipate, predict and align future activities and provide a framework to advance the College's vision, mission and goals. Learn more about [institutional effectiveness](#) at Barton.

Accreditation and Certification

Barton Community College is accredited by Open Pathway who requires the institution to 1) meet threshold standards and 2) is engaged in continuous improvement. All Commission Pathways require: annual filing of the Institutional Update, annual monitoring of financial and non-financial indicators, and adherence to Commission policies and practices on institutional change. Information on Open Pathway can be located on the [Accreditation and Certification](#) site.

Charge to Students, Faculty, and Administration

Attendance at a tax-supported institution of postsecondary education is not compulsory, so it must be considered to be optional and voluntary. By voluntary attendance at this institution, you assume the obligations of performance and behavior reasonably imposed by the rules and regulations of Barton County Community College relevant to... [read more](#)

Notice of Non-discrimination

To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities.

Drug-Free Workplace, Schools, Communities

In compliance with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, it is the policy of Barton Community College to provide an annual notification to all students and employees, and to conduct a biennial review of the College's Alcohol and Other Drug programs and policies. For more information, [click here](#).

Civil Rights

The College will comply with the requirements of Title VI of the Civil Rights Act of 1964, (P.O. 88-352) and all the requirements imposed by or pursuant to the regulations of the Department of Health, Education, and Welfare (45 CFR Part 181) issued pursuant to the title, to the end that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination in any program or activity at the College.

More helpful information about Barton

Barton Community College is governed by a [six-member board of trustees](#) elected from Barton County.

[History of Barton](#) - The idea to create a community college in Barton County was introduced around 1960...

Barton Community College serves students at its Great Bend Campus, Fort Riley Campus, Grandview Plaza Campus, Fort Leavenworth Campus, Barton Online and the Center for Adult Education in downtown Great Bend! [Read more](#) about each of the campuses.

Barton has a [diverse student population](#).

Barton's service area includes the counties of Russell, Rush, Ellsworth, Pawnee, Barton, and part of Rice and Stafford. Here is a [map](#) of the Kansas Community College Service Areas.

The U.S. Department of Education - [Institute of Education Sciences](#) general information on Barton.

Barton Community College provides for a comprehensive learning environment and is committed to the success of each student. Essential to our commitment is the safety and security of our students, employees, and members of the public. To this end, standard actions have been established that will assist the college community in the event of an emergency. To view the Run-Hide-Fight protocol, [click here](#).

MYBARTON PORTAL

MyBarton Portal is an information system that applies to many areas of the college. MyBarton Portal is a convenient and accurate system that is connected with BANNER for its information and data. Employees should become familiar with MyBarton Portal.

As an employee, MyBarton Portal contains personal information that is accessible online at any time. MyBarton Portal includes information pertaining to:

Benefits and Deductions

- Pay Information
- Tax Forms
- Current and Past Jobs
- Leave Balances
- Pay Online

As **Faculty or Adjunct Faculty**, MyBarton Portal

- is the location in which student grades will be entered so students have easy access to their grade report, including both mid-term and finals;
- can assist in advisement tasks; and
- is where you review and acknowledge your compensation assignments.

For **Staff**, MyBarton Portal is where requisitions for college purchases are handled. Depending on your position at the College, you may or may not complete requisitions for purchases.

For **Students**, MyBarton Portal contains many items relating to your education, such as:

- Grades
- Progress toward a degree
- Enroll online for most classes
- Pay your bill
- Class Schedule
- Current Financial Aid
- Financial Account
- Unofficial Transcripts
- Authorization form for student records

POLICY AND PROCEDURE

Employees are expected to read, understand and comply with the provisions in all College [policies and procedures](#).

For a printable and/or searchable copy of the policy and procedure manual [click here](#).



Non-Discrimination Notice: Barton Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Barton Community College does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender, race, color, national origin, disability or any other protected classes enumerated in Policy 1132. Any person having inquiries concerning Barton Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact Barton's Title IX Coordinator, Cheryl Brown, Title IX Coordinator, 245 NE 30 Road, Great Bend, KS 67530, (620) 786-7441, titleix@bartonccc.edu or brownc@bartonccc.edu. Visit equal.bartonccc.edu for more information.