



## **WE DON'T WANT YOU TO BE PUZZLED ABOUT THINGS SO, HERE ARE A FEW TIPS....**

(Some of this information has been paraphrased from Barton Community College policies and procedures for your convenience. It in **NO** way constitutes the exact policies and procedures of the College.)

- BCC is an institution committed to the team concept and endeavors to provide opportunities for its employees to learn how to accomplish that concept.
- We ask that BCC employees contribute to the success of our institution by following our procedures and policies; if you disagree with them, please feel free to discuss them with your supervisor or the appropriate office.
- BCC falls between a formal and informal type organization. Most offices operate on a first name basis (your department/office and supervisor will provide guidance in this area).
- We do not have a dress code; we do, however, ask that an employee base their dress on the department area within which they work. Office staff may wear, with supervisor approval, business casual dress (e.g. jeans and appropriate tops) on Fridays.
- We do not have set coffee/smoking breaks; we trust employees to use only a fair amount of time for these purposes. We **DO** support and enforce a smoke free environment. Smoking may be done **outside** and at least 20 feet from any building. Coffee (or drinks) **is** allowed in department complexes, but extreme care must be taken with these around computers/telephones/office machines. Visit [Policy 1210-Tobacco Use](#) for more information.
- **CHILD DEVELOPMENT CENTER** - Day care is provided on-campus in the Child Development Center. The Child Development Center will endeavor to accommodate

the needs of BCC students first; the remaining openings will be available for the convenience of faculty, staff, and community members. The number of children accepted is limited. Please contact the Child Development Center for more detailed information and for current rates.

- **LUNCHES** - A dining service provides on-campus food service for regular employees of the College for a reduced rate at the cafeteria in the Student Union. Ten (10) meal lunch tickets may be purchased at the BCC Bookstore. The cafeteria is normally closed during the summer months. Employees will be notified by e-mail when the cafeteria will be **open** during the summer. Most office complexes provide lunch facilities, such as a refrigerator/microwave. Your supervisor or a co-worker will be glad to help you with more information.
- **COLLEGE ACTIVITIES** - The Athletic Office will announce, at the appropriate time, the availability of complimentary passes for admission to basketball games. Employees with Campus Addresses will be notified by e-mail. Part-time employees and associate faculty must contact the Athletic Office. Employees interested in obtaining these passes and wanting additional information regarding athletic events should then contact the Administrative Assistant to the Athletic Director at extension 377, or visit <http://bartonsports.com/landing/index>.

Other College sponsored activities may be available free of charge or at reduced prices. Watch E-mail/or College communications for more information.

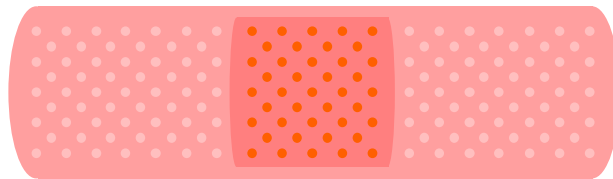
- **WELLNESS/FITNESS CENTER** - The Center may be used by students and employees when enrolled in a fitness class, or \$50/year beginning each fall semester. Please contact the Administrative Assistant to the Athletic Director at extension 377 for the current schedule of fitness classes.
- **SWIMMING POOL** - The pool may be used by students and employees **when available**. Members of their families are allowed in the pool **when accompanied by the student or employee**. Because the pool is used extensively, you can call the Fitness Facilities & Athletic Recruiting Coordinator at extension 114, check the schedule on the entrance to the pool or visit <http://bartoncougars.com/studentlife> to find out when the pool is open for use.
- **MAPS AND/OR DIRECTIONS** to Barton Community College campus and outreach sites are located at <http://bartoncougars.com/campusmaps>.
- **TELEPHONE USER INSTRUCTIONS** for our phone and voice messaging system on main campus are located at T:/Telephone.
- **EMPLOYEE CALENDAR (current)** for leave cutoff, turn-in, and employee pay dates are located at <http://internal.bartonccc.edu/humres/payroll.html> under Pay Calendars.

- **TUITION-FREE CLASSES** may be available for eligible employees and/or their families. Please refer to the [Tuition Scholarships Procedure \(2115\)](#) in the Policies and Procedures. Visit <http://bartoncougars.com/financialaid/scholarships> under Benefit and Employee Scholarships for the form.
- **Facility Management issues COLLEGE KEYS.** The employee's supervisor will request appropriate keys (if any) for the employee from Facilities Management; if keys are issued, the employee will be asked to pick the keys up and sign for them at the Facilities Management office. Keys **MUST** be returned to the Office of Human Resources as part of the Termination Procedure.
- **VEHICLE ID STICKERS are required for Students, Faculty and Staff.** Permits can be picked up at the Business Office – Kirkman Building, Student Services– North end of Library, Bookstore – Upper Level of the Union.
- **HEALTH SERVICES** for students and employees are provided by a Student Health Nurse, employed by Barton Community College from August through May. The office is located in the Student Union, Room 206. Hours are from 7:30 a.m. to 4:30 p.m. Monday through Friday. In the case of an emergency, the nurse can be reached at 786-0392. The Student Health Nurse coordinates blood chemistry screenings for campus employees at the present time. Notification of the dates for the Annual Health Screening will be made through E-mail. Requests for appointments for the screening will be made through the Health Services Office. The BCC Health Care Plan will make the cost minimal for the screening for **eligible** employees/dependents. Employees are encouraged to take advantage of this service.
- **MEDICAL EMERGENCIES/INJURIES INFORMATION** - In case of an injury or medical emergency, call the Student Health Nurse x233 at once. For immediate attention 9-911 is to be called followed by a call to Campus Security at x217. If the 911 call resulted in an ambulance being dispatched, inform Security. Campus Security Officers are in charge at the scene of an incident until all appropriate actions have been taken.
- **On the-JOB ACCIDENTS** in which you are involved **MUST** be reported within twenty-four (24) hours. This is **very** important even though you feel that you have not been injured at the time of the accident. If a report has **NOT** been submitted to Worker's Compensation in a timely manner, the injury may not be covered by this insurance. Incident/Accident Forms may be obtained through the Office of Human Resources, the Business Office, Health Services (Health Nurse), or Campus Security.
- **BARTON COMMUNITY COLLEGE BOOKSTORE** offers a 15% discount to regular employees on many of their items. Contact them for more specific information.

- **POSTERS**, handbills, fliers, and displays of any kind must have approval from the Coordinator of Student Activities. Visit [Policy 1215](#) for more information.
- **WALKING DISTANCES -**
  - On campus the sidewalk circle---3 ¼ laps equals a mile
  - If you walk the road around the circle----1 mile
  - 4 laps around the track is 1 mile
  - On rainy days if you walk the Kirkman gym----11 laps

**PLEASE FEEL FREE TO CALL THE OFFICE OF HUMAN RESOURCES  
IF YOU HAVE QUESTIONS OR A PROBLEM**

**WE MAY BE ABLE TO FIX IT**



HR 4-17-14