2100 - College Closing – Inclement Weather

The Vice President of Administration or the Vice President of Administration's designee upon consulting with the Vice President of Instruction is responsible for the decision to close the College at all locations for inclement weather. College employees and students are expected to be at their assigned workplace or classroom, unless the College is closed or their classes/activities cancelled.

In the event the institution does not close and/or cancel classes/activities and college employees feel it is too hazardous to travel, they may choose to take a vacation and/or personal day to support their absence.

In the event the institution does not close and/or cancel classes/activities and students feel it is too hazardous to travel, they may choose to be absent and receive an excused and/or unexcused absence for their related courses as applicable to instructor policy.

In addition, the College president or designee has the authority to temporarily cease the operation of the College, or any campus and/or instructional location for any reason he/she deems prudent.

Barton County Campus

The College will utilize its media list to make notification of college/class cancellations including newspaper and radio announcements. In addition, notices will be made via the College's social media accounts and there will be a message on the College's telephone system which may be accessed at 620-792-2701. Messages will also be posted to the College's website and text message alerts will be sent to those subscribed to this service.

Workforce Training & Community Education (WTCE) Division events may be cancelled by the Executive Director, Director or Coordinator responsible for specific programs in consultation with the instructor if conditions at the site warrant. The Workforce Training & Community Education team and instructor will contact affected students. Notification of such cancellations will be forwarded to the Dean of Workforce Training & Community Education who in turn will notify the Director of Public Relations and Marketing (or designee) so cancellations may be made in conjunction with other college closing announcements, as applicable. If the Director of Public Relations and Marketing (or designee) is unavailable, the Dean will contact the media directly with the cancellation information.

College Advantage classes will be cancelled if the sponsoring high school is closed. Students in this program are to notify their college instructor concerning missed coursework.

WTCE events offered in conjunction with other higher education learning institutions, clinical sites or business & industry will utilize closing procedures specific to the off-campus program site.

Fine/Performing Arts Events under the supervision of the Dean of Academics which occur on a week day (Monday – Friday) will align with the closing of school/classes.

The recommendation of closing fine/performing arts events occurring on weekend dates shall be the responsibility of the Vice President of Administration in conjunction with the Dean of Academics. The Vice President of Administration will make notification to President's Staff.

The Vice President of Administration will make the decision as to whether or not events held in the Fine Arts Building and/or auditorium for an outside, non-Barton organization (weekday and weekend) should be cancelled.

Learning Resource Center (LRC)

The Director of Library and College Archives may close the LRC in the event of inclement weather on the weekend or in the evenings when the College is not otherwise open for classes. The Director will be responsible for contacting President's Staff.

Athletic Department

Athletic Department events may be cancelled by the Director of Athletics in consultation with visiting colleges. Notification of such cancellations will be forwarded to the Assistant Director of Athletics and Sports Information Director who in turn will notify the media and post the cancellation on the Barton Athletics webpage.

Shafer Art Gallery

The Gallery will follow the College's closing policy during regular business hours. For special events or public openings held after regular college hours the closing procedure will follow these guidelines.

- The Director of the Shafer Art Gallery and the Executive Director of Institutional Advancement will consider the scope of the event, the guests attending, and the severity of the weather at the time of the event. Notification of any cancellations will then be as follows:

- Director of the Shafer Art Gallery will notify:

    1. Vice President of Administration and the Coordinator of Facility Management;
    2. Director of Public Relations and Marketing (or designee) so that the cancellation may be made in conjunction with other college closing announcements, as applicable; and
    3. If the Director of Public Relations and Marketing (or designee) is unavailable, the Director of the Shafer Art Gallery or the Executive Director of Institutional Advancement (or both simultaneously) will contact the media directly with the cancellation information.

Closing the Gallery during Saturday viewing hours when no special events are scheduled will be determined by the Shafer Gallery Director who will:

- Notify Campus Safety; and
- Place a notification of closing on the Gallery Facebook page.

Fort Riley & Fort Leavenworth Campuses

Fort Riley and Fort Leavenworth campuses will base the decision to cancel classes on whether the local USDs have closed due to inclement weather. Office staff and Military Schools

Faculty/Staff will follow Garrison protocol for the respective military installation. Upon notification, the Dean of Military Academics, Technical Education, and Outreach Programs will take the following action:

College Programs, LSEC, BSEP, and Military Schools

1. Initiate Barton at Fort Riley/Fort Leavenworth RAVE Inclement Weather Email and Test Message Alert System;
2. Inform President's Staff that classes are cancelled;
3. Coordinate the cancellation of evening classes with the Director, Army Education Center; and
4. Disseminate information regarding the cancellation of classes via appropriate social media.

Grandview Plaza (GVP)

Grandview Plaza will follow the inclement weather notification of the Fort Riley Garrison Commander to operate under the conditions of delayed arrival, early release, or cancellation. The Dean of Military Academics, Technical Education, and Outreach Programs will inform the GVP Program Directors of all Fort Riley Inclement Weather Notifications. GVP Program Directors will inform the faculty and staff. Due to the nature of Grandview Plaza classes, the Program Director, along with the Program Support Specialist will personally contact each attendee to notify them of the cancellation and rescheduling of the class when appropriate. In those cases where a class cannot be rescheduled and students have been charged a class fee – those class fees will be refunded or credited to the next scheduled class. Refunds or credits are dependent on the option the affected student chooses.

The Director of Military Programs, Barton-Fort Riley, and the Divisional Administrative Assistant, Grandview Plaza will develop and maintain an accurate "calling tree" and ensure that all personnel know how to use it. Military Programs personnel will execute their portion of the "calling tree" and will ensure that their personnel information is accurate.

Contact(s): Vice President of Instruction

Related Form(s)

References:

Relevant Policy or Procedure(s): Policy 1105 – College Closing

Approved by: President
Date: 10/26/01
Revision(s): 10/9/06; 1/29/07; 9/14/07; 12/4/08; 3/9/10; 10/3/13; 5/25/17 (minor revision); 11/6/17 (minor revision); 2/24/20; 10/1/21 (update)

2101 – Policies/Procedures

New/Revised Policies/Procedures

Any new or revised College policy/procedure will be sent to the Director of Human Resources for processing and coordination.

Changes to an existing policy/procedure must be made in Word with deletions shown in strikethrough and additions shown in blue font. A new policy/procedure must be created in Word using Arial font size 11.

Update[1]

1. If it is an existing policy/procedure and the change(s) is a non-substantive edit, the Director of Human Resources is authorized to make the change(s).

Minor Revision[2]

1. If it is an existing policy/procedure and the change(s) is minor, the Director of Human Resources will send the policy/procedure to the Vice President of Administration for review and approval.
2. If approved, the Director of Human resources will post the revised policy/procedure into the electronic and hard copy policy manuals.

Major Revision[3]

1. If it is a new policy/procedure or an existing policy/procedure and the change(s) is major, the Director of Human Resources will send the policy/procedure to the President for the President's review and approval.
2. If approved by the President, the Director of Human Resources will forward the policy/procedure to employees for review and comment with at least a one-week review before having it placed onto the President's Staff agenda.
3. The Director of Human Resources will tabulate employee comment results and will send to the President's Office for distribution with the President's Staff agenda.
4. If approved by President's Staff, the Director of Human Resources will send the policy/procedure to the College community, and also post it into the electronic and hard copy policy manuals.

Policies or procedures that have been updated or revised subsequent to the initial "Effective" date are denoted by an "Updated/Revised" date.

In the event the Director of Human Resources is gone, this process will wait for the Director of Human Resources' return unless the Director of Human Resources is gone for an extended period of time.

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[1] An update is a non-substantive edit. Examples include updating a position title or a department name, correction of a typographical error, clarifications, non-substantive changes, contact information, website addresses, and repair of broken resource links.

[2] A minor revision has low significance. Examples include clarifying wording within a sentence or paragraph, or adding a paragraph to address an aspect not previously included.

[3] A major revision significantly changes the policy/procedure. Examples include new requirements, new limitations, or expanded responsibilities.

Maintenance of Policy/Procedure Manual

1. In order to assure that all policies and procedures are kept current, annually the Director of Human Resources or the Director of Human Resource's designee will submit existing policies/procedures to the appropriate member of President's Staff for review.
2. If changes are in order, the steps under the Update, Minor Revision or Major Revision Section(s) above will be followed.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1101 – Policies/Procedures

Approved by: President
Date: 8/16/02
Revision(s): 9/14/07; 5/29/12 (minor revision); 10/9/19 (minor revision); 11/6/19 (minor revision); 10/1/21 (update); 10/6/21 (change)

2102 – Institutional Planning and Effectiveness

Driven by the desire for continuous quality improvement and the commitment to provide effective and efficient operations and services, the College is bound by the standards of three guiding policy directives (PD): Barton Policy Governance; Higher Learning Commission (HLC) Open Pathway accreditation standards, and the Kansas Board of Regents (KBOR). To responsibly account for the diverse standards of the guiding policies, a comprehensive document of accountability is necessary. Strategic planning is the measure of accountability for formulating the College's approach to mandated policy PD.

Mission and Vision: The Barton Mission and Vision Statements are reviewed and revised during the strategic planning process. This process is coordinated by the Director of Institutional Effectiveness through leadership of the Executive Leadership Team. The Director of Institutional Effectiveness initiates a yearly environmental scan and report of student, community, employee feedback and peer best practices to establish the need for mission and vision review and/or re-development. Based on an analysis of this feedback and best practices research, the Executive Leadership Team determines whether to retain or revise the current mission and vision statement.

Every five years, or as determined necessary by the Executive Leadership Team, a full review will be conducted with the following steps:

1. Members of the Executive Leadership Team, students, community members, and employee representatives review the College's existing mission and vision statements and provide feedback through surveys, forums, or guided discussions.
2. The Director of Institutional Effectiveness compiles and shares a Mission and Vision Review Report with the Executive Leadership Team.
3. The Executive Leadership Team identifies recurring themes and critical terminology that will serve as the framework for the revised mission and/or vision statements.
4. During the yearly retreat, the Executive Leadership Team drafts and approves the revised mission and/or vision statements.
5. The Director of Institutional Effectiveness shares the resulting draft to the President for review and authorization to present to the Board of Trustees for feedback and approval.

Barton Strategic Planning Framework (BSPF): The Strategic Planning Framework is the context within which Barton County Community College operates to achieve its mission and vision. This framework is the foundation for a strategic management approach through which Barton's leadership team takes responsibility for leading the institution through change, defining the knowledge critical to planning strategically for the college's future, deciding how to interpret that knowledge and how to apply it to plans and decisions that lead to continuous improvement of Barton's programs, services and operations. In this model planners at all levels of the college are able to determine performance "gaps" at the institutional and divisional/department levels and implement initiatives to close those gaps. Senior administrators, with input from internal stakeholders, are able to allocate resources to support the Strategic Plan and ongoing operations that are essential to closing those performance gaps.

Barton Policy Governance: The current Board policy governance was developed on the concept of John C. Carver's model of Effective Board Policy Governance. As adopted by the College Trustees, governance policies identify a framework of institutional requirements, ENDS directives, and executive limitations for guiding College operations. Specifically, the END titled Strategic Planning. "The institutional mission of the college will be supported by strategic planning goals and objectives."

Higher Learning Commission (HLC) Accreditation: In 2012-2013, HLC provided Barton with institutional access to a new accreditation format – Open Pathways. This accreditation format allows for a ten-year timeframe for accreditation compliance and has greater compatibility with long term strategic planning, in that contributing accrediting elements remain constant for an extended time frame. In 2013, Barton was approved for Open Pathway accreditation.

KBOR Strategic Plan: In response to the KBOR strategic planning document, Barton has established institutional goals that support KBOR strategic policy directive of increasing higher education attainment among Kansans.

Core Priorities: The BSPF identifies four standing Core Priorities:

- Drive Student Success
- Cultivate Community Engagement
- Optimize the Barton Experience
- Emphasize Institutional Effectiveness

Yearly College Planning Goals: The Barton Strategic Planning is a fluid process allowing the college to pivot when necessary to meet a changing environment. Yearly the current Barton Strategic Planning Goals are reviewed for continued relevance and progress.

Performance Indicators: Each goal is operationally defined through measurable performance indicators. Individual performance indicator outcomes serve as the basis for determining whether the associated yearly college planning initiative was effectively addressed.

Contacts: Director of Institutional Effectiveness

Related Forms(s):

References:

Relevant Policy or Procedure(s): 1102 – Institutional Focus and Direction

Approved by: President
Date: 1/19/10
Revision(s): 10/24/11; 7/28/14; 9/28/15; 6/26/19 (minor revision); 2/20/23

2105A – Public Relations – Use of Photos/Video in Print and Electronic Media

The Barton campuses are the best resource for illustrating the life of the College and as a result images of people publicly engaged in campus life are often taken for these purposes.

All photos and images taken by the Communications Department, or other Barton personnel for College use, on the College campuses, or at College events, are the property of Barton Community College and may be used at the discretion of the Communications staff or other Barton personnel for College use working within any specific guidelines set out by our partners where deference will be given to these guidelines.

The College reserves the right to take photographs, and publish submitted photographs, of campus facilities and scenes, events, employees, visitors, and students, for College use in any areas on any Barton campus, or at College events, where subjects do not have an expectation of privacy and provided the photographs/video do not violate the privacy of the subject.

Barton does not collect release forms from its employees, visitors, or students for the use of photos or video taken while attending a public event or for general group shots taken while on campus (campus scenes, athletic events, performances, large groups or activities, graduation, etc.).

Upon signing the enrollment form, Barton students further understand and agree to give Barton Community College the absolute and irrevocable right and permission to use their name and to use, reproduce, edit, exhibit, project, display, copyright, publish, air, any photography, images and/or videotaped images and audio of the students with or without their voices, or in which they may be included in whole and in part, photographed, taped, videotaped, and/or recorded for thereafter, and to circulate the same in all forms and media for art, advertising, trade, competition of every description and/or any other lawful purpose whatsoever.

Barton Communications staff shall secure Talent Release Forms from individuals who are not current Barton students for the purpose of collecting and publishing photos/videos.

Talent Release Form

Individuals will not be compensated for the use of marketing photos/video taken while on Barton's campuses or at College events.

Individuals may request to opt-out and request that their photo/image not be used in marketing materials for publication. The Non-permission/Opt-out form can be found at:

Non-permission/Opt-out Form

Contact(s): Chief Communications Officer

Related Form(s): Talent Release Form; Non-permission/Opt-out Form

References:

Relevant Policy or Procedure(s): 1106 – College Communications

Approved by: President
Date: 3/14/11
Revision(s): 9/26/12; 11/6/19 (update); 8/26/22 (minor revision)

2105 – College Response to Media Requests

The Communications Department is the official point of contact for disseminating information to the public. All information to be disseminated must be approved and coordinated by the Chief Communications Officer (or designee). The President and the Chief Communications Officer are the only employees authorized to make direct contact with the news media and serve as spokesperson for the College, with the exception of athletic information provided by the Sports Information Officer or a spokesperson designated by the President or the Chief Communications Officer. Other procedures are as follows:

If contacted by the media, employees may choose, if they wish, to answer questions pertaining to their area of employment, remembering that they are acting as a representative of the College by doing so. Employees are to be accurate, exercise restraint, and show respect for the opinion of others and make every effort to indicate that they are not speaking for the College. Employees should also notify the Communications Department when information has been provided to the media.

<u>Crisis Communication Procedure</u>

Purpose: To initiate communication with appropriate parties to provide accurate, complete and timely information to the public and the media in the event of a crisis. Communications will seek to restore and maintain a positive image of Barton among its publics. Communications with the media or other publics should be open, honest and frequent. Refer all media inquiries to the Communications Department. For definitions and college procedures, the Crisis Communication Team will rely on the Emergency Operations Plan. In addition to the EOP's definition of an Emergency, a crisis can include any event that the President and Chief Communications Officer might consider to be significantly harmful to the college's reputation.

Objective: To be perceived in the news media as a community-focused organization that genuinely cares about its employees, students and stakeholders. Barton Community College values and protects students, faculty and staff above all else, and will exhaust all measures to ensure their well-being.

Procedure: In the event of a crisis, *all* inquiries shall be referred to the Chief Communications Officer (or designee). The President of the College shall be kept informed of all statements being delivered to the media.

What can be said: Preliminary contact with the media may be appropriate to inform reporters that information is on the way. As soon as initial facts are verified, the Chief Communications Officer (or designee) will state the type of incident, when it occurred, why it happened, who is involved, and the location. Additional facts may be released as soon as they are known and verified.

Crisis Communication Plan: This is a document maintained by the Communications Department that contains detailed instructions for the Crisis Communication Team. The Plan and Team are supplemental to the Emergency Operation Plan and Team. The Crisis Communication Plan shall be reviewed annually in July and presented to President's Staff.

Crisis Communications Checklist:

1. Chief Communications Officer is notified of crisis situation.
2. Chief Communications Officer will initiate the Crisis Communication Plan.
3. Chief Communications Officer determines level of crisis and assembles team.
4. Emergency Operations Plan is reviewed.
5. Appropriate communications to relevant news organizations and other stakeholders are planned.
6. Crisis Communication Team monitors media and responds to phone calls, emails and online comments.
7. Follow-up information is to be provided as it becomes available.

Contact(s): Chief Communications Officer

Related Form(s):

References:

Relevant Policy or Procedure(s): 1106 – College Communications

Approved by: President
Date: 8/28/02
Revision(s): 10/09/06; 9/14/07; 3/31/09; 6/19/14; 1/26/15; 9/28/15; 5/25/17 (minor revision); 11/18/19 (minor revision); 8/26/22 (minor revision)

2106 – College Logos and Other Representations

All requests to use the College logo and any other representation of the College and its programs are referred to the Chief Communications Officer for consideration/approval.

The logos/representations may not be altered in any way, except with the authorization of the Chief Communications Officer. They are not to be used in any way that is considered detrimental to the College or to its image, and may be used only as authorized by the College.

A fee may be charged for the use of the logo/representation, as determined by the Chief Communications Officer.

If and when the logo/representation is revised, replaced or discontinued, the user will immediately utilize the new logo/representation, or cease its use, as determined by the Chief Communications Officer.

Contact(s): Chief Communications Officer

Related Form(s):

References:

Relevant Policy or Procedure(s): 1108 – College Logos and Other Representations

Approved by: President
Date: 5/21/03
Revision(s): 9/14/07; 2/8/11; 11/6/19 (update); 8/26/22 (minor revision)

2107 – Partnership Relations

The College will consider entering into partnerships where it provides services for financial return with public sector, taxing**,** for-profit, or not-for-profit organizations when the following conditions exist:

1. When not in violation of a College policy or a local, state or federal statute.

2. When directed by the College President.

3. Only when the partner is a public sector, taxing or not-for-profit organization and they have attempted, through reasonable efforts, to secure local service and have been unsuccessful.

4. Where there are mutually beneficial processes that benefit both organizations and offset or reduce some College costs.

5. Where there is a benefit to the College in terms of ongoing revenue streams, partnering, training, etc.

6. Where the client organization intends to maintain primary responsibility for ordinary, day-to-day operations. (In the case of technical support, College technical personnel will be involved with installation and upgrade of hardware and software, initial technical training and periodic operational maintenance.)

7. Where there is no long-term or material degradation in support of normal College activities. An Income and Expense Estimate will be prepared to determine anticipated impact on the College for all partnership arrangements.

Based on policy 1107

Approved by: President
Date: 11/19/07
Revision(s): 9/14/07; 2/8/11; 11/6/19 (update)

2108 – Social Media

The College recognizes the value of social media as a communication tool that supports student engagement, recruitment, education, community connection, and institutional storytelling. This procedure is intended to encourage responsible, professional, and effective use of social media by faculty, staff, departments, programs, and affiliated student organizations.

This procedure applies to all official Barton Community College social media accounts and to employees or representatives when communicating on behalf of the College.

Official College Accounts

The use of social media that represents the College is seen as a key element in Barton's brand strategy. Procedures involving the use of the College's logo (2106), the College's computing system (2111), and the Employee Conduct and Discipline (2450) apply as well.

1. All social media accounts representing Barton Community College or its departments, programs, offices, or affiliated organizations must be approved by and registered with the Communications Department. All social media accounts representing athletics and team pages will be approved by the Assistant Director of Athletics & Sports Information Director.

2. The Communications Department shall maintain administrative access to all official accounts and reserves the right to modify, deactivate, or remove accounts that are inactive, duplicate existing efforts, do not align with institutional standards, or present reputational, operational, or security concerns.

3. Official social media accounts are institutional assets and remain the property of Barton Community College. Account credentials must utilize institution-approved email addresses and shared administrative access.

4. Any employee, department, or organization wishing to establish an official social media presence must first consult with the Communications Department to determine institutional need, platform appropriateness, branding consistency, and account management expectations.

Personal Social Media Use by Employees

5. Barton employees retain the right to participate in personal social media activities. Employees should make clear when opinions expressed are personal and not representative of Barton Community College. When discussing Barton-related matters in a personal capacity or identifying themselves as a college employee, employees are encouraged to use a disclaimer such as: "The views expressed are my own and do not necessarily reflect those of Barton Community College."

6. Barton personnel are personally responsible for the content they publish online. Employees are expected to conduct themselves online in a respectful and professional manner consistent with institutional policies, including Employee Conduct and Discipline (2450), Computing System procedures (2111), and applicable laws and regulations. Any conduct that would subject an employee to discipline with the College if it occurred in-person can have the same consequences if it occurs in the realm of the internet and social media. Inappropriate postings

that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct may result in disciplinary action up to and including termination.

Privacy, Confidentiality, and Accessibility

7. Employees, students, and affiliated organizations shall not publish confidential, proprietary, personally identifiable, or protected student information through social media platforms. All social media use must comply with applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA).

8. Photos, videos, or identifiable student information shared through official accounts should follow applicable institutional media release and privacy procedures.

9. Official Barton social media content will meet required accessibility standards, including but not limited to, captioning video content, providing alternative text for images, and utilizing accessible design practices.

10. Students, faculty, and staff will adhere to the terms and conditions of social media platforms.

11. For those social networking sites that require an “official representative” of the college, that representative shall be determined by the Chief Communications Officer. Students, faculty, or staff cannot misrepresent themselves as social media site account managers.

12. Be respectful of others at all times.

Content Standards and Account Management

13. Barton personnel are personally responsible for the content they publish online. Content should be accurate, respectful, lawful, and consistent with the mission and values of the College.

14. Employees and account administrators shall respect copyright, fair use, trademark, and financial disclosure laws and regulations.

15. Artificial intelligence (AI) tools may be utilized to assist with content creation; however, employees remain responsible for ensuring accuracy, appropriateness, copyright compliance, and protection of confidential information.

16. The College reserves the right to remove or report content on official accounts that contains threats, harassment, discrimination, unlawful conduct, spam or material inconsistent with institutional standards or platform terms of service.

17. Official account administrators shall maintain account security through strong passwords, appropriate account recovery methods, and timely transfer of access when staffing changes occur.

Crisis and Institutional Communications

18. During emergencies, crises, or sensitive institutional matters, only authorized College representatives may issue official statements or updates on behalf of Barton Community College.

19. Employees shall avoid sharing unverified information regarding emergencies, investigations, personnel matters, or student incidents.

Instructional use of social media

20. The College supports academic freedom (2520), including the appropriate instructional use of social media. Instructors utilizing social media in courses should clearly communicate expectations within course materials and syllabi.

21. The instructor shall post a disclaimer on the social media account stating that they reserve the right to restrict, edit, or remove content posted by students.

22. The College's official email system (and not social networking sites) must be used when communicating with a specific student or about an issue involving a specific student.

Clubs and Student Organizations

23. Faculty advisors overseeing student organization social media accounts are responsible for ensuring compliance with this procedure and applicable College policies.

24. Student organizations utilizing social media platforms as official Barton-affiliated groups must coordinate with the Communications Department regarding account setup, branding, and institutional representation.

Contact(s): Chief Communications Officer

Related Form(s):

References:

Relevant Policy or Procedure(s): 1106 – College Communications

Approved by: President
Date: 1/26/15
Revision(s): 11/18/19 (minor revision); 10/6/21 (change); 8/26/22 (minor revision); 9/21/26

2109 – Contracts, Agreements, MOU

Contractual arrangements legally binding the College may only be executed according to the procedures set forth below. Contracts entered into on behalf of Barton Community College must be reviewed and approved by designated College personnel to ensure compliance with established College procedure regarding contract language and stipulations. Contracts may only be executed by College designated signatories as specified in this procedure.

Only authorized signatories may sign contracts on behalf of the College which obligate the College to terms exceeding one year. Contracts must follow Procurement procedure 2315. The President, or the President's designee and the Vice President of Administration must actively participate in the negotiation, approval and execution of all contracts which obligate the College to terms exceeding one year.

For the purposes of this procedure, a "contract" is defined as an agreement between two (2) or more parties, which is intended to have legal effect and documents the pricing, scope of work and other related terms and conditions of the relationship, and obligate the College to terms exceeding one year. All contracts document a common understanding among the parties as to the essential terms of their agreement, contain mutual obligations, and set forth "legal consideration," meaning that something of value is exchanged between the parties and include "agreements", memorandum of agreement (MOA), and memorandum of understanding (MOU). Oral arrangements are **not** an acceptable method of procurement; therefore they must be written to be enforceable. An agreement may constitute a binding contract even though one party provides something of value to the other party at no charge.

Elements of a Contract. The elements necessary to form a legally binding and enforceable contract are:

- Offer and acceptance. All contractual relationships require an offer by one party and acceptance by another party.
- Legally enforceable. Contracts must be for a legal purpose to be legally enforceable.
- Mutuality of obligation. Parties entering into a contract must have a "meeting of the minds", which means that the parties are agreeing to the same thing, in the same sense, and at the same time.
- Certainty of subject matter. Contractual provisions must be sufficiently defined to enable courts to understand the parties' obligations.
- Consideration. This is an essential element, without which contracts are unenforceable, even if all other elements are present. Consideration often is, but is not necessarily monetary. It consists of either a benefit to the party receiving the promise or a detriment to the party making the promise. It may consist of some right, interest, profit, or benefit accruing to the other party.
- Competent Parties. Parties to a contract must have legal capacity to contract. By definition, college representatives do not have legal capacity; only the President or the President'shim designee may contract.

Contract Signatory Authority

The authorized individuals to sign contracts on the behalf of the College are set by College Policy and Procedures and are as follows:

- Board Chairperson
- College President, or the Acting President
- Vice President of Administration, when so designated in writing by the College President

Delegation of Signatory Authority

No employee or agent of the College has the authority to enter into any contract on behalf of the College, unless so designated in writing by the College President. Designation of signatory authority requires a valid and effective delegation of authority before individuals may execute agreements on behalf of the College consistent with all other applicable College purchasing and agreement-related policies and procedures.

An agreement that is not expressed in writing and approved and executed in accordance with this procedure shall not be binding or enforceable against the College.

Commitments made by unauthorized employees may become their personal obligation and may subject them to disciplinary action. Any employee who signs a contract or seeks to bind the College to an agreement in violation of this policy may be subject to discipline, up to and including termination.

Initiation, Negotiations, Review and Approval

The initiation, negotiations, review and approval of contractual documents by College employees who wish to involve College resources shall follow the procedures as outlined below.

Initiation

Before entering into negotiations, the supervising Dean must notify the Vice President of Administration and Vice President of Instruction (as applicable). The supervising Dean, or their designee, will work with the Vice President of Administration on the contract. The Vice President of Administration will notify and consult with the President as necessary.

Negotiations

- Only the employee(s) designated by the supervising Dean shall participate in the negotiation process.
- Contract negotiations must be completed prior to the development and processing of paperwork in order to best serve the potential relationship.
- The Vice President of Instruction, Vice President of Administration, or President may also require consultation with the College Attorney prior to final approval.

Review and Approval

The Supervising Dean will oversee the following review and approval procedure prior to finalizing the contract and obligation of funds.

- Program Director review and approval (signature, if required)
- Supervising Dean review and approval (signature, if required)
- Vice President of Administration review and approval
- Vice President of Instruction review and approval (if applicable)
- President or the President's designee, review, approval, and signature
- The Vice President of Instruction, Vice President of Administration, or President may also require consultation with the College Attorney prior to final approval.

Maintenance of Contracts, Agreements, MOUs

- The supervising Dean must forward a copy of all signed, final contracts, agreements, or MOUs to the Assistant to the President and the Vice President of Administration for inclusion in the administrative file.
- The Assistant to the President will review the documents for completeness and maintains a scanned and hardcopy of the document.
- The appropriate program office must maintain original or copy of the final contract, agreement, or MOU.

Contracts Made under a Federal Award

All contracts made by the College under a Federal award must contain provisions covering the following as applicable.

- Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- All contracts in excess of $10,000 must address termination for cause and for convenience by the College including the manner by which it will be effected and the basis for settlement.
- Equal Employment Opportunity.
- Davis-Bacon Act.
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).
- Rights to Inventions Made Under a Contract or Agreement.
- Clean Air Act (42 U.S.C. 7401–7671q.)
- Federal Water Pollution Control Act (33 U.S.C. 1251–1387)
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- Debarment and Suspension (Executive Orders 12549 and 12689)
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contact(s):
Vice President of Administration

Related Form(s)

- None

References

§§ 200.317 – 200.326, 200.33, Appendix II to §200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1107 – Contracts and Other Institutional Commitments

Approved by: President
Date: 6/1/15
Revision(s): 5/25/17 (minor revision)

2110 – Phone and Mail Systems

The personal use of the College telephone system(s) for long-distance and toll calls (including the College 800 number for incoming calls) are prohibited, unless a personal calling card is used for necessary calls. College corporate cards are not to be used for personal calls. Local personal calls are to be kept to a minimum. The College can monitor telephone usage and any misuse of the system shall be grounds for disciplinary action.

The use of College paid postage for personal correspondence is strictly prohibited. Personal mail, properly stamped and with a return address, may be deposited at the College for delivery to the Post Office.

Based on policy 1109

Approved by: President
Date: 9/14/07
Revision(s):

2111A - Barton Community College Individual Email Address

Purpose

Barton Community College has obligations to ensure integrity and accessibility of records, and security of sensitive institutional information that may be sent or received via email. This procedure advises employee's of their obligations to use only their Barton Community College email account[1] and not personal email accounts to preserve the institutions archival records; to enhance compliance with federal and state laws and regulations; to eliminate accidental or innocent destruction of records; to facilitate the College's operations by ensuring all state/federal laws on retention are met and to manage the records resulting from that use in accordance with applicable policy, standards and procedures for records retention. See procedure 2170 Records Retention.

Audience

Barton Community College Affiliates who conduct institutional business via email.

Compliance

Failure to comply with this procedure may put Barton Community College information assets at risk and may have disciplinary consequences for employees, up to and including termination of employment.

Violation of this procedure may also carry the risk of civil or criminal penalties.

Roles and Responsibilities

Supervisors: Make this procedure available to team members and provide guidance on implementation.

Information Services Staff: Monitor implementation and provide assistance as requested.

All Barton Community College employees will:

1) maintain and use only Barton Community College email accounts and not use any external/personal accounts[2] to preserve the institutions archival records; to enhance compliance with federal and state laws and regulations; to eliminate accidental or innocent destruction of records; to facilitate the College's operations by ensuring all state/federal laws on retention are met and to manage the records resulting from that use in accordance with applicable policy, standards and procedures for records and retention.
2) enter and maintain a Barton Community College email account address (and not an external/personal account) in the Barton Community College Campus Directory (unless an exception exists and no directory entry is present).

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[1] Barton Community College Email Account: Email account(s) provided by Barton Community College Information Services for the purpose of transacting institutional business.

[2] External/Personal Email Account: An email account provided by an organization not affiliated with Barton Community College. This may be a personal Gmail, Yahoo, or other account, or may be provided by another organization (such as a professional organization, or another institution with which the user is also affiliated.)

3) not auto-forward[3] Barton Community College email to an external email account. (Auto-forwarding between institution email accounts is permitted. Auto-forwarding to external/personal accounts is not permitted, though manual forwarding of individual messages to an external account is generally permissible if in accord with all other applicable Barton Community College policies, standards, and procedures.)
4) ensure that email is retained, sent to archives, or otherwise managed in accordance with the Barton Community College Records Retention Schedule.
5) only include professional images from the Public Relations department or approved company logos only to represent their image in their O365 profile.

Exceptions:

If email which would constitute institutional business (other than marketing or other short-lived messages which may be deleted immediately) is received on a personal/external account, the affiliate may comply with this procedure by forwarding a copy of the message to their Barton Community College account and notifying the sender to use the Barton Community College account in the future.

Other exceptions to this procedure may only be authorized in writing by the President or the President's designee.

Contact(s)

Chief Information Officer

Related Form(s)

Relevant Policy or Procedure(s): Policy 1110 – Use of Computers/College Computing and Information Systems; 2170 – Records Retention

Approved by: President
Date: 3/26/18
Revision(s): 6/24/19; 10/1/21 (update)

[3] Auto-forward: The act of forwarding email through the use of an automated forwarding mechanism. Once configured, these mechanisms forward email from one server to another without any user intervention and/or oversight.

2111 – Use of Computers/College Computing and Information Systems

College computers, computing and information systems are provided for students, employees, and other authorized users in support of the mission and ends of the College. The College limits the use of these resources to those applications which are deemed appropriate. The misapplication of College computing and information systems may lead to discipline, including separation from the College.

No user shall engage in the following:

A. Unprofessional or unethical communications (as determined by the President or the President's designee) that detract from the College mission.

B. Intentional corruption or misuse of college computer systems.

C. Use of systems for illegal or criminal activity.

D. The use of campus owned and operated computer networks, systems, software and hardware, posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail that may be offensive to others and groups, such as profanity, defamation and harassment based on gender, race, age, disability, national origin, or other basis impermissible under the law.

E. Viewing/observing or downloading non-educational images or material that may be considered offensive to others and groups as described in "d".

F. Use of the campus computing system for commercial or profit activities without prior approval from the President.

G. Attempts to disrupt or support the disruption of college or external information technology services, systems, or users - disruptive activities include, but are not limited to:
    a. sending unauthorized mass, chain or spam mail and/or ping bombs
    b. knowingly transmitting any computer viruses, worms, etc.
    c. hosting or using open mail relays on college equipment

H. The use of group web sites for the publication or distribution of copyrighted materials or licensed software.

I. Individual offices and laboratories may have additional limitations on the use of computers/college computing and information systems.

In addition to the restrictions above, students are not to have access to employees' computers, except by permission from the Chief Information Officer or department supervisor.

<u>Implied Consent</u>

Each person with access to the College's computing resources is responsible for appropriate use and agrees to comply with all applicable College and departmental policies and regulations, and with applicable City, County, State and Federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems. *Each user is subject to monitoring of all communications, including e-mail.*

Contact(s): Chief Information Officer

Related Form(s): AI Guidelines

Relevant Policy or Procedure(s): 1110 – Use of Computers/College Computing and Information Services

Approved by: President
Date: 6/3/08
Revision(s): 11/19/07; 9/21/09; 822/17 (minor revision); 10/1/21 (update); 9/15/26 (update)

2112 – IT Purchases and Projects

All IT equipment, hardware, software, and/or consumable purchases of software from any area of the college need to be sent to the Chief Information Officer with an explanation of its essential need so that the product can be assessed before purchase or pricing can be processed.

All IT projects current or new need to be communicated to the Chief Information Officer for oversight to track manpower needs, and to enable the Chief Information Officer to tie projects into the strategic plan. Some of the benefits to this policy include but are not limited to: Information Services is able to properly provide technical assistance for all hardware/software that is attained, cost efficiency, the products purchased or donated are compatible with the current technology in place, all hardware/software (both new and current) will be able to be configured correctly, and the proper evaluation of licensing agreements is reviewed for possible conflicts or redundancy with other technology in place.

Defining IT at Barton – The following Architectural and Transportation Barriers Compliance Board (United States Access Board) definitions apply.

Electronic and information technology. Includes information technology and any equipment or interconnected system or subsystem of equipment, which is used in the creation, conversion, or duplication of data or information. The term electronic and information technology includes, but is not limited to, telecommunications products (such as telephones), information kiosks and transaction machines, World Wide Web sites, multimedia, and office equipment such as copiers and fax machines. The term does not include any equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.

Information technology. Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. The term 'information technology' includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

Example:

At Barton some examples are: on our web site the Chief Communications Officer is responsible for content and how the site looks, while the IT department is responsible for support services, underlying systems and transport mechanisms and insuring that the site functions properly. Another example is, in the smart classrooms the faculty members are responsible for the content and presentation and the IT department is responsible for support services, underlying systems and transport mechanisms.

Contact(s): Chief Information Officer

Related Form(s):

- None

References:
Section 508 Standards for Electronic and Information Technology. United States Access Board, 21 Dec. 2000, Retrieved from https://www.access-board.gov/ict.html Accessed 27 February 2019.

Relevant Policy or Procedure(s): 1111-Information Technology Purchases and Projects

Approved by: President
Date: 11/13/06
Revision(s): 6/3/08; 6/24/19; 1/24/25 (update)

2113 – Information Services Data Backup

Backups for all institutional servers, but not limited to servers, will be kept on this schedule:

- End of month backups will be kept for a minimum of 6 months; and
- Daily backups will be kept for a minimum of 4 weeks.

Backups of end users' desktops is not performed ever.

Contact(s)

Chief Information Officer

Related Form(s)

Relevant Policy or Procedure(s): Policy 1111 – Information Technology Purchases and Projects

Approved by: President
Date: 6/19/12
Revision(s): 3/26/18

2115 –Tuition Scholarships

The College is pleased to offer tuition scholarships to eligible employees, qualifying Trustees, and spouse or eligible dependent children[1] (as defined by the IRS) for credit courses enrolled through the College. LSEC, non-credit, and Military Programs courses are not eligible. The scholarship covers the tuition portion of the charges for non-online classes up to 9 credit hours per academic term for those in the Regular Part-time Staff/Faculty, and Adjunct Faculty/Outreach Site Coordinators categories and unlimited for those in the Full-time Faculty/Staff, Dependents of Qualifying Deceased Employees, and Qualifying Board of Trustees categories. To be eligible for the tuition scholarship, employees must be actively employed and have been paid by Barton within the last six months. For Barton Online classes, the scholarship covers the equivalent of the current charge for resident tuition for non-online classes. The applicant is responsible for the additional tuition charge for online classes, non-credit classes, student fees, special fees, and book charges. Eligible employees, qualifying Trustees, and spouse or eligible dependent children may only receive one institutional Tuition scholarship per semester (Staff, Athletic, Performance, etc.).

When employees take advantage of tuition scholarships by enrolling in College classes, they will normally attend classes during a time other than regular working hours. When the class meets during regular working hours, employees will be allowed to attend class only with written permission from their supervisor and any missed work-time will need to be made up either by working additional hours that same week or by taking vacation or personal leave. Eligibility requirements for employee tuition scholarships will be communicated through the Office of Human Resources.

In memory of Cheryl Berg, Director of Nursing who passed away in March 2005, the College believes it is appropriate to honor Mrs. Berg by expanding the Tuition Scholarships Procedure to include dependent children of full-time deceased employees. Therefore, the Tuition Scholarships Procedure is hereby expanded to include the awarding of tuition scholarships for Barton classes to dependent children of full-time deceased employees. The same guidelines shall apply as reflected in the Tuition Scholarships Procedures except that the employee must have been actively employed at the College at the time of the employee's death for this procedure to be applicable.

For more information on the Tuition Scholarships benefit (including application and eligibility information) please go to http://www.bartonccc.edu/financialaid/scholarships#Benefit

Contact(s): Director of Human Resources

Related Form(s): Tuition Voucher Online Form

References:

Relevant Policy or Procedure(s): 1120 – Tuition Scholarships

Approved by: President

[1] Spouses or eligible dependent children of Adjunct Faculty/Outreach Site Coordinators and Regular Part-time Staff/Faculty may be included, provided all eligibility requirements are met.

Date: 1/14/08
Revision(s): 7/1/11; 11/22/10; 5/29/12; 3/29/16; 10/19/16 (minor revision); 10/9/19 (minor revision); 1/29/21 (minor revision); 10/1/21 (update); 5/7/26 (minor revision)

2120 – Freedom of Information

The Chief Communications Officer (Chief Communications Officer or designee) will act on requests for open records as soon as possible. However, if it appears it will take some time to provide records or notification of fees is required, a response will be provided within three (3) College working days of the request, estimating fees and providing further information regarding the College's ability and plans to provide the requested records.

The College is not required to develop or produce any record not already in existence. There is no requirement for the College to create a new record upon request.

Standardized reports provided by the College will either be hard-copy or in Adobe Portable Document Format (PDF) or in another format already utilized by the College to produce the requested report.

For public records stored electronically that can be produced using software already utilized by the College without software modifications, no fee is charged for public records requiring less than 30 minutes to obtain.

Barton Community College does not define email addresses in bulk as Directory Information. Listings of multiple student email addresses are not produced for any purpose.

Requestors are asked to use Barton's Public Records Request form to ensure a complete and thorough request with an efficient turnaround.

The following fees are charged to provide records under this procedure:

$.10 per page copying/printing public records
$1.00 per page faxes
$1.00 per tape/disk audio tapes/computer disks
$3.00 per VHS/DVD
$1.00 per CD
Based on Employee's Hourly Rate actual staff time involved
Based on Administrator's Hourly Rate actual administrative staff time involved

Such fees are in addition to all record retrieval expenses such as mileage and depository access charges.

Sample Reasons for Denying Access to Public Records
Permission to inspect or copy public records may be denied if, for example, (but not limited to): (1) the request "places an unreasonable burden in producing public records" or (2) the custodian of the records "has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." Denial of a person's inspection or copying requests must be explained in writing if the person requests such an explanation.

Contact(s): Chief Communications Officer

Related Form(s): Public Records Request Form

Relevant Policy or Procedure(s): 1127-Freedom of Information

Approved by: President
Date: 6/19/80
Revision(s): 5/18/89; 9/14/07; 11/18/08; 2/23/09; 5/16/14 (minor revision); 3/26/18; 8/26/22 (minor revision)

2121 –Civil Rights Officer

Barton Community College assures compliance with all applicable Federal and State laws. To this end, the President has appointed the Civil Rights Officer as the College's Compliance Officer as well as the administrator responsible for issues dealing with Sexual Harassment.

The role of the College's Civil Rights Officer is to help coordinate efforts between the position which is responsible for the specific area of compliance (listed below) and the student/employee/individual to reach a satisfactory resolution to the issue.

- Sexual Harassment – Title IX Coordinator
- ADA (Title VII)
  - Employment Issues – Director of Human Resources
  - Facility Management Issues – Coordinator of Facility Management
  - Student Learning Issues – Vice President of Student Services
  - Athletic (Title IX) – Director of Athletics
- Equal Employment Opportunity – Director of Human Resources
- Financial Aid (Title IV) – Vice President of Student Services & Director of Financial Aid

These positions are charged with, and have responsibility for:

1) knowing the federal and state laws, as well as institutional policies relative to resolving problems encountered by students, employees, and other individuals;
2) ensuring institutional compliance with federal and state law, as well as College policy as appropriate, conducting the investigation of any complaint; and
3) attempting to bring about resolution through the use of federal and state laws, College processes and procedures.

Contact(s): Civil Rights Officer

Related Form(s): None

References:

Relevant Policy or Procedure(s): Policy 1125 – Equal Employment Opportunity and Equal Educational Opportunity

Approved by: President

Date: 10/17/04

Revision(s): 9/14/07; 5/25/17 (minor revision); 10/14/21 (minor revision); 11/14/21 (update)

2123 – Title IV Student Aid Fraud

Student Fraud

Institutions are required to refer applicants who are suspected of having engaged in fraud or other criminal misconduct in connection with Title IV programs to the Department of Education's (ED's) Office of Inspector General (OIG). The regulations require only that the institution refer the suspected case of investigation, not that it reaches a firm conclusion about the propriety of the student's conduct.

To identify suspected fraud, Barton has developed and applies an adequate system to identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These areas include the following:

- All student aid applications (e.g., federal, institutional, state, etc.)
- Need analysis documents (e.g., Institutional Student Information Records (ISIRs) and Student Aid Reports (SARs))
- Copies of federal income tax returns or IRS tax transcripts
- Information regarding a student's citizenship
- Previous educational experience (e.g., falsified school credential such as a high school diploma)
- Documentation of the student's Social Security Number
- Other factors relating to the student's eligibility for funds under Title IV aid programs (e.g., Selective Service registration compliance)

Barton's financial aid personnel are trained to look for the following:

- Falsified documents or forged signatures on an institutional application, documents submitted for verification of information on the application, or loan promissory notes
- False statements of income
- False states of citizenship
- Use of false or fictitious names or aliases, addresses, or Social Security Numbers, including deliberate use of multiple Social Security Numbers
- False claims of independent status
- Patterns of misreported information from one year to the next

Students who have been convicted of or have pled nolo contender, or guilty to a crime involving fraud in obtaining Title IV aid are ineligible for additional Title IV aid unless the

student has completed repayment of such assistance to the U.S. Department of Education or the holder of the federal student loan.

Employee Fraud

Any Barton employee acting in a capacity involving the administration or receipt of Title IV funds suspected to have engaged in fraud or any illegal conduct involving Title IV programs will be reported to Ed's OIG (Office of Inspector General). This includes Barton employees counseling a student on providing false or inaccurate information in order to receive Federal Financial Aid funds.

Barton has instituted a Student Employment Group that is designed to work collaboratively in the Federal Work Study program. In particular, the group is charged to ensure that no fraudulent activity is involved in the Federal Work Study program.

Last updated: 12-Feb-2008

Referrals

If the school suspects that a student, employee, or other individual has misreported information and/or altered documentation to increase student aid eligibility or to fraudulently obtain federal funds, it must report those suspicions and provide any evidence to Ed's Office of Inspector General (OIG).

The OIG Web site allows the school to:

- Complete a special complaint form on-line
- Call the toll free number (1-800-MIS-USED)
- Call an OIG office in the school's area (a list of offices and telephone numbers are provided)

Reporting

Referrals to OIG will be made by Barton's attorney. The Director of Financial Aid is responsible for informing the Barton's President and Fiscal Officer of any situation in which fraud is suspected at which time the three principals will make the determination to contact the College's legal counsel.

Contact(s): Chief Accreditation Officer and Director of Financial Aid

Related Form(s):

References:
Code of Federal Regulations: 34 CFR 668.16

Relevant Policy or Procedure(s): 1125-Equal Employment Opportunity and Equal Education Opportunity

Approved by: President

Date: 5/5/08
Revision(s): 7/19/19 (minor revision); 11/14/25 (update); 12/4/25 (minor revision)

2125 – Solicitation of Employees/Students

Internal Solicitation (Solicitation by Employees and Students):

Without a student's or employee's direct expression of interest, employees and students shall not be permitted to sell or purchase goods, products, and/or services directly to/from faculty, staff and/or students via broadcast e-mail or campus solicitation for personal, business, or commercial gain or interest. Employees or students wishing to offer products for sale to, or purchase items from, each other may do so through the College's "Classifieds" folder, or by following the regulations for placing notices on the campus bulletin boards as established by the Director of Student Life. E-mail communication for the above purposes with students and employees shall be limited to those who have specifically indicated an interest in the product or service and given permission to be included on the seller's distribution list or have signed up for the classifieds@bartonccc.edu distribution list by contacting Information Services. Further, use of the College's electronic communication system for personal interests, such as the above, shall abide by the Use of Computers/College Computing and Information Systems procedure and shall not be used during the staff member's normal working hours for personal purposes.

External Solicitation (Solicitation by non-employees and students):

The College, its employees, and students shall not release lists of employee and/or student addresses and/or telephone numbers to vendors who are not specifically authorized to receive that information.

Solicitation is not permitted on College property unless authorized by the President or the President's designee. Solicitation is defined as, but not limited to, an approach or request by an individual, business, or commercial organization for the purpose of selling goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain. Vendors may not solicit business nor buy from or sell any products or services to faculty, staff, and/or students on College property or through the use of the College's communication systems. This procedure shall not prohibit vendors from providing information to College employees which may be intended for, or necessary to, conducting College business.

Contact(s): Director of Student Life, Chief Information Officer

Related Form(s):

- None

References:

Relevant Policy or Procedure: 1140 – Solicitation of Employees/Students

Approved by: President
Date: 8/27/02
Revision(s): 9/14/07; 3/9/10; 4/1/19 (minor revision)

2130 – Requisitions

Purpose

To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established.

Scope

The procedure is applicable to all employees who create or approve requisitions.

Standards

- Flow charts have been developed to help with understanding process please refer to them for help
- Any requisition which is $5000 or over will go to the President for approval (a list of exemptions are listed at the bottom)
- Requisitions for less than $5000 will follow the procedures of the person with budget authority.
- The requisition must match the invoice within $50 excluding shipping. If the overage is more then $50 then either a supplemental requisition will be created or final approver can sign the requisition attached to the invoice.
- At any time that the circumstance arises when the employee responsible for approving the requisition is unavailable for an extended period of time, email authorization to temporarily assign a different approver must be submitted to the Comptroller's office.
- Under no circumstance should an approver with electronic approval authority release the approver's password.

Audit

By electronically approving the requisition, the approver implies that all supporting documentation has been reviewed and the transaction is appropriate, accurate and complies with all policies.

Exemptions

Midwest Energy, Kansas Gas Service, direct purchase of natural gas, water, Wheatland Electric.

Contact(s):

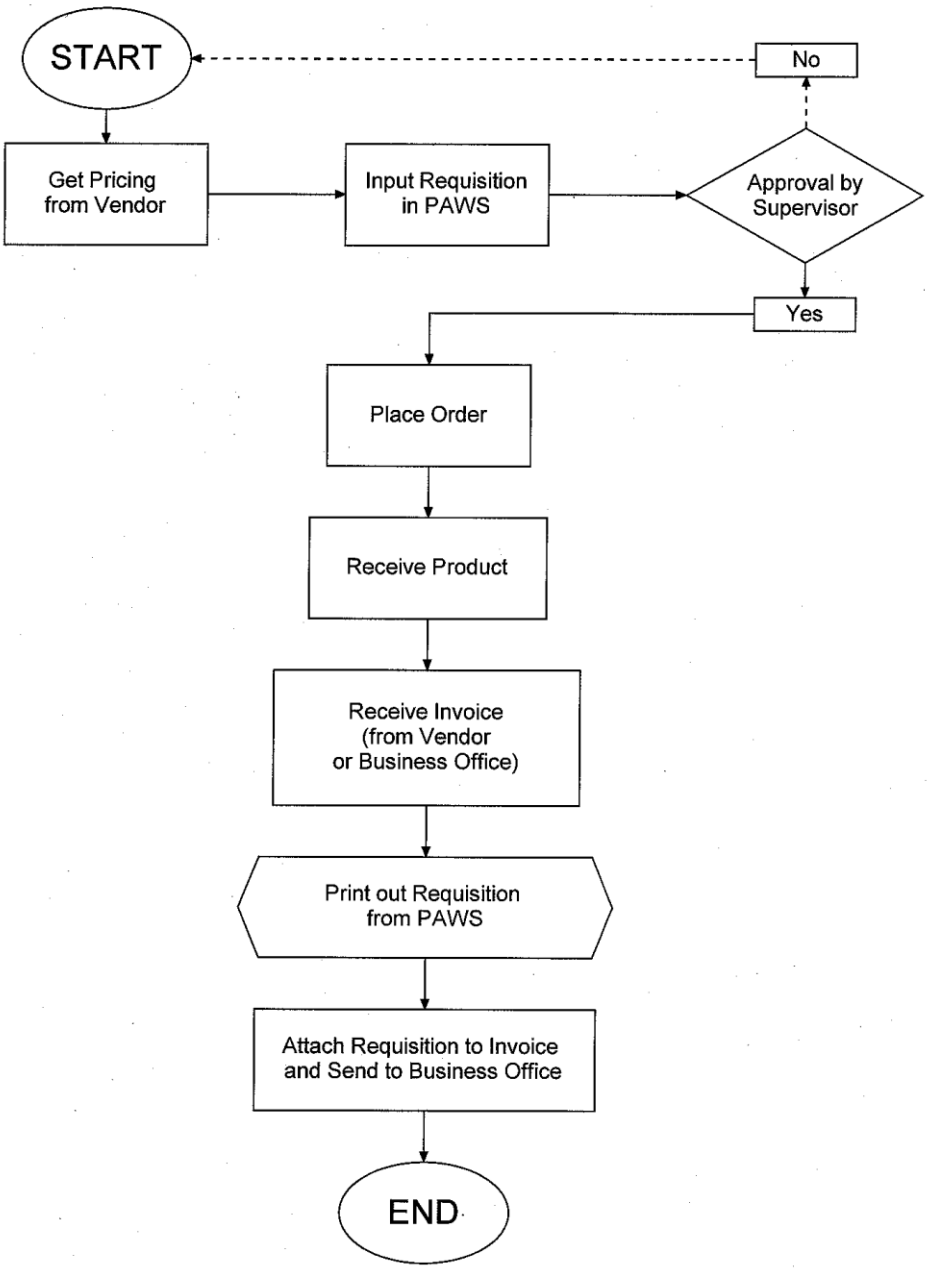
Vice President of Administration

Related Form(s)

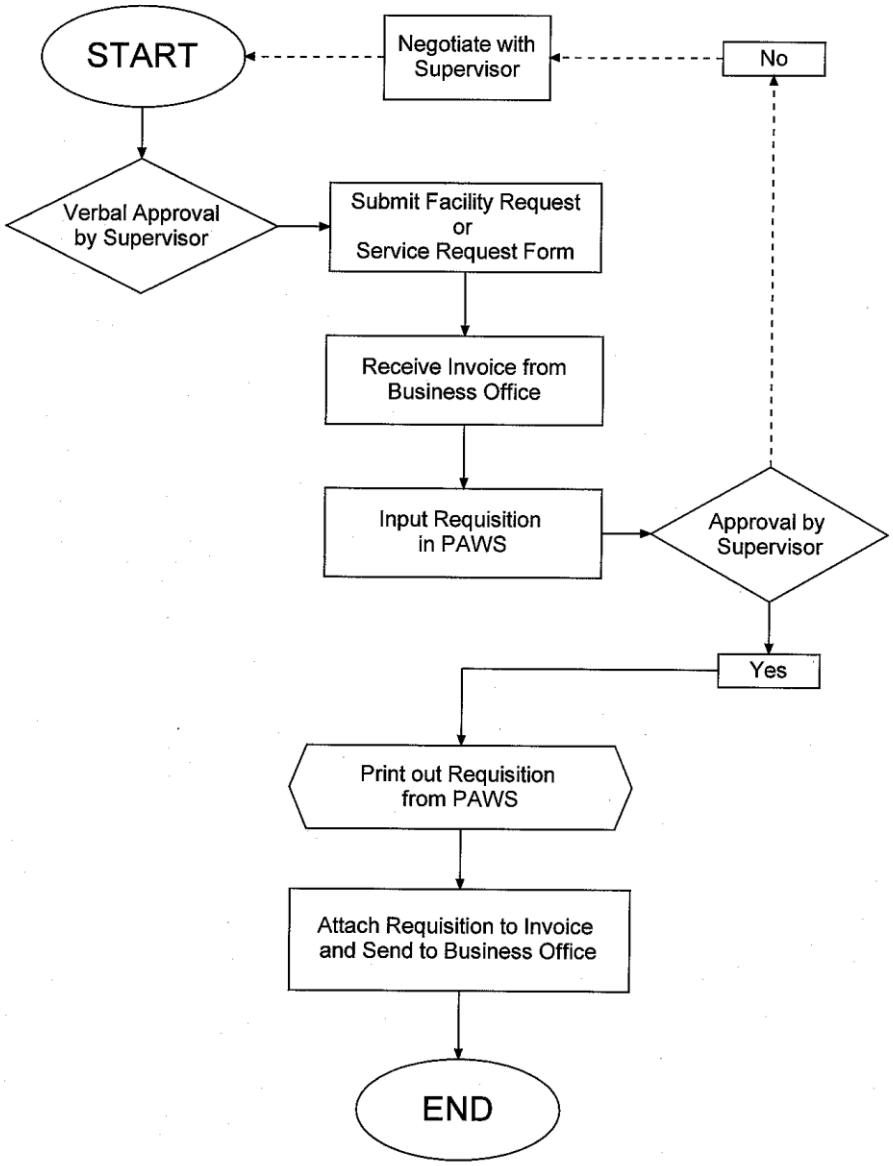
Relevant Policy or Procedure(s): 1145 -- Purchasing

Approved by: President
Date: 3/5/07
Revision(s): 6/26/19 (minor revision); 10/6/21 (change); 2/9/22 (minor revision); 7/1/24 (minor revision)

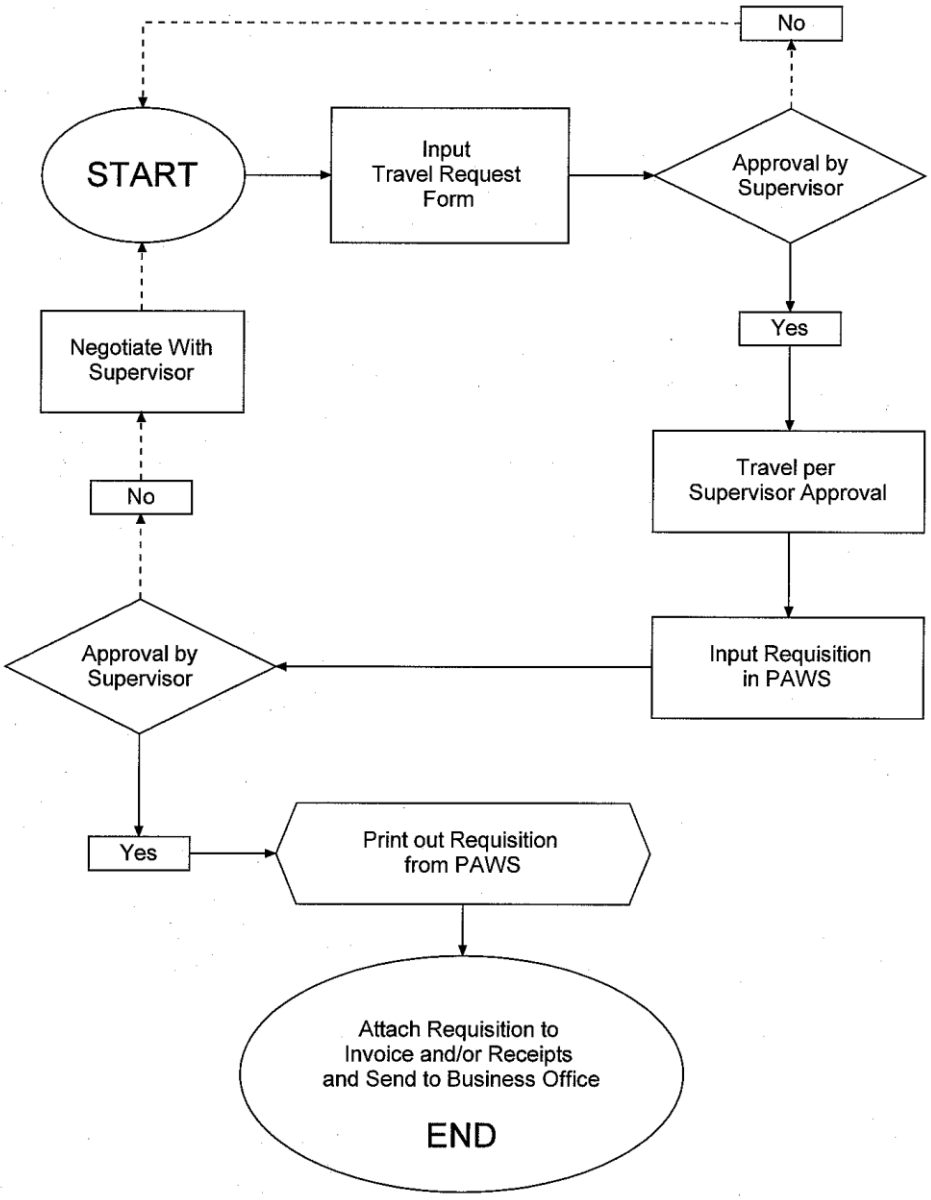
Requisition Flow Chart



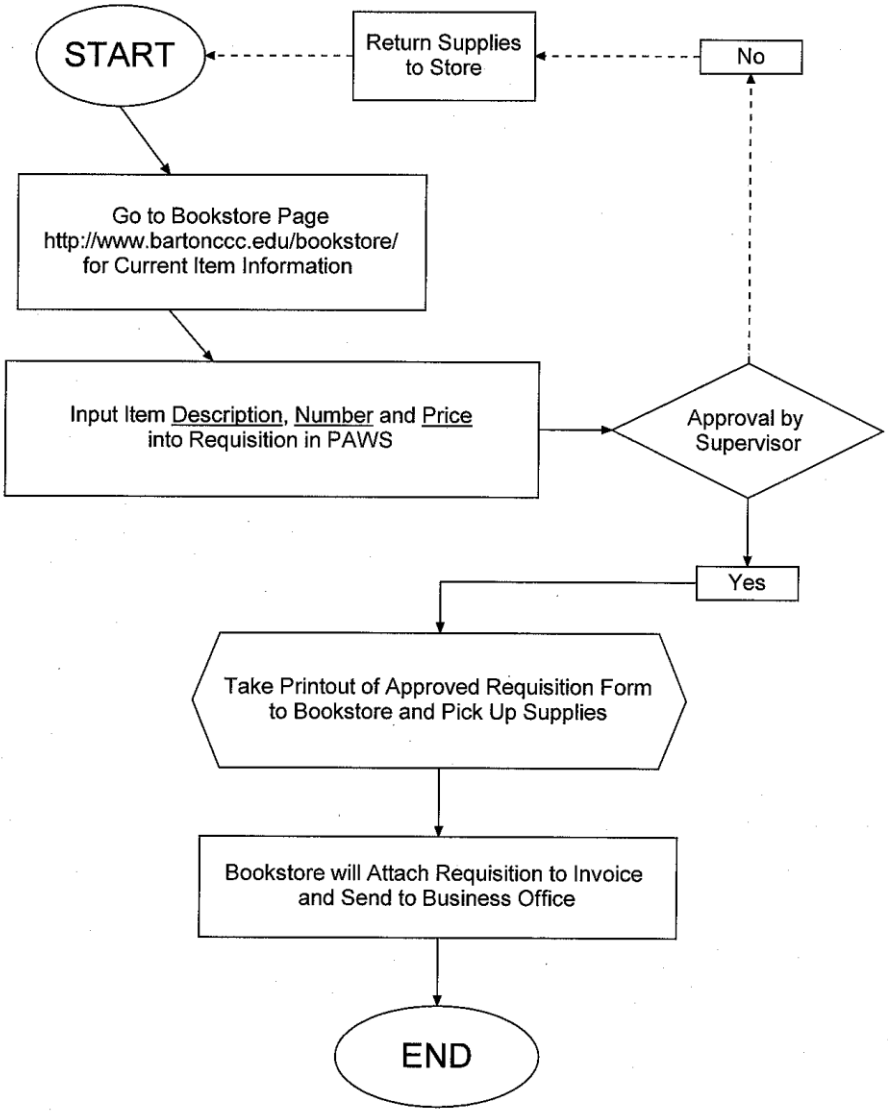
Requisition Flow Chart
Food Service



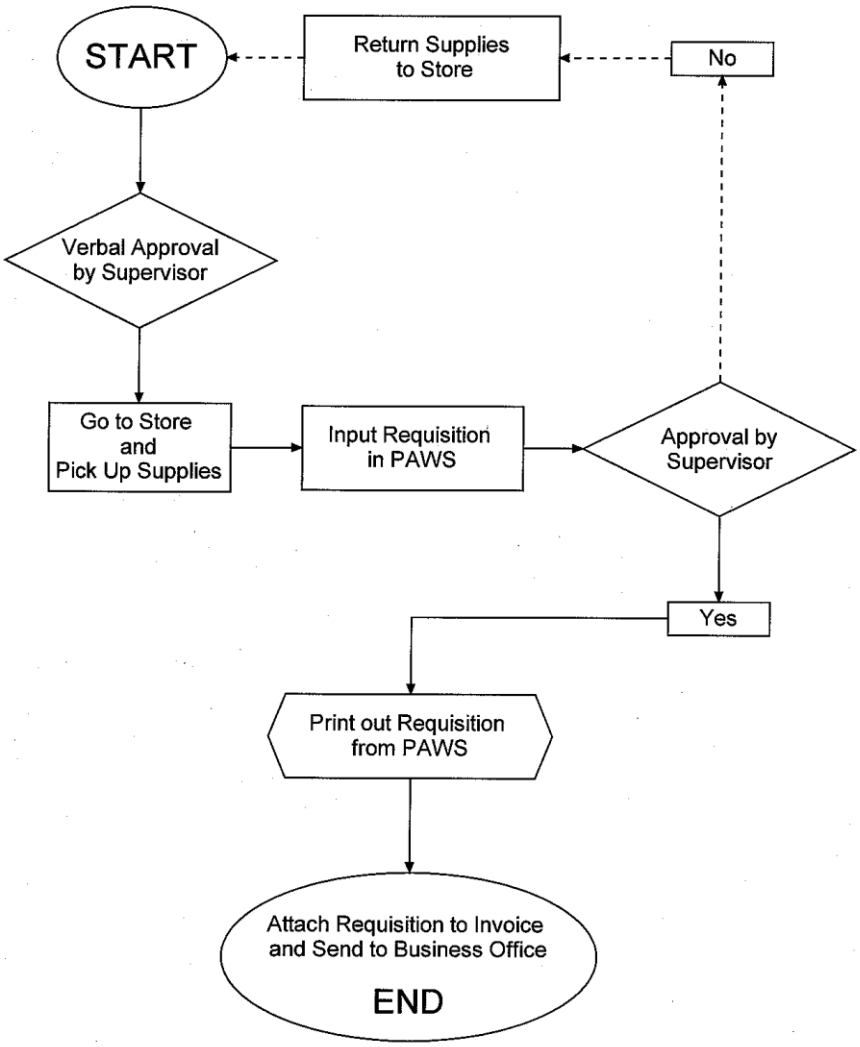
Requisition Flow Chart
Travel/Reimbursement



Requisition Flow Chart
Bookstore



Requisition Flow Chart
Local Retail Vendor
(Walmart, OPI, Dillons, etc.)



2140 – Camps/Leagues

These procedures are to be followed for all Camps/Leagues conducted under the auspices of Barton Community College. The procedures apply to both on and off-campus camps using the Barton Community College name.

1. Camps/Leagues desiring to use the Barton Community College name must be pre-approved by either the:
    - Director of Athletics if it is an Athletic Camp; or
    - Vice President of Instruction if it is an Instructional Camp.
2. Camps/Leagues must be operated by coaches/faculty/staff who are currently employed by the College.
3. The revenues (registrations) and expenditures (supplies, advertising, postage, salaries, etc.), resulting from Camp/League operations are the sole responsibility and property of the employee operating the camp.
4. Any income paid or received as a result of the operation of a Camp/League is reportable to the IRS and is the responsibility of the employee operating the Camp/League.
5. Barton Community College views the operation of the Camps/Leagues as both a recruiting tool as well as advertising for Barton Community College. Barton Community College's name must appear in the name of the Camp/League; however Barton Community College does not financially support the operation of the Camps/League.
6. With the approval of the Director of Athletics/Vice President of Instruction, employees may have access to Barton's facilities for the operation of the Camp/League. Based on the Camp/Leagues facility needs and timeframe of the Camp/League, a facility charge will be assessed. The facility charge will cover all expenses incurred by Barton.
7. Barton carries liability insurance on its facilities. Additional insurance required for the operation of the Camp/League or its participants is the responsibility of the employee conducting the camp.
8. The Director of Athletics/Vice President of Instruction (or their designees) are responsible for the supervision and monitoring of all camps and leagues facilitated by Barton employees including the adherence of all policy standards and expectations.

Contact(s)

Director of Athletics or Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1150 – College Events

Approved by: President
Date: 9/17/07
Revision(s): 7/16/12; 3/3/14; 5/25/17 (minor revision); 11/18/19 (minor revision)

2145 – Fund Raising and Gift Solicitation

The College Foundation is the private fund-raising arm of the College (with the exception of athletics), while the Grants Office coordinates most grant requests through federal and state fund-raising efforts. All fund raising in the name of the College, its programs, activities, employees and/or students will obtain approval from the appropriate office (or in the case of athletics, the College President) before initiating fund-raising activities. Either office may require conditions for each approved fund-raising activity.
Fund raising, gift solicitation and disbursements procedures are as follows:

1. Fund raising goals for the College should be formulated with the College President and the appropriate offices and administrative bodies.

2. The means adopted to achieve fund raising goals will be formulated by the Executive Director of Institutional Advancement, the Foundation Board of Directors, the President of the College, and designated members of the Booster Club, if applicable.

3. All fund raising activities and gift solicitations undertaken by students, administration, faculty, and staff must first be cleared with the appropriate offices and/or administrative bodies and the Foundation Office.

4. Allocated General Fund money must be considered first before departmental requests are made to the College's Foundation.

5. Any College group soliciting contributions from the community shall observe month-long blackout periods each June and March to avoid conflicts with regularly scheduled Foundation fund drives. With the exception of the Booster Club, no other solicitations from the campus shall be made during these periods.

6. No gift obtained through fund raising or gift solicitation will be accepted that violates tax laws, jeopardizes the 501(c)(3) tax status of the College's Foundation, and/or jeopardizes entitlement subsidies benefiting the College's funding and operations.

7. All gifts which qualify for a charitable deduction shall be the property of the College's Foundation until said gift is otherwise transferred from the Foundation to the college for its use and benefit in the ordinary course of business.

8. Disbursement of funds shall be approved by College procedure with bank check showing two authorized signatures.

9. The name of the College or Foundation may not be used in any fund-raising activity and/or gift solicitation without the recognition of the Executive Director of Institutional Advancement and/or the approval of the President.

10. All gifts received by the College or Foundation through any type of fund raising activity shall be delivered to the College Business Office so that said gift can be deposited and all appropriate accounting procedures undertaken.

Based on policy 1155

Approved by: President
Date: 9/17/07
Revision(s):

2146 -- Gifts, Gratuities, and Unrelated Compensation

Employees, Board Members, and others, who serve as agents on behalf of the College, may not solicit or accept personal gifts, gratuities, and unrelated compensation from vendors and others that are either doing business with or that seek to do business with the officers, employees and others who serve as agents on behalf of Barton Community College.

These are broad statements that reflect some, but not all, acceptable or prohibited gifts.

Acceptable

1. Textbooks, recorded media, software or similar work-related items for which the College is not being charged.

2. An award, plaque, certificate, memento or similar item given in recognition of the employee's charitable, civic, professional, personal, private, public, or political achievements.

3. Occasional meals, beverages, and minor gratuities are acceptable as long as it is clear that there is no intent to influence or obligate the recipient or the College in any way.

4. Registration for an event at which the employee is making a presentation or providing a service.

Unacceptable

1. Cash or currency, or any other item of more than nominal value from anyone if it could be interpreted as a bribe or enticement to receive business. If an employee/Board Member is offered or receives something of greater than nominal value, the employee/Board Member shall refuse it or, as soon as possible, disclose the circumstances relating to the acceptance of the item(s) to the Vice President of Administration.

2. An employee or Board Member may not accept, for personal use or ownership, gifts with a value in excess of $50 from a single source in a fiscal year. Likewise, gifts given to an employee's/Board Member's family member or guest are also considered to have been received by the employee/Board Member unless there is an independent relationship between the vendor and the employee's/Board Member's family member or guest.

Contact: Vice President of Administration

Related Form(s)

- None

References

§§ 200.113 Mandatory Disclosures, 200.302 - Financial management, and 200.303 – Internal controls, and (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1155 – Fund Raising and Gift Solicitation

Approved by: President
Date: 6/1/15
Revision(s): 5/25/17 (minor revision)

2150 – Use of Copyrighted Materials

No user shall engage in the following:

> The use of campus owned and operated computer networks, systems, software, and hardware to illegally use and share copyrighted materials without obtaining the necessary permissions from the copyright owner.
>
> The use of group web sites or software for the copying, publication, or distribution of copyrighted materials or licensed software.
>
> **Note:** *Barton County Community College will provide a streaming video service for course instruction. For customized, purchased, or freely available content, the College provides password protected, limited access streaming services. Our Learning Management System provides access to copyright-free image searches and usage.*

Copyrighted materials may include, but are not limited to, the following:
Note: *the owner of copyright material is not required under U.S. law to include a "Notice of Copyright" to protect their work.*

- Literary works: Web sites or content within (writings, artwork, and photographs)
- Dramatic works: Motion pictures and other audiovisual works
- Musical works: Pictorial, graphic, and sculptural works
- Sound recordings: Pantomimes and choreographic works
- Architectural work

Refer to the Copyright Flowchart as a guide to determine whether you will need to receive permission from the copyright owner before proceeding with use of the copyrighted material. Forward copyright permissions to the Director of Library and College Archives, who has been designated the copyright point of contact for the College. Additional information for students can be found on the Barton Library's Copyright webpage. Additional information for faculty and staff can be found at Library Resources for Faculty/Staff.

Each person with access to the College's computing resources is responsible for appropriate use and agrees to comply with all applicable college and departmental policies and regulations, and with applicable city, county, state, and federal laws and regulations, as well as with the acceptable use policies of affiliated networks and systems. Each user is subject to monitoring to ensure compliance with copyright laws.

Students and employees are expected to communicate and comply with legitimate requests to take down inadvertently posted, copyright-protected content if contacted by copyright owner. If students and employees refuse, or if they do not abide by the terms of this procedure, they will be subject to disciplinary actions. Students will be subject to the disciplinary procedure set forth in procedure 2611 – Student Code of Conduct. Employees are subject to disciplinary actions, including but not limited to the following: verbal warning; written warning (in which case a Performance Improvement Plan will be implemented); suspension (administrative leave) with or

without pay; and/or termination of employment. These actions are not necessarily progressive in nature and may be used as needed.

In addition, those who willfully engage in copyright infringement may face civil and criminal penalties, including fines and imprisonment.

*Based upon Copyright Law Policy.

Contact(s): Director of Library and College Archives

Related Form(s)

Performance Improvement Plan

Performance Improvement Plan Sample

References

Copyright Flowchart

Relevant Policy or Procedure(s): 1165 – Copyright Law; 2450 – Employee Conduct and Discipline; 2611 – Student Code of Conduct

Approved by: President

Date: 10/31/16

Revision(s): 12/3/21 (minor revision)

2165 – Conflict of Interest

For the purpose of these regulations and procedures, the following definition applies. "**Conflict of interest**" is defined as an actual or perceived action that results in, or has the appearance of resulting in personal, organizational, or professional gain which may, or may appear to, impair or compromise the performance of the employee or Board member's duties for or on behalf of Barton Community College. The action may cause the College, or the Board to be legally or otherwise vulnerable to criticism, embarrassment, or litigation in the opinion of the public.

Types of Conflict

A conflict of interest is a situation where an Employee or Board Member exploits relationships with the College for personal, financial, or other gain, which may compromise or have the appearance of compromising professional judgment when making decisions or influencing the decisions of other employees.

- An apparent conflict of interest is a situation where others would think that professional judgment may be compromised.
- A potential conflict of interest is a situation that may develop into an apparent conflict of interest.

Conflicts of interest are broadly divided into two categories:

- Tangible, meaning the gain is financial. Widely recognized types of tangible conflict of interest are those caused by money and financial relationships, e.g., monetary value or award, equity (stock) interests, dividends, royalties, and intellectual-property rights, etc.
- Intangible, meaning the gain is professional or non-material. Widely recognized types of intangible conflict of interest are those driven by self-promotion, fame, prestige, etc.

Other types of intangible conflicts of interest include the following.

- When work time is spent on a secondary personal activity, known as a conflict of effort, or a conflict of commitment.
- When personal, political, or religious views influence objectivity, known as a conflict of conscience.

These are broad statements that reflect some, but not all of the actual and potential conflicts of interest prohibited by College policy.

Personal Gain

The following are examples of conduct that present a conflict of interest when personal gain accrues to the employee, Board member, or a member of their family or others with whom the employee is associated. A person has a direct or indirect financial interest if they, directly or indirectly through business, investment, or family uses or attempts to use:

- The position with the College to achieve a material and/or financial benefit for themselves or others;
- College property, resources or services, for personal and private purposes to achieve a material or financial benefit for themselves or others;

- College employees, students, contractors, or volunteers to achieve a material or financial benefit for themselves or others;
- An actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the College is negotiating a transaction or arrangement; or,
- Any confidential information, acquired in connection with College activities or College employment, to achieve material or financial benefit for themselves or others, or for other unauthorized purposes.

Other Employment and Activity

The following are examples of other employment (outside or additional college employment) or activity, either with or without compensations, which impair the ability of an individual who is working full-time for the College to perform the individual's obligations as an employee or representative of the College. Other employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the College determines that the other employment or activity is not in the best interests of the College, the employee may be asked to terminate the other employment or activity.

- All full-time faculty and staff who are engaged in any additional employment must complete a Disclosure of Additional Employment Form and submit it to their supervisor for review.
- Employment or other activity which occurs at times during which the employee normally is to perform the employee's obligations for the College.
- Employment, without the acknowledgement of the employee's immediate supervisor.
- Employment or activity individually or with another person or entity providing goods or services that are in competition with goods and/or services provided by the College.
- Barton Community College Disclaimer. In all employment or activities outside of an employee's College employment, each employee functions in the employee's individual capacity, without the support of the College and is solely responsible for the employee's acts.
- All persons considering other employment or other activity that may create a conflict of interest have a duty to disclose any actual or potential conflict. They should inform their supervisor by submitting a written statement describing the nature of the potential conflict. Supervisors who become aware of such actual or potential conflict with the College by persons within their supervision have a duty to request such individuals complete an *Annual Conflict of Interest Disclosure Form*. The supervisor shall submit the form to the Vice President of Administration for review and action as warranted.

Disclosure

Disclosure statements will be considered confidential. However, the information may be released in accordance with and as required by federal, state, or local law or court order. The Vice President of Administration or the Vice President of Administration's designee is responsible for collecting, reviewing, and maintaining all disclosure documentation.

Duty to Disclose

Purpose: Identify and review Conflicts of Interest and the appearance of Conflicts of Interest.

Officers of Barton Community College, its Board of Trustees, all employees Coordinator level and above, and all employees with the responsibility of maintaining financial records, shall submit a completed *Annual Conflict of Interest Disclosure Form*. If changes in circumstances arise that (a) create a new Conflict of Interest or (b) change or eliminate a Conflict of Interest previously disclosed, an updated disclosure is required. The process of disclosure includes the following actions:

- Submission of an *Annual Conflict of Interest Disclosure Form* to the immediate supervisor.
- Review of the disclosure by supervisor with a secondary review performed by the Vice President of Administration or the Vice President of Administration's designee. These officials will determine whether a Conflict of Interest exists and what conditions or restrictions, if any, should be imposed to manage, reduce or eliminate the Conflict of Interest.

If a Board Member's or employee's family or any firm, corporation, partnership, individual, trust, estate, or business in which the Board Member, employee or a member of the employee's family has any financial or beneficial interest is involved in a transaction which could be construed as a conflict of interest if the employee was involved, full disclosure is required.

Grant-related Disclosure

Barton Community College shall disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

The College must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in § 200.338 Remedies for noncompliance, including suspension or debarment.

Potential conflicts of Interest (real or perceived) must be reported at the following times:

- Board Members/Employees planning to apply for a grant or contract must disclose their significant financial interest (and those of their immediate family) prior to the time of application for the grant. Board Members/Employees must certify whether they have a significant financial interest prior to proposal submission.

- Once a grant or contract has been awarded, all grant related personnel shall certify whether they have a significant financial interest at the time of hiring, assignment to the position, and annually thereafter for the duration of the grant or contract.

- The Project Director will submit relevant documentation to the Vice President of Administration and maintain copies in the project files.

Creation of College Financial Obligations Disclosure

All persons recommending or involved in creating any financial obligation of the College including but not limited to the purchase of goods or services, contracts obligating the College, and leases, shall disclose to their supervisor the nature of any relationship whatsoever they may have with any vendor, contractor, or lessor. A financial obligation in which an employee or representative of the College has an interest will only be entered into if:

- It is deemed to be in the best interests of the College; and,
- Such person's interest with the other party will not conflict substantially or materially with such person's discharge of their College responsibilities.

Having a financial interest does not necessarily constitute a conflict of interest. However, in order to ensure propriety and avoid even the semblance of wrongdoing, each employee and Board member will:

- Immediately disclose any association, relationship, business arrangement, or circumstance that might suggest to disinterested and objective individuals that decisions were made contrary to the best interest of the College. (For personal gain or gain of the family, close friends, or non-College business associates at the expense of the College.)

- Complete an *Annual Conflict of Interest Disclosure Form* and submit to the Vice President of Administration for review and action as warranted. The Dean shall submit a recommendation to the President who shall make a determination on how the matter should be resolved. Completed forms shall be retained in the office of the Vice President of Administration until such time as the conflict no longer exists (e.g., change in employment status or change in relationship status).

- Refrain from participation in any discussion, selection, award, vote or administration of purchase or contract with which the employee or Board member has a potential conflict of interest.

- Comply fully and promptly. Instances of deliberate breach of policy, including failure to file or knowingly filing incomplete, erroneous, or misleading disclosure forms, violations of the guidelines, will be reported to the Vice President of Administration. Failure to appropriately disclose any conflict of interest may result in disciplinary action up to and including termination. Failure to appropriately disclose any conflict of interest may also subject the employee and the College to criminal penalties.

Furthermore, the College must disclose in writing any potential conflict of interest to the cognizant federal awarding agency or pass-through entity in accordance with agency requirements.

Enforcement and Sanctions

A copy of this policy will be sent to each employee and Board member along with an *Annual Conflict of Interest Disclosure Form*. The completed form shall be returned to the Vice President

of Administration within 10 calendar days. Any conflict of interest or potential conflict of interest will be reported immediately by any employee regardless of position in the College.

The ultimate responsibility for the enforcement of the policies and regulations on conflicts of interest is that of the President who may delegate authority for enforcement to other College officials.

Violations of the policy or regulations, include, but are not limited to:

- The failure to submit timely disclosures;
- Submission of an incomplete, erroneous or misleading annual or ad hoc disclosure statement;
- Failure to disclose information as required by this Policy; and
- Failure to comply with prescribed monitoring procedures for managing or resolving conflicts or potential conflicts of interest.

Failure to appropriately disclose any conflict of interest may result in disciplinary action up to and including termination. Failure to appropriately disclose any conflict of interest may also subject the employee and/or the College to criminal penalties.

Availability of Assistance

Any person who is in doubt whether they are confronted with an actual or potential conflict of interest should seek the advice of the person's supervisor to determine if the interest could conflict impermissibly with the person's obligation to the College.

* Family: spouse or domestic partner, child or stepchild, parent, sibling, grandparent, grandchild or in-law

Contact(s): Vice President of Administration

Related Form(s)
Annual Conflict of Interest Disclosure Form
Disclosure of Additional Employment Form

References

§§ 200.112 *Conflict of Interest* and 200.113 *Mandatory Disclosures* (78621, Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1165 – Conflict of Interest

Approved by: President
Date: 6/1/15

Revision(s): 7/21/16; 5/25/17 (minor revision); 4/16/21 (minor revision); 10/1/21 (update); 10/6/21 (change)

2170 – Record Retention

In accordance with K.S.A. 72-1629. (1975 HB 2390 -1), the Board of Trustees provides for and authorizes any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply (as will departmental retention guidelines if these guidelines exceed the retention periods noted below): to authorize the destruction of student and financial records according to the schedule noted below.

(a) Bookkeeping and accounting records that are original books of entry, claims, vouchers and purchase orders, five (5) years.

(b) Formal audit reports, five (5) years.

(c) Financial papers of any type relating to programs supported by federal funds, five (5) years or such longer time as may be required by applicable federal law, including student financial aid records and financial aid participation records, as defined in the Federal Student Aid Handbook.

(d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate office for a period of twelve (12) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.

(e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.

(f) Insurance policies, five (5) years after the expiration of the term thereof.

(g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.

(h) In the absence of statute stating otherwise, it shall be the policy of Barton Community College to retain no record longer than seven (7) years beyond the date of last activity, with the following exceptions:
Student Transcripts – Permanent* (see below)
Board of Trustees Minutes – Permanent

2. Student Records*: The Registrar is the Custodian of Record for student-related records such as transcripts. The Registrar/Custodian of Student Records is responsible for:

(a) ensuring that student-related records are collected, stored, and released in accordance with applicable state and federal laws;

(b) monitoring all systems which contain students' personally identifiable information, as defined in the Family Educational Rights and Privacy Act (FERPA), in order to protect each individual's right to privacy, ensure that all collected information is used only for the purpose for which it was intended, and provide reasonable safeguards to protect student record privacy; and

(c) maintaining a student records retention and disposal schedule to align with the recommendations of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

3. Nothing listed shall be deemed to apply to records, documents or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently (such as student transcripts), nor to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time.

4. Record Destruction Procedure: The Freedom of Information Officer/Clerk of the Board should keep a permanent file that can be referenced if someone submits a record request to either the clerk or a specific college office. The person destroying the records shall submit a reference to the clerk containing information specific enough to allow a casual observer to know exactly which records were destroyed and when they were destroyed. No employee can destroy student records independently. Persons who find it necessary to destroy old student records should consult with the clerk, who will then verify policy compliance prior to destruction. At the discretion of the president, a resolution for approval may be presented to the Board of Trustees prior to destruction.

5. FERPA also applies to the destruction of any personally identifiable student information. Schools must destroy personally identifiable student information in a way that prevents disclosure.

Records Related to Federal Awards:

Financial records, supporting documents, statistical records, and all other College records pertinent to a Federal award:

1. Must be retained for a period of three years from the date of submission on the final expenditure report or;

2. For Federal awards that are renewed quarterly or annually, from the date of submission of the quarterly or annual financial report, respectively.

3. The only exceptions are the following:

    - If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims or audit findings involving the records have been resolved and financial action taken.

    - When the College is notified in writing by the Federal award agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

    - Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition.

- When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.

- Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

- Indirect cost rate proposals and cost allocations plans. Including the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

    - If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

    - If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal government (or to the pass through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Records Related to The Clery Act:

Under the Clery Act, all supporting records must be kept for three years following the publication of the last annual campus security report to which they apply. Thus, the records retention period is seven years after the date an incident was reported because each annual report includes data from the past three years. Records to be maintained include, but are not limited to, the following: copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Safety authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report.

Records Related to Title IX:

All Title IX records must be kept for a minimum of seven years (from the last incident associated with an individual report), including but not limited to reports, complaints and responses, investigation records and reports, hearing decision reports and findings, disciplinary actions, and appeal records.

Records Related to Electronic Materials (including but not limited to email, document types and data):

Any electronic materials, regardless of format, produced by Barton Community College employees or affiliates in the transaction of institutional business, that are stored on institutional servers whether on premises or cloud, are retained via backup copies according to procedure 2113-Information Services Data Backup.

Contact(s): Vice President of Administration, Director of Grants, Title IX Coordinator, Chief Information Officer

Related Form(s)

- None

References

K.S.A. 72-1629. Destruction of records by school districts and community junior colleges.

K.S.A. 72-1630. Application.

§§ 200.333 Retention Requirements for Records – personal services and 200.431 Compensation – fringe benefits (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1170 – College Record Retention; 1111 – Information Technology Purchases and Projects; 2113 – Information Services Data Backup

Approved by: President
Date: 9/28/15
Revision(s): 10/28/15 (minor revision)**;** 8/19/16 (minor revision); 5/25/17 (minor revision); 3/26/18; 6/27/22 (minor revision); 5/5/23 (minor revision)

2171 – Information Services Security Procedures

Barton County Community College has adopted the following Information Security Procedures as a measure to protect the confidentiality, integrity and availability of Institutional Data as well as any Information Systems that store, process, or transmit Institutional Data.

Scope
These Procedures applies to all faculty, staff, and third-party Agents of the College as well as any other College affiliate, including student workers, who are authorized to access or manage Institutional Data.

Maintenance
These Procedures will be reviewed by the College's Information Security Team every 3 years or as deemed appropriate based on changes in technology or regulatory requirements.

Enforcement
Violations of these Procedures may result in suspension or loss of the violator's use privileges, with respect to Institutional Data and College owned Information Systems. Additional administrative sanctions may apply up to and including termination of employment or contractor status with the College, Civil, criminal and equitable remedies may apply.

Exceptions
Exceptions to these Procedures must be approved by the Information Security Team and formally documented. Procedure exceptions will be reviewed on a periodic basis for appropriateness.

Definitions

Agent, for the purpose of these procedures, is defined as any third-party that has been contracted by the College to provide a set of services and who stores, processes, or transmits Institutional Data as part of those services.

Information System, is defined as any electronic system that stores, processes, or transmits information.

Institutional Data is defined as any data that is owned or licensed by the College.

1. Throughout its lifecycle, all Institutional Data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the Information Security Team, given the level of sensitivity, value and criticality that the Institutional Data has to the College.

2. Any Information System that stores, processes, or transmits Institutional Data shall be secured in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the Information Security Team, given the level of sensitivity, value and criticality that the Institutional Data has to the College.

3. Individuals who are authorized to access Institutional Data shall adhere to the appropriate Information Security Roles and Responsibilities and Computing Standards, as defined in documentation approved and maintained by the Information Security Team.

Contact(s): Chief Information Officer

Related Form(s): Information Security Roles and Responsibilities; Computing Standards

References:

Relevant Policy or Procedure(s): 1170-College Record Retention

Approved by: President
Date: 2/20/23
Revision(s):

2175 – Barton Community College GLBA Required Information Security

Overview: This document summarizes Barton Community College's comprehensive written Information Security Program mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). In particular, this document describes the Progam elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The Program incorporates by reference the Institution's policies and procedures enumerated below and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA, HIPAA, GLBA, GDPR, FTC – Red Flag Policies.

Designation of Representatives: Barton's Chief Information Officer, is designated as the Chief Information Security Officer (CISO) who shall be responsible for coordinating and overseeing the Program. The Program Officer (CISO) may designate other representatives of the Institution to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the CISO or the CISO's designees.

Scope of Program: The Program applies to any record containing nonpublic financial or health information about a student, employee or other third party who has a relationship with the Institution, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial or health information shall mean any information (i) a student, employee or other third party provides in order to obtain a financial or health service from the Institution, (ii) about a student, employee or other third party resulting from any transaction with the Institution involving a financial or health service, or (iii) otherwise obtained about a student, employee or other third party in connection with providing a financial or health service to that person.

Elements of the Program:

1. Risk Identification and Assessment. The Institution intends, as part of the Program, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Program, the CISO will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:

- *Employee training and management*. The CISO will coordinate with Barton representatives to evaluate the effectiveness of the Institution's procedures and practices relating to access to and use of including but not limited to student and/or employee records, including financial aid and health information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area, including compliance requirements resulting from the following external provisions:

    - Family Educational Rights & Privacy Act (FERPA)
    - Health Insurance Portability & Accountability Act (HIPAA)
    - Federal Trade Commission – Red Flag Policies

- General Data Protection Regulation (GDPR)
- Gramm-Leach-Bliley Act (GLBA)

- *Information Systems and Information Processing and Disposal.* The CISO will coordinate with representatives of the Barton's Information Services to assess the risks to nonpublic financial information associated with the Institution's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing Barton's current polices and procedures relating to the following:

  - Policy 1110; Procedure 2111 Use of Computers/College Computing and Information Systems
  - Policy 1110; Procedure 2111A Barton Community College Individual Email Address
  - Policy 1166; Procedure 2150 Use of Copyright Materials
  - Policy 1170; Procedure 2170 Record Retention

  The CISO will also coordinate with Barton's Information Services to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

- *Detecting, Preventing and Responding to Attacks*. The CISO will coordinate with Barton's Information Services to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the CISO may elect to delegate to a representative of the Information Services the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the Institution.

2. Designing and Implementing Safeguards. The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other forms. The CISO will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

3. Overseeing Service Providers. The CISO shall coordinate with those responsible for the third party service procurement activities among the Information Services and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the CISO will work with the Vice President of Administration to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards. Any deviation from these standard provisions will require the approval of the Vice President of Administration. These standards shall apply to all existing and future contracts entered into with such third party service providers, provided that amendments to contracts entered into prior to June 24, 2002 are not required to be effective until May 2004.

4. Adjustments to Program. The CISO is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

5. Procedures for Reporting a Breach. Procedures for reporting a breach to the U.S. Department of Education can be found in Barton's Financial Aid P&P Manual and Procedures Guide located in the Financial Aid Office.

Contact(s): Chief Information Officer

Related Form(s):

References: NACUBO GLBA Template

Relevant Policy or Procedure(s): Policy 1110 – Use of Computers/College Computing and Information Systems; Procedure 2111 Use of Computers/College Computing and Information Systems; Procedure 2111A Barton Community College Individual Email Address; Policy 1166 – Copyright Law; Procedure 2150 Use of Copyright Materials; Policy 1170 – College Record Retention and Security; Procedure 2170 Record Retention

Approved by: President
Date: 4/23/18
Revision(s): 1/29/20 (minor revision); 10/6/21 (change)

2176 - Student Email Account Retention

Student email account will be deleted 2 years after the last credit semester attended at Barton Community College. (See exceptions below).

Email notices are sent 90 days, 60 days, 30 days and 7 days before accounts are deleted. Students are responsible for transferring email and data to their own permanent storage prior to deletion. All emails and stored data from their Barton email account and Barton online services will be disposed of in accordance with Barton's Record Retention policy.

Exceptions - Barton ID & Select Services:

Students Barton ID will not be deleted and they will continue to have access to the MyBarton portal and select Barton online services, including Canvas and Enrollment & Payment gateways. This allows the ability to access employment, financial, grade and other information as needed in the future.

As long as students have records in Accounts Receivable (AR), students will continue to have a student email account until said AR account is paid in full so as to retain communication with student.

Contact(s): Chief Information Officer

Related Form(s):

- None

References:

Relevant Policy or Procedure: 1170 – College Record Retention and Security

Approved by: President
Date: 5/28/19
Revision(s):

2180 - Barton Community College Missing Student Procedure

In compliance with 20 U.S.C. 1092 (j) § 488 of the Higher Education Opportunity Act of 2008, any institution participating in a Title IV federal financial aid program that maintains on-campus housing facilities must establish a missing student notification procedure and related procedures.

This procedure establishes Barton's response to a report of a residential student who is potentially missing. This procedure applies to students who reside in on-campus housing.

For the purposes of this procedure, the following terms are defined as noted:

- "missing student" refers to any Barton student who resides in a facility owned or operated by the College and reported as missing from their residence for more than 24 hours
- "emergency contact" is the identification of an individual, often a parent or guardian, who the student indicates should be contacted in any emergency
    - At Barton, students residing on campus are required to provide an emergency contact.
- "confidential contact" is the identification of an individual who should be contacted in the specific case of a suspected missing person situation
    - At Barton, students residing on campus have the option of identifying a person of their choice to be contacted in the specific case they are reported missing. The contact will be noted on their student housing contract filled out annually, retained by Residence Life personnel and able to be accessed by Student Life, Safety and other authorized personnel.
    - Students should be sure that this contact knows how to reach the student in case of emergency, and have a general idea of the student's general daily routine and any travel plans. This person should be someone the student trusts to aid officers in determining the student's whereabouts, or verifying that further investigation and/or entry into national missing persons databases is warranted.
    - The person a student designates as their "confidential contact" shall be considered confidential, will be kept separately from the general "emergency contact," and is only to be accessed by Barton officials after the student has been reported missing.
    - In the event that no "confidential contact" is identified, the "emergency contact" will be notified.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty members, family member or other campus person have not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report

that a person is missing is made to a department other than the Barton Campus Safety Department, the employee receiving the report will ensure that Campus Safety is contacted immediately.

Campus Safety Department
620-792-9217
Campus Safety is open 24 hours a day, 7 days a week and is located in the Technical Building in Room T-154
In case of emergency, call 911.

Campus Safety will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his/her routine unexpectedly, and whether or not there is a reason to believe the person is endangered. Campus Safety will check student's log in records, dining records, class schedules, interview fellow students, faculty and residence hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure he/she is safe. As part of the investigation, Campus Safety will contact the confidential contact, if any. If a confidential contact is not identified, Campus Safety will contact the emergency contact.

Once a determination is made that a student living in on-campus housing is missing, the institution will notify local law enforcement of the situation within 24 hours. This statement addresses any missing student who lives in on-campus housing regardless of age or status, and regardless of whether he or she registered a confidential contact person. Campus Safety or the Vice President of Student Services would then notify the student's emergency contact, if notification has not already taken place.

Note for Students Under the Age of 18 and NOT Emancipated:

For any student under the age of 18 who is not emancipated, Barton must identify a custodial parent or guardian not later than 24 hours after the time the student is determined to be missing, in addition to notifying the emergency contact person designated by the student. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Additional Missing Residential Student Information

In regard to missing Persons reports, the information that is registered by the student will be confidential (assuming no FERPA release has been filed), and the information will only be accessible to authorized campus officials and it will not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation.

In summary:

- Upon receiving a report of a missing student, Campus Safety will begin an investigation. This will include contacting the student's confidential contact, if any.
- If during the course of their investigation, Campus Safety determines the student has been missing for more than 24 hours, Campus Safety will notify local law enforcement. The Vice President of Student Services will also notify the student's emergency contact.

*This policy has been adapted from and used with permission by Southeastern Oklahoma State University.

Contacts: Director of Campus Safety, Director of Student Life

Related Form(s):

Reference: 20 U.S.C. 1092 (j) § 488 of the Higher Education Opportunity Act of 2008

Relevant Policy or Policies: 1175-Campus Safety

Approved by: President

Date: 10/19/21

Revision(s): 6/9/22 (minor revision)

2200 – College Facilities, Equipment, and Other Resources

Barton Community College believes in making its facilities available to the community it serves. Priority for use will be given to College sponsored events and activities. College facilities, equipment and other resources may not be used for personal benefit without prior approval from the College President.

All users are responsible for the proper maintenance of College facilities and equipment, and the conduct of those who use them. College equipment may only be taken off campus by employees or students for College related purposes, and with the written permission of the equipment supervisor.

Users may be required to obtain insurance and/or other financial guarantees prior to the use of College resources, and will be held financially and legally responsible for any damage or misuse to facilities and/or equipment, or violation of College rules and/or law. Fees may be charged for non-College use.

The College prohibits the possession and use of alcoholic beverages (unless its use is in accordance with Policy 1220-Service of Alcoholic Beverages for Special Events) and illegal drugs, the use of tobacco (other than outside and at least twenty (20) feet from any building entrance), and open flames (other than for academic labs), on the College's Campuses[1] and in College vehicles..

Persons provided with keys to facilities and/or equipment are responsible for the proper use of those keys.

Other procedures are as follows:

a) All use of Barton County campus facilities, with the exception of athletic facilities, is scheduled through the Office of Facility Management. Athletic facilities are scheduled through the Athletic Office. College users may request/schedule facilities via the 25Live scheduling software located within their portal. Non-college users will complete a facility contract, provided by either office.
b) Use of Grandview Plaza and Military Schools facilities will be requested through the Fort Riley Technical Education and Military Outreach Training Office at Grandview Plaza. Use of Fort Riley, Fort Leavenworth, and Educational facilities will be requested through the Dean of Military Academic Services at Fort Riley.
c) Any fees for facility use will be specified in the Facility Contract and will be paid to the College Facility Management office or the Athletic office for usage of athletic facilities. The facilities contract must be signed and returned, including the deposit, within ten (10) days of issue, or the contract may be considered void. A deposit of 50% of the total fee is due within ten (10) days of the issuance of the contract and is refundable with a forty-eight (48) hour notice to the Facility Management office/Athletic office. Cancelation terms

[1] The term "College Campuses" as it relates to alcoholic beverages, illegal drugs, the use of tobacco (other than outside and at least twenty (20) feet from any building entrance), and open flames (other than for academic labs) in this procedure includes the land and buildings on which Barton Community College's traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview/Fort Riley/Fort Leavenworth campuses.

and deposits for the use of Camp Aldrich facilities are different than Campus facilities and depend on the type of event scheduled. Please refer to the specific Camp Aldrich Contract for details.

d) When decorating or setting up for an event, users may not alter the facility or equipment in any way without the permission of the Coordinator of Facility Management or the Coordinator of Facility Management's designee.
e) No building exit may be blocked for any reason.
f) Reports of damage, needed repairs, and/or missing items are to be reported to the Facility Management office or Military Programs Office.
g) Food service may be obtained at the Barton County Campus by contacting the College Food Service directly.
h) Supervisors of equipment who authorize the off-campus use of College equipment will maintain a sign-out and return procedure to insure the proper use and control of that equipment.
i) Keys are issued by the Facility Management office to employees upon approval of their supervisor. Upon termination of employment, keys are to be returned to the Office of Human Resources.
j) The Kirkman Student Activity Center, the Physical Education main gym, and the weight room are open to Barton Community College students, faculty, and staff members when not in use by athletic teams or other scheduled groups. Campus access times will be published for the use of the weight room. The swimming pool is open to Barton Community College students, faculty, staff members and the general public when not in use by athletic teams or other scheduled groups. Public access times will be published for the use of the swimming pool. A certified lifeguard / fitness monitor is required during open access times for both the weight room and the swimming pool. Outside groups or individuals wishing to schedule Barton's facilities must make a facility request through the Athletic Office and will be required to complete a facility contract.
k) Annual employee memberships are available to the Harms wellness center upon completion of the physical fitness class or a waiver from the Dean of Academics. Membership fees will apply and are determined by the Dean of Academics.

Once approval has been received, the request will be processed.

Contact(s): Director of Facility Management, Director of Athletics, Dean of Military Academics, Technical Education and Outreach Programs, Dean of Academics

Related Form(s): Data Request Form

Relevant Policy or Procedure: 1200 – College Facilities, Equipment and Other Resources

Approved by: President
Date: 9/14/07
Revision(s): 7/28/08; 11/30/09; 1/23/12; 10/24/13; 2/7/19 (minor revision); 2/21/19 (minor revision); 3/9/20 (minor revision); 10/6/21 (change); 8/23/22 (minor revision)

2201 -- Inventory, Fixed Assets, Disposition

It is the policy of the College in accordance with Federal regulations that a complete physical inventory, including correcting entries, be completed by June 30 of each even-numbered fiscal year (i.e. 2015-16). The following inventory procedures must be followed.

Inventory

1. Equipment Records Maintained by the Custodial Supervisor

   All equipment/property with a value of $1,000 or more must be added to the College inventory. Upon purchasing any equipment costing over $1,000 the employee responsible for the purchase must complete the *Equipment Inventory and Disposition Form*.

2. In addition, copies of inventory records including equipment classified as "information technology" must be submitted to the Technology Department. The term "information technology" as defined by Procedure 2112 – IT Purchases and Projects includes computers, ancillary equipment, software, and firmware.

3. A physical inventory must be taken and the results reconciled with the property records at least once every two years.

4. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft must be investigated and a report should be maintained with the equipment inventory.

5. All equipment/property that is transferred, stolen, scrapped, traded in, disposed of, etc. must be reported to the Custodial Supervisor by the department that was accountable for the equipment, by completing the *Equipment Inventory and Disposition Form*. Status changes are to be reported as they occur.

6. When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the College must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with agency disposition instructions. See: § 200.313 Equipment (78629, Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations).

7. Grant-funded programs must maintain a copy of the *Equipment Inventory and Disposition Form* in the grant files.

Fixed Assets

Fixed assets are any assets over **$5,000** in value and with a useful life of at least two years; donations with an estimated or appraised market value of $5,000 or more and a useful life of two years or more are included. All fixed assets must be maintained in an inventory.

- A *Fixed Asset Acquisition/Change* Form must be completed and a corresponding approved requisition must be forwarded to the Comptroller and Budget Manager prior to payment.
- Fixed asset purchases may not be combined with non-fixed asset purchases on the same requisition.
- Any changes to the fixed asset must also be reported to the Comptroller, using the *Fixed Asset Acquisition/Change* Form indicating the appropriate change information (location, responsible party, disposal, etc.).
- The Comptroller shall maintain all Fixed Asset records.

Disposition of College Equipment

The disposal of outdated or surplus College equipment may occur through donation to other non-profit or public bodies; offered for sale at auction, sealed bid, or first come basis when properly advertised; used as trade-in; or be declared worthless and properly disposed.

The Director of Facility Management shall annually review the College inventory of equipment and identify that which is outdated, surplus, or worthless.

The Director will publicly advertise the availability of such equipment to non-profit and/or public bodies within Barton County and in other geographic areas as deemed appropriate.

The advertisement shall include the form and process for securing the equipment, along with a timeline. The Director will conduct the process described and will be responsible for completing the transfer of the equipment, including updating the College Inventory, and other required paperwork.

Equipment deemed worthless shall be properly disposed of by the Director or the Director's designee.

Disposition of Equipment Purchased with External Funds

Prior to disposing of any equipment, it must be determined if the College has any obligations to a third-party sponsor with respect to the equipment. If equipment was purchased under sponsored funding, it must be determined whether the equipment is:

- sponsor-owned: equipment purchases made with contract funding are generally sponsor-owned, however, in rare situations this condition may also apply to grants;
- College-owned: most equipment purchased under grants or gifts is College-owned.

After determining who has title to equipment, it must be ascertained whether the project that the equipment was purchased for is still on-going. If the project is still on-going, the College normally has an obligation to utilize the equipment for the purposes of the project, or perhaps to

make the equipment available to other federally-assisted projects. If it is determined that the sponsored project has ended and the College retains title to the surplus property, the College may still have obligations with respect to the equipment.

Any changes to the fixed asset must also be reported to the Comptroller, using the *Fixed Asset Acquisition/Change Form* indicating the appropriate change information (location, responsible party, disposal, etc.).

Any changes to inventory shall be reported to the Custodial Supervisor, using the *Equipment Inventory and Disposition Form*.

Disposing of Federally-Owned Equipment

See § 200.313. Equipment

Oversight of Equipment Inventory Control

The College has delegated the oversight of equipment control to the Custodial Supervisor. Disposition of equipment must be coordinated through this office. The IT Department must be notified when changes in the inventory occur.

Contact(s):
Custodial Supervisor (Equipment), Comptroller (Fixed Assets)

Related Form(s)
- *Equipment Inventory and Disposition Form*
- *Fixed Asset Acquisition/Change Form*

References
§§ 200.302, 200.303, and 200.313 (Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1201 – Inventory, Fixed Assets, Disposition

Approved by: President
Date: 9/14/07
Revision(s): 6/1/15;10/1/21 (update);1/21/25 (minor revision); 1/24/25 (update)

2202 – Naming of College Buildings and Facilities

College buildings are individual structures, housing college programs and/or services.

Facilities include but are not limited to courtyards, roads, walkways, playing fields, parks, gardens, agricultural or forestry plots, classrooms, offices, reading rooms, seminars rooms, galleries, recreational courts, lounges, etc.

The authority to accept naming gifts for College buildings and facilities shall lie with the Board of Trustees. The Board of Trustees shall allow for naming opportunities based upon:

a) Sufficient Monetary Gift
b) Honorary Recognition
c) (Other reasons trustees may wish to provide naming opportunity)

The Trustees shall make a determination of any naming opportunity on a case by case basis. In those situations where the naming opportunity is based upon a gift the trustees shall evaluate the size of the gift in relationship to the naming opportunity i.e. entire building, classroom, etc.

When a naming agreement has been completed said name shall remain unchanged unless an appropriate request is made by the donor to modify the name previously given. Any modification of a previously named facility shall rest solely and exclusively with the trustees.

The trustees in consultation with the Barton Community College Foundation shall authorize and participate in creating the terms of each “donor agreement” that sets forth the terms and conditions of the naming opportunity.

The College and the Foundation shall work together to develop and produce appropriate donor recognition and display.

Once the naming rights agreement has been completed and accepted by the donor and the Barton Community College Foundation said agreement must be finally approved by the Barton Community College Board of Trustees in an open session.

Based on policy 1202

Approved by: President
Date: 6/24/10
Revision(s):

2203 – Equipment Usage – Federal Awards/Sponsored Projects

Equipment acquired with Federal funding is managed in accordance with Federal regulations, sponsor requirements, and Barton Community College policies. The use and management of equipment acquired with Federal funding at the College is an integral process supported by the College and specific programs that purchase and use the equipment.

Title

Title to equipment acquired under a Federal award must vest upon acquisition in the College subject to the following conditions:

- Equipment is used for the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.
- Not encumber the property without approval of the Federal awarding agency or pass-through entity.
- Use and dispose of the property in accordance with § 200.311 Real property
- A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Usage

Equipment will be used by the College in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award. The College will not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

- Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
- Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

During the time that equipment is used on the project or program for which it was acquired, the College will make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use will be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference will be given to programs or projects under Federal awards from other Federal awarding agencies. The College knows and understands use for non-federally-funded programs or projects is also permissible, user fees will be considered if appropriate.

Notwithstanding the encouragement in §200.307- Program income, the College will not use equipment acquired with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal government retains an interest in the equipment.

Proceeds for Replacement Property

When acquiring replacement equipment, the College can use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

Management

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

- Property records will be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- A physical inventory of the property will be taken and the results reconciled with the property records at least once every two years. (See also *Equipment Inventory and Disposition Form*.)
- A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- Adequate maintenance procedures will be developed to keep the property in good condition.
- If the College is authorized or required to sell the property, proper sales procedures will be followed to ensure the highest possible return.

Disposition

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the College will request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

Disposition of the equipment (See also *Equipment Inventory and Disposition Form*) will be made as follows, in accordance with Federal awarding agency disposition instructions:

- Items of equipment with a current per unit fair market value of $5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of $5,000 may be retained by the College or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the College to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

- The College may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the College will be entitled to compensation for its attributable percentage of the current fair market value of the property.
- If the College fails to take appropriate disposition actions, the Federal awarding agency may direct the College to take disposition actions.

Contact(s): Director of Grants

Related Form(s)

- *Equipment Inventory and Disposition Form*

References
§§ 200.307 – Program income, 200.313 Equipment, 200.439 Equipment and other capital expenditures. (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1200 – College Facilities, Equipment, and Other Resources

Approved by: President
Date: 6/1/15
Revision(s): 10/16/19 (update)

2205 – Security Monitoring and Recording

Only the following people have access and use of the system as indicated:

1. Director of Campus Safety, Vice President of Administration, Vice President of Student Services - Full access and rights
2. Campus Safety Officers - Full access and rights as determined by the Director of Campus Safety
3. Technical Support Staff-Full access and rights as required for technical support only
4. Others-Access will be determined by the Vice President of Student Services as needed for the disciplinary process
5. Others-Access will be determined by the Director of Campus Safety as needed for identification or assistance with investigations

Information provided by the system is confidential and any unauthorized or improper use or disclosure may result in discipline, including termination and/or dismissal from the College.

The Director of Campus Safety is responsible for the secure operation and maintenance of the system, its images, and their proper storage.

Contact(s):

Vice President of Administration
Director of Campus Safety

Related Form(s)

Relevant Policy or Procedure(s): 1205 – Security Monitoring System

Approved by: President
Date: 1/10/03
Revision(s): 9/14/07; 6/26/19 (minor revision); 10/18/23 (minor revision); 4/23/26 (minor revision)

2206 – Video Surveillance

Scope

While on the Barton Community College campus, and operated facilities, all public areas are subject to video surveillance.

This policy applies to all video surveillance systems that monitor or record public spaces while on the campus of Barton Community College, and operated facilities.

Reason for Procedure

Video surveillance contributes to a safe and secure environment by deterring crime and assisting law enforcement in protecting the safety and property of the College community.

Management and Operation

Video surveillance systems shall not be installed in, or used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted societal norms (e.g. restrooms, locker rooms, individual residential rooms, changing or dressing rooms, etc.)

Video surveillance systems shall be used in a manner consistent with all college policies, including those that cover non-discrimination, sexual harassment, privacy, and freedom of expression.

The Director of Campus Safety will coordinate:

- the posting of signage indicating that public areas on the campus are under video surveillance;
- video surveillance systems installation, management, and operation; and
- the retrieval, deletion and storage of video clips.

The Director of Campus Safety shall:

- determine the individuals that shall have access to the video surveillance system per procedure 2205; and
- provide and review stored video clips for official college use only.
- Video clips may become educational records if Barton students are included in the clips. These video clips cannot be viewed or turned over to parents, students, attorneys, insurance companies, or Law enforcement agencies without prior authorization (in writing) from the student or without a judicial order or lawfully issued subpoena.

Approved by: President
Date: 1/24/11
Revision(s): 10/16/19 (update); 10/1/21 (update); 10/18/23 (minor revision)

2210 – Posters, Handbills, Solicitation and Other Activities

All materials to be posted on campus must be submitted to and be approved by the Director of Student Life and will only be affixed to bulletin boards or other approved surfaces. They shall be removed promptly by the requestor or by College staff when it is determined they are no longer useful or appear on unapproved surfaces/locations.

Contact(s): Director of Student Life

Related Form(s):

References:

Relevant Policy or Procedure(s): 1215 – Posters, Handbills, Solicitation and Other Activities

Approved by: President
Date: 8/20/02
Revision(s): 9/14/07; 8/6/21 (update)

2215 – Service of Alcoholic Beverages for Special Events

In accordance with policy 1220; all requests to serve alcoholic beverages for special events must be sent to the Executive Director of Institutional Advancement ("EDIA") in the Barton Community College Foundation ("Foundation") office for approval at least 6 weeks prior to the event using the Barton Alcohol Beverages Service Request Form. Any Shafer Art Gallery events, art exhibit restrictions on food or drink, or Cougar Den events supersede any request for event planning.

Once approved by the EDIA, the form will be sent to the College President, or the President's designee, ensuring essential details for the event including identification of the entity contracted to serve alcoholic beverages and the location of the event, are on file with the President's Office. The College President, or the President's designee, will provide the final written approval to serve alcoholic beverages at any special event.

Measures to ensure understanding of policy 1220; please refer to the following statements:

- Under no circumstances shall any individual under the age of 21, or without proper identification, be served or be allowed to possess or consume alcoholic beverages at any time on the Barton Community College Campus. Picture identification may be requested if there is any doubt of age.
- As stated, a Barton Community College employee shall be the only individual authorized to make a request for a special event where alcoholic beverages can be served. No outside entity will be allowed to utilize this privilege.

The individual that is named the Event Supervisor on the request form will be entirely responsible to ensure the following practices and actions will be adhered to for the special event:

- Only approved guests may be offered alcoholic beverages but cannot be served after midnight.
- The Event Supervisor will be in attendance for the duration of the event and will personally not consume alcoholic beverages of any type. College personnel, hired or volunteer, to assist with the special event will not consume any alcoholic beverages; this includes catering staff, Campus Safety personnel or other service providers.
- If underage attendees are present, the Event Supervisor will designate one or more individuals to remain in the area and monitor access to alcoholic beverages to ensure that no one under the age of 21 consumes or obtains alcohol.
- Food and non-alcoholic beverages will also be provided at the event.
- No alcoholic beverages may be removed from the area designated for alcoholic beverage service.
- All alcoholic beverages which remain un-served at the conclusion of the event shall be removed from the premises immediately or as soon as practical. If alcoholic beverages are kept on-premise for practicality, they must be stored in a locked area unavailable to students, unauthorized staff, and the public.
- At least one Barton Campus Safety person(s) or other authorized Barton employee will be in the Shafer Art Gallery, proximity of the Cougar Den, or other approved designated

area for the duration and conclusion of the special event. Other college tasks will not be assigned to this particular Campus Safety person(s) for the duration of the special event. In the event the Campus Safety person(s) is called to respond to another area for an emergency, another employee will be authorized to provide security assistance.

Note: This procedure does not apply to non-college sponsored events held at Camp Aldrich.

Based on policy 1220

Approved by: President
Date: 4/28/14
Revision(s): 9/14/07; 5/5/14 (minor revision); 8/6/21 (update); 10/6/21 (change); 5/18/26

2220 -- Animals in College Facilities and in College Vehicles

In an effort to provide a safe and healthy environment for employees, students and visitors, this procedure establishes requirements for accessibility, behavior and treatment of animals in college facilities and in college vehicles. Access may be denied for certain areas in college facilities.

College Facilities

An animal may not be in college facilities, except for:

1. a police or military dog in the line of duty.
2. those used for educational purposes which have been approved by the appropriate departmental administrators and where the individual housing the animal assumes responsibility for providing proper care and sanitation for the animal.
3. a service animal[1] supporting an individual (non-employee) with a disability seeking access to public places under Titles II or III of the ADA.
4. a service animal[1] supporting an employee with a disability that has been approved by the College as a reasonable accommodation under Title I of the ADA.
5. when approved, an assistance animal[2] supporting the emotional needs of an individual with a disability in Student Housing under the Fair Housing Act and Section 504.
6. a service animal[1] or an assistance animal[2] accompanied by a handler who is training the animal for someone else and who is seeking public access under Kansas Statute.

Please note: Under the ADA, only an employee with a disability is entitled to a reasonable accommodation. Therefore, an employee without a disability who is training a service animal for someone else, will not be allowed to bring the service animal with them into the workplace.

College Vehicles

An animal may not ride in college vehicles, except for:

1. a service animal supporting an individual with a disability that has been approved by the College as a reasonable accommodation.

Service Animals

When it is not obvious what service a service animal provides, the college may ask those seeking public access under Title II and III of the ADA (non-employees/non-trainers)

1. if the service animal is required because of disability; and
2. what work or task the service animal has been trained to perform.

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[1] Under Title II and Title III of the ADA, a service animal is defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include: guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack, or performing other duties. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Under Title I of the ADA, there is not a specific definition of a service animal. However, employers do not have to allow an employee to bring an animal into the workplace if it is not needed because of a disability or if it disrupts the workplace.

[2] Under the Fair Housing Act and Section 504, an assistance animal is defined as an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability.

Under Title I of the ADA, the College may ask an employee requesting to bring a service animal into the workplace to support the employee's disability for documentation or a demonstration of the need for the service animal to substantiate the employee's accommodation request.

Under Kansas Statute, the College may ask a handler who is training a service animal or an assistance animal for someone else, and who is seeking public access, for the following:

1. The legal name of the trainer.
2. The name of the training center.
3. The address and telephone number of the training center.
4. The types of functions for which the service or assistance animal are trained by the center.
5. A picture or digital photographic likeness of the trainer.

Assistance Animals

If an animal does not meet the service animal definition under the ADA, and is being requested solely as an assistance animal in Student Housing to support the emotional needs of an individual with a disability, the College may consider the following:

1. Does the person seeking to use and live with the animal have a disability?
2. Does the person making the request have a disability-related need for an assistance animal? (i.e. The request and supporting documentation establishes the relationship between the disability and the support that the animal provides.)

If the answer to either question is "no", then the requested accommodation may be denied. If the answer to both questions is "yes", then the requested accommodation may be approved on a case-by-case basis, unless:

1. Doing so would impose an undue financial and administrative burden;
2. Doing so would fundamentally alter the nature of the College's services;
3. The specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; or
4. The specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

The College may ask individuals who have disabilities that are not readily apparent or known to submit reliable documentation of a disability and their disability-related need for an assistance animal.

If the disability is readily apparent or known but the disability-related need for the assistance animal is not, the College may ask the individual to provide recent professional documentation from a physician, psychiatrist, social worker or other mental health professional that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.

Students must receive approval for an assistance animal in student housing prior to bringing their animal to campus. If students are cited for a violation to the pet policy (located in the Student Housing Handbook), they must remedy the violation before requesting approval for the

assistance animal. Animals living on-campus in violation of the pet policy may not remain on-campus pending review and determination of an assistance animal request.

Responsibility/Liability

The College is not responsible for or liable for the behavior, actions, supervision or care of a service or assistance animal. The handler accepts full responsibility and liability for the animal and as such, may be asked to remove an animal if the animal

1. is not housebroken;
2. is out of control and the handler is not able to control it; or
3. poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

A police or military dog, a service animal or an assistance animal must have a harness, leash or other tether, unless the handler is unable to use a tether because of a disability or the use of a tether would interfere with the animal's ability to safely perform its work or tasks. In these cases, the animal must be under the handler's control through voice commands, hand signals, or other effective means.

The handler is responsible for ensuring

- the animal is in good health;
- the animal is clean and free from offensive odors;
- the animal is licensed per state law
- all vaccinations are kept up-to-date;
- the animal wears a rabies vaccination tag;
- the animal wears an owner identification tag containing the owner's name and phone number at all times (service and assistance animals only); and
- the immediate clean-up and proper disposal of all animal waste in an outside trash container or dumpster.

Damages

Although the College may not assess a surcharge, it may impose charges for damages caused by a service or assistance animal in the same manner it would impose charges for other damages to college property.

Service Animal Identification

It is strongly encouraged that all service animals wear the appropriate identification, including an appropriate vest or harness, service animal patches and ID card visibly displayed.

Contact: Vice President of Administration and Vice President of Student Services

Related Form(s)

- None

References

Kansas Statutes 39-1101 through 39-1113; National Service Animal Registry; U.S. Department of Justice, Civil Rights Division, Disability Rights Section; U.S. Department of Housing and

Urban Development, Office of Fair Housing and Equal Opportunity; ADA National Network; and Job Accommodation Network

Relevant Policy or Procedure(s): 1200 – College Facilities, Equipment, and Other Resources

Approved by: President
Date: 4/27/15
Revision(s): 5/25/17 (minor revision); 10/6/21 (change); 11/7/23 (minor revision)

2300 -- Travel

It is understood that College business may require employees to travel. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes consideration of personal advantage. Employees must exercise good judgment and conduct in all aspects of travel in a cost-efficient manner.

General Travel Procedures and Guidelines

Travel Authorization

All College travel must be pre-approved by the appropriate supervisor. Although local and in-state travel occurs more frequently than out-of-state travel, supervisors should still assure that such travel is necessary and approved.

Travel Advance

Pre-Travel

Travel advances are only issued to employees responsible for the expenses of student groups and must be returned (within 30 days) to the Business Office.

The Business Office only issues travel advances to employees responsible for the expenses of student groups. The trip sponsor shall submit a *Travel Request Form* at least two weeks in advance and upon supervisor approval, the Accounts Payable Clerk shall prepare a check.

Post-Travel

The responsible employee will turn in all itemized receipts, remaining cash, a requisition, and the *Travel Reimbursement Form* to the Business Office within 5 working days after returning from the trip.

- Receipts must be itemized
- Receipts must list names of all students and the sponsor (or attach list)
- Any unused cash must be returned with this form

Non-Exempt Employee Compensation While Traveling

Non-exempt (hourly) employees are eligible for compensation for time spent traveling on College business as outlined in the Payroll procedure.

General College and Private Vehicle Use Guidelines

All College travel will utilize College vehicles unless unavailable or impractical as determined by the immediate supervisor. Alternative transportation will be requested according to travel procedure. The priority for use of College vehicles is: college sponsored group activities; required travel by small groups or individuals; authorized travel where transportation is not available.

Authorization to Drive Vehicles on College Business

All individuals that wish to drive a College vehicle or their own vehicle on College business must submit a *Background Authorization Form* to Human Resources for a Motor Vehicle Record (MVR) review. The MVR and insurance review may disqualify the person from operating a vehicle for College business, and if an employee, may jeopardize the employee's employment if it is dependent on vehicle operation. The authorization can take between three to seven business days or more depending upon several factors. New drivers should plan accordingly.

MVR reports will be run according to the following schedule:

- Initial pre-employment MVR
- Upon request of a supervisor for individuals that request authorization
- If the MVR indicates that the individual has excessive violations, and the decision has been made to hire the individual, the individual will be restricted from driving for college business until the number/type of violations have cleared.

- Violations of the law may result in cancelation of driving authorization as determined by the Vice President of Administration or the Vice President of Administration's designee.

Commercial Driver License

A commercial driver license (CDL) with passenger and air brake endorsements is necessary when operating a commercial motor vehicle that meets the following requirements.

- A GVWR of 26,001 pounds or more.
  - A gross combination weight rating of 26,001 or more pounds, if the trailer(s) has a GVWR of 10,001 or more pounds.
  - Designed to transport 16 or more passengers, including the driver.

If an employee will operate any vehicles meeting these criteria as part of their employment, they must contact the Coordinator of Facility Management to coordinate the appropriate training, physical exam, obtain proper licensing and schedule drug and alcohol testing (for CDL operators only). The Facility Management Office maintains the list of CDL drivers and medical requirements for the College.

Student Drivers

Barton students must be 18 years of age or older to drive a College vehicle, may only drive when traveling with an approved college employee (in the same vehicle as the College employee or in another vehicle but travelling to the same location as the College employee and within their supervision), and may not drive distances in excess of 300 miles one way. Student employees may drive a college vehicle independently, subject to procedures incorporated in the job description. Student drivers must receive prior authorization to drive a vehicle on College business. See Authorization to Drive Vehicles on College Business.

College or Personal Vehicle

As a general rule, travelers are encouraged to use available College vehicles when traveling locally and in-state.

College Vehicles

College vehicles may be used for the purpose stated on the travel request and may not be used for personal business.

Authorization

A *Travel Request Form* must be approved in advance for each trip or related series of trips. College travel that is a normal part of the assignment and that can be identified in advance may be approved at least annually on one vehicle request. Vehicle requests will be made at least twenty-four (24) hours in advance, except in emergency situations. Once approved and scheduled, College vehicles may be picked up at the scheduled departure time.

College Vehicle Guidelines

1. Accidents or Vehicle Problems: Individuals using College vehicles are responsible for proper maintenance. In case of an accident or vehicle problems, follow the checklist provided in the vehicle glove compartment or the key packet.

2. Animals: An animal may not ride in College vehicles, except for a service animal supporting an individual with a disability. See also Procedure 2220 - Animals in College Facilities and in College Vehicles.

3. Cancelations: Travelers are responsible for notifying Facility Management or Ft. Riley/Ft. Leavenworth administrator of any cancelation.

4. Cell phones: Use of cell phones or texting while driving is not allowed. Drivers should pull over to a safe location to retrieve messages and return calls.

5. Driver Requirements: Individuals who drive a vehicle on College business must be at least 18 years of age. They must possess a valid driver's license with the appropriate classification, and complete the MVR review process.

6. Driver Impairment: No individual is permitted to operate a College vehicle (or personal vehicle for College business) when any physical or mental impairment causes the individual to be unable to operate a vehicle safely or legally.

7. Seatbelts: The use of seatbelts is required.

8. Tobacco Products: Smoking and the use of other tobacco products is prohibited.

   See also Policy 1210 – Tobacco Use.

9. Unavoidable Delays: Should unavoidable delays be encountered during a trip that prohibits returning the vehicle on time, contact Campus Safety at 620-792-9217 or Fort Riley/Leavenworth Administration as applicable.

10. Vehicle Pick Up: Assigned vehicles will be picked up at the designated time at the fleet parking lot, behind the Technical Building or Ft. Riley/Ft. Leavenworth location. Retrieve vehicle keys and credit cards from Facility Management or Ft. Riley/Ft. Leavenworth administrator.

11. Vehicle Return: Users will remove trash before returning the vehicle, lock it, and turn in the keys, fuel receipts, and credit cards to Facility Management or Ft. Riley/Ft. Leavenworth administrator.

    Assigned vehicles will be picked up and returned by the designated time to the fleet parking lot, behind the Technical Building or Ft. Riley/Ft. Leavenworth location, with at least ¼ tank of fuel.

    Failure to return the College vehicle at the designated time may result in charges to the driver's program or department for costs incurred by the next scheduled user, e.g., mileage, car rental.

Use of Personal Vehicles

The immediate supervisor shall determine when travel by personal vehicle is in the best interests of the College. Drivers must receive prior authorization to drive their personal vehicle on College business. See Item II.A. Authorization to Drive Vehicles on College Business.

When driving a personal vehicle on College business, automobile insurance and a valid driver's license are the responsibility of the employee or owner. Approved individuals using personal vehicles for College business will utilize their personal insurance as primary coverage. The College does not carry insurance to protect individuals from liability or claims arising from the use of a personal vehicle for College business. The College also does not carry insurance to cover theft of or physical damage to a personal vehicle used on College business.

Cost Reimbursement

Travel costs are the expenses for transportation, lodging, meals, and related items incurred by individuals who are in travel status on official business of the institution.

These procedures are intended as a guide to reimburse individuals for College related travel expenses. The responsibility to observe the guidelines rests both with the traveler and the supervisor who certifies conformance to these guidelines by approving the expenditure(s). Reimbursement should be authorized only for expenses that conform to College policy and are allowable, reasonable, and allocable.

Individuals requesting travel-related reimbursement shall complete the *Travel Reimbursement Form* and submit the form, receipts, and requisition to the Business Office.

Allowable Travel Cost Reimbursement

The College provides equitable reimbursement of reasonable and necessary expenses incurred while on official Barton County Community College business in accordance with this procedure.

Maximum allowable M&IE (meals and incidental expenses)

The maximum reimbursement for M&IE are outlined according to the Federal published rates. The college does not provide a per diem, but will reimburse employees up to a maximum amount based on:

CONUS Contiguous U.S

Meals and Incidental Expenses (M&IE) Breakdown:

The separate amounts for breakfast, lunch, and dinner listed in the chart provide an outline of the maximum amounts allowed for M&IE. Reimbursements will be actual per meal expenditures up to the amounts published in the chart found on the GSA website.

The table lists the six M&IE tiers in the lower 48 continental United States. **Location-specific information can be found at GSA Per Diem Rates.** The M&IE rate for the location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look at the allowable amount for each specific meal. Meal expenses include all charges for meals, taxes, and meal tips.

If conference meals are provided during a given travel day, the traveler is expected to partake in the meal provided, or if they so choose they may eat elsewhere at their own expense (non-reimbursable).

The table also lists the portion of the M&IE rate that is provided for incidental expenses (Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships and is currently $5 for all tiers). This amount cannot be added to a meal expense.

Acceptable Substantiation

An itemized receipt or substitute documentation must support each purchase. Monthly credit card statements alone are not acceptable as backup documentation. The College accepts the following documentation; in order of preference:

- An original receipt or invoice from the vendor including:
  - Vendor name
  - Transaction amount
  - Date
  - Itemized description of the item(s) purchased
- For meals, include the names of individuals at the meal and the business purpose or reason for the meal
- Copies or facsimiles or the original receipt or invoice

The College reserves the right to reject expenses not documented by a receipt.

Meal Reimbursement

Meals will only be reimbursed by the College if:

The individual is traveling away from home on college business, and the period away from home requires an overnight stay.

OR

The individual incurs the meal expense during the active conduct of business with someone other than College employees, and there is a clear business reason for incurring the expense. Itemized receipts should include a description of the business purposes and guest names/titles of guests.

The following items are not reimbursable:

- Alcoholic beverages
- Beverages, snack items, and desserts not purchased with or as a meal.
- Program or department meals associated with a staff meeting
- Tips in excess of 20%
- Meals incurred within the same city as the employee's domicile or within 30 miles of the official workplace (unless meal expense is associated with a business meeting with someone other than College employees, and there is a clear business reason for incurring the expense). Itemized receipts must include a description of the business reason and names/titles of guests.

Meal Definition (times)

- Meals cannot be combined for reimbursement (example – Breakfast/lunch).
- Eligible meal reimbursements will be paid by the timestamp on the receipt in accordance with the following schedule:
    - Breakfast – Midnight to 10:30 a.m.
    - Lunch – 10:31 a.m. to 3:00p.m.
    - Dinner – 3:01 p.m. to 11:59 p.m.

Grant-funded Employees

Copies of all receipts and travel reimbursement form must be maintained in the grant files.

Personal Vehicle Cost Reimbursement

Mileage is not reimbursable if a College credit card is used to purchase fuel for the personal vehicle.

Adjunct Faculty

In some cases, Adjunct Faculty may be reimbursed for mileage that is in excess of 20 miles from their place of non-college work or home. (Whichever is the point of embarkation to the primary teaching site, as determined by the immediate supervisor.) The supervisor shall determine the reimbursable mileage during

hiring or assignment and note the amount on the employment agreement. The Supervisor must ensure the Adjunct Faculty member has an approved MVR on file prior to reimbursement. Adjunct Faculty shall submit reimbursement forms within two weeks of the last class session.

Other Employees

Employees who are authorized to utilize personal vehicles for approved travel will be reimbursed for mileage when the required travel is from their primary work site to another location(s). The mileage rate for approved College travel using personal vehicles is .41 cents per mile using the most direct route. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs.

Grant-funded Employees

Grant-funded employees requesting mileage reimbursement shall complete the *Travel Reimbursement Form* and submit the form, itemized receipts, and a requisition to the Business Office. Copies of the documents must also be maintained in the grant files.

Other Travel and Expense Reimbursement

Other approved travel and expenses may be reimbursed at actual cost upon proper submission of a *Travel Reimbursement Form*, itemized receipts, and a requisition to the Business Office within 5 days of returning from the trip.

Other Reimbursable Costs

1. Air and rail transportation: Transportation via common carrier shall be at the rate of the actual cost of economy fares and supported by appropriate receipts. A valid receipt must show the transportation provider's name, the date(s) of service, the total cost of service plus taxes and fees, the date, amount, and method of payment. These fares may be charged directly to the College by submitting a requisition. If expenses exceed the budget allocations, the Vice President of Administration or the appropriate administrator shall pro-rate the allocation according to the best interests of the College.

2. Auto rental: Auto rentals are permissible with prior supervisor approval and must be justified by economic or business purposes. A valid receipt must show the rental car agency name, specific dates of service, itemized unit costs, any additional charges (e.g., airport concession fees, taxes), and the total amount paid.

   College insurance programs are in place to protect members of the Board, employees, and students of the College while conducting College business or participating in College activities. The protection afforded by these programs extends to exposures arising from authorized and approved travel. Therefore, the traveler should decline insurance coverage provided by the rental agency.

3. Baggage fees: Checked baggage fees to and from the flight destination are reimbursable expenses; excess baggage or lost baggage fees are not reimbursable expenses.

4. Fuel: The College issues fuel credit cards with all fleet vehicles. Travelers using a personal vehicle on College business are eligible to receive a mileage reimbursement upon the submission of a Travel Reimbursement Form, itemized receipts, and a requisition submitted to the Business office.

5. Lodging: Lodging costs when attending a conference, convention or other formal meeting and staying at a designated hotel or a lower priced hotel within proximity are reimbursable. A valid receipt must show the lodging facility name, specific dates of lodging, the unit price, any additional charges (e.g. hotel taxes, city taxes), and the total amount paid.

6. Registration and conference fees: Registration fees for a meeting or conference at which attendance has been approved should be billed directly to a departmental or sponsored project source of funds through the College's payment system.

7. Taxi: Taxi, shuttle, or limousine (when traveling with large groups) costs are permissible for transportation between the hotel and airport or hotel and conference site. Include receipts with reimbursement documentation.

8. Telephone and other communication charges: The College will pay charges for local and long-distance calls made outside a College office for the purpose of conducting business. The Internal Revenue Service requires documentation of the business purpose for all reimbursed phone calls.

   Long distance calls to the College should be made using the toll free numbers:

   - Fort Leavenworth Campus 1-855-509-3374
   - Fort Riley Campus 1-877-620-6606
   - Great Bend Campus 1-800-748-7594

   Business related telephone calls, faxes, or internet connections required during travel shall be reimbursed only on the basis of an itemized bill showing the date, amount, and purpose of the call. Personal calls are not reimbursable.

   Employees are encouraged to use a College-owned MiFi or hotspot available through the employees department and/or Information Technology. If one is not available, wireless charges may be permissible with prior supervisor approval. Include receipts with reimbursement documentation.

9. Tips: Tips are included in the maximum M&IE reimbursement. Travelers should not tip more than 20% of the bill.

10. Tolls and parking fees: Necessary charges for parking and tolls are allowable with a valid receipt.

11. Other: Consult supervisor regarding specific costs not listed here.

Non-Reimbursable Travel Costs

Expenses submitted for reimbursement should be reasonable, necessary, and business-related. The following list of non-allowable expenses is not intended to be all-inclusive:

- Airfares, first class
- Airline or other trip insurance (including automobile rental)
- Airline upgrades
- Alcoholic beverages
- Books, magazines, newspapers for personal use
- Childcare
- Credit card delinquency charges
- Damages or expenses incurred beyond the cost of lodging.
- Expenses not related to College business
- Mini bar purchases
- Personal entertainment and other personal expenses
- Repairs to personal vehicles used for College travel
- Theft, loss, or damage to any personal effects or luggage
- Tobacco products
- Traffic and parking fines
- Valet Parking (unless this is the only option and documentation of such is provided)

Traffic and parking fines: When traveling for the College, it is the expectation that the employee and any passenger will follow all applicable state laws. The employee is responsible for any violation (ticket) issued to the employee while traveling on College business. In the event that the College receives the ticket, the employee will have 14 days to pay the ticket and provide proof of payment to the Vice President of Administration. If proof of payment is not provided within 14 days, the College will pay the ticket and apply the amount owed to the employee's Barton account + 33% of the amount owed for collection. If not paid within 6 months, Barton will turn the account over for Collection.

Spouse or Other Dependent Expenses

Costs for travel, lodging, meal, or other travel expenses for spouses or other dependents are not reimbursable and are the personal responsibility of the employee traveler.

In order to protect its tax-exempt status, the College cannot reimburse travelers for any expenses associated with people accompanying travelers who do not meet both of the following conditions listed below:

The person accompanying the traveler is an employee of Barton Community College;

and

The person accompanying the traveler has a bona fide business purpose for official travel.

In situations of overnight travel, individuals are expected to share a room only with members of the same gender (family members excluded).

See also, Procedure 2476 – Presence of Children, Other Family Members, or Friends in the Workplace.

Charter Services and College Bus/Van Travel

Upon prior supervisor approval, a group sponsor may request a Charter or College Bus service if there are 20 or more travelers.

A charter or College bus request must include an itinerary, including a list of travelers and prior lodging arrangements (private room) for the driver.

The group sponsor must travel in the chartered bus or an accompanying College vehicle. If multiple vehicles are used, they must remain in sight of each other. The sponsor is responsible for the actions of the group throughout the trip. The maximum hours an individual may drive a College van or bus is:

- no more than 10 hours following eight consecutive hours off duty; or
- for any period after having been on duty 15 hours (of which no more than 10 hours can be driving time) following eight consecutive hours off duty.

Travel Exemptions:

The President or appointed designee has the ability to grant travel exceptions that adhere to Federal compliance detailed in § *200.474 Travel cost- (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations.)* Due reasoning is necessary for this to occur and this is only granted on an exclusionary basis.

Contact(s):

Coordinator of Facility Management, Vice President of Administration

Related Form(s)

- *Background & Driver Authorization Form*
- *Travel Reimbursement Form*
- *Travel Request Form*

References

§ 200.474 Travel costs. *(Federal Register, Vol. 78, No. 248/Thursday. December 26, 2013/Rules and Regulations).*
Barton Procedure 2476 – Presence of Children, Other Family Members or Friends in the Workplace
Barton Procedure 2220 - Animals in College Facilities and in College Vehicles

Relevant Policy or Procedure(s): 1300 – Travel Procedure

Approved by: President
Date: 1/14/08
Revision(s): 7/1/08; 9/15/08; 2/23/09; 7/1/10; 10/24/13 (minor revision); 6/1/15; 3/22/16 (minor revision); 6/26/17 (Effective 7/1/17); 10/12/17 (minor revision); 3/26/18; 10/10/18 (minor revision); 7/22/19; 11/25/19 (minor revision); 10/1/21 (update)

2301 – Interview Travel Expense Reimbursement

Travel reimbursement will be paid to job applicants under the following circumstances:

- The job applicant is applying for the position of President or Vice President, **and**
- When required, the applicant has participated in the telephone interview screening process, **and**
- The applicant is not disqualified from consideration due to improper credentials, background/conviction check information, or other misrepresentation, **and**
- The applicant accepts the position if offered **or** the applicant is not offered a position, **and**
- The applicant completes a travel reimbursement request and mails the request along with legible receipts and a completed W-9 Form to the Chair of the Search Committee.

The College will **not** pay any interview expenses of an applicant who withdraws from the employment process, declines the offer of the position, or submits their request for reimbursement more than 60 days beyond the date of the interview. Bar tabs, hotel movie rentals, Internet charges, personal phone calls, tips and gratuities are **not** reimbursable by the College.

- The College will pay the applicant's eligible travel expenses**.** Expenses eligible for reimbursement are listed below:
    - Mileage to be paid at the College's published rate.
    - Cost of applicant's coach airfare for travel.
    - Lodging – for the day(s) of the interview and one day prior to or following the interview.
    - Car rental

- The college will reimburse the successful candidate (President or Vice President) for eligible[1] relocation expenses that are paid or incurred up to a maximum of $2,500.
    - The candidate must submit an expense form along with legible receipts, canceled checks, and/or bills and a completed W-9 Form to the Vice President of Administration.

When interviewing job applicants for any position, the search committee is encouraged to use phone interviews, ITV, and other technology based communication methods to reduce the expenses of applicants.

Contact: Vice President of Administration

Related Form(s)

[1] Eligible relocation expenses include the cost of moving your household goods and personal effects (including in-transit storage expenses), and traveling (including lodging but not meals) to your new home.

- None

References

- None

Relevant Policy or Procedure(s): Policy 1300 - Travel

Approved by: President
Date: 11/22/10
Revision(s): 5/25/17 (minor revision)

2305 – Online Payments

The following steps must be followed prior to establishing new online payment systems:

1. All requests for establishing an online payment process must be submitted to the Vice President of Administration.
2. The Business Office staff will review the request and determine the best process to use.
3. All bank account information and passwords for online payment processes will be maintained by the Business Office.
4. Web links for online payment processing will not be created without prior authorization from the Vice President of Administration.

Contact: Vice President of Administration

Related Form(s)

- None

References

- None

Relevant Policy or Procedure(s): Policy 1305 – Fiscal Management

Approved by: President
Date: 8/3/09
Revision(s): 5/25/17 (minor revision)

2306 – Identity Theft

Summary

Barton Community College has developed this identity theft procedure pursuant to the Federal Trade Commission's Red Flags Rules.

Purpose

The procedure is designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account. These procedures will aid in:

1. Identifying relevant red flags for covered accounts the college offers or maintains and incorporate those red flags into the procedure;

2. Detecting red flags that have been incorporated into the procedure;

3. Responding appropriately to any red flag that has been detected to prevent and mitigate identity theft; and

4. Ensuring the procedure is updated periodically to reflect changes in risks to students, employees, or to the safety and soundness of the College from identity theft.

The procedure shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

Definitions

1. Identity Theft means fraud committed or attempted using the identifying information of another person without authority.

2. A Covered Account means (i) an account that a creditor offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions or (ii) an account that the creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from identity theft.

3. A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

4. Valid Photo ID - Driver's license, Passport, State or Federal Government, Military, Barton College photo ID.

5. Official Email - College sponsored email such as bartonccc.edu or cougar.bartonccc.edu.

6. Legal address – AD address as found in Banner.

College Covered Accounts

The College has identified the following covered accounts (student & employee related):

1. Federal Grants
2. Federal Student Loans
3. Federal Work Study
6. Institutional Aid
7. Other External Scholarships and Loans
8. Barton Student Accounts

4. Federal Parent Loans
5. State Aid to Students
9. Payroll

Risk Assessment

For the student related College administered covered accounts listed above, the existing risk is that a fraudulent request is made for a refund on an account with a credit balance. This is typically the result of a loan and/or direct payment. Since the College is solely responsible for issuing refunds on these accounts, the risk resides at the College level.

There is a potential risk to both student and employee payroll and the delivery of the funds to the individual that is owed the funds. Payroll procedures outline a number of options for the direction of funds that are owed to an employee.

The College will take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts. However, the processes transacted by these providers represent funds owed to the College, mitigating the risk of theft to the account holders. Additionally, the College will take steps to review the Red Flag policies and procedures enacted by these providers.

Control Procedures

As noted above, the primary risk associated with the covered accounts relates to refunds and changes to student accounts and loan accounts. The following control procedures mitigate these risks, as well as other risks associated with identity theft:

1. Refunds & Requests to change information on an account:

    a. All refunds on student / employee's accounts that have a credit balance are either initiated by the college or must be initiated by the student / employee owning the account.

    b. A request for changes to the account may be initiated either in person (verified by a valid photo ID), or in writing from the student's / employee's official e-mail account.

    c. Phone requests will not be honored due to the difficulty in accessing the individual's identity.

2. Refund Check Distribution:

    a. Checks are paid and mailed to the legal name and legal address (AD Address Type) or other verified Address Type where the Source field contains PAWS, PERS, ENRL, APP, EMAL, HRDS within the Banner System or may be picked up in person.

    b. The student / employee must provide the student/employee valid photo ID when receiving the check in person.

    c. A student / employee may designate another individual to pick up their check, or request that the check be mailed to an address that is different from the address in Banner; however, this must be requested in writing and submitted

either in person, with valid photo ID, or directly from the student's / employee's official email account.

3. Name Changes:

    a. Students / Employees must make any permanent name change by contacting the Enrollment Service's Office (students) or Human Resources Office (employees).

        i. Students - A change in a student's name requires that a valid photo ID and a current Social Security Card be provided to Enrollment Services (mailed, emailed, faxed or in person).

        ii. Employees - A change in an employee's name requires that a valid photo ID and a current Social Security Card be provided to Human Resources (mailed, emailed, faxed or in person).

4. Address Changes:

    a. An individual may request a change in their legal address by one of the following methods:

        i. Submitting an address change request through the student's or employee's PAWs account.
        ii. In person (with valid photo ID).
        iii. By email from an official email address.
        iv. Faxing or mailing a change of address affidavit which has been signed, dated, and notarized.

5. Payroll Check Distribution:

    a. Full and Part time Employees may direct their payroll check to be direct deposited. The employee is to contact the Human Resources office to set up direct deposit.
    b. Full and Part time Employees may arrange with Human Resources to pick up payroll checks in person.
    c. Full and Part time employees can designate another individual to pick up their payroll check by requesting it in writing and then submitting the request to Human Resources either in person, with valid photo ID or directly from the employee's official email account.
    d. Student employee payroll checks will be available to be picked up by the student in the Business Office with the presentation of a valid photo ID.
    e. Students can designate another individual to pick up their payroll check by requesting it in writing and then submitting the request to the Business office either in person, with valid photo ID, or directly from the student's official email account.
    f. A valid photo ID is required whenever the identity of the individual picking up the check is not known.
    g. Payroll checks that are not picked up in person or direct deposited will be mailed to the legal address within the Banner System.

Red Flags

The following red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag is apparent, it should be investigated.

1. Documents provided for identification appear to have been altered or forged;
2. The photograph or physical description on the identification is not consistent with the appearance of the individual presenting the identification;
3. Any request made from a non-official email address;
4. A request to mail something to an address not listed on file; and
5. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

Response to Red Flags

The procedure provides appropriate responses to detect red flags to prevent and mitigate identity theft. The appropriate responses to the relevant red flags are as follows:

1. Deny access to the covered account until other information is available to eliminate the Red Flag;
2. Contact the student or employee;
3. Change any passwords, security codes or other security devices that permit access to a covered account;
4. Notify law enforcement; or
5. Determine no response is warranted under the particular circumstances.

Oversight of the Procedure

Responsibility for developing, implementing and updating this procedure lies with the College's Vice President of Administration. The Vice President of Administration is responsible for the procedure administration, ensuring appropriate training of the College's staff on the procedure, reviewing any staff reports regarding the detection of red flags on the identified covered accounts and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the procedure.

Updating the Procedure

This procedure will be periodically reviewed and updated to reflect changes in risks to students, employees, and the soundness of the College from identity theft related to the noted covered accounts. At least once per fiscal year, the Vice President of Administration will consider the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities, as they relate to this procedure. After considering these factors, the Vice President of Administration will determine whether changes to the procedure, including the listing of red flags, are warranted. If warranted, the procedure will be updated.

Staff Training

College staff responsible for implementing the procedure shall be trained under the direction of the Vice President of Administration or the Business Manager in the detection of red flags, and the responsive steps to be taken when a Red Flag is detected.

Contact(s)

Vice President of Administration
Business Manager

Related Form(s) Notary Affidavit of Residence

Relevant Policy or Procedure(s): Policy 1305 – Fiscal Management

Approved by: President
Date: 7/28/14
Revision(s): 5/25/17 (minor revision); 7/15/19 (minor revision); 10/1/21 (update)

2307 -- Federal Payments

Barton Community College will utilize payment methods that minimize the time elapsed between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement whether the payment is made by electronic transfer or issuance of redemption checks, warrants, or payment by other means.

The College will request Federal payments that are timed in accordance with the actual immediate cash requirements.

1. The College will maintain written procedures that minimize the time elapsing between the transfer of funds and disbursement by the College, and financial management systems that meet the standards for fund control and accountability.

2. Advanced Federal payments are limited to the amounts needed and in accordance with the actual, immediate cash requirements of the College in carrying out the purpose of the approved program or project.

3. Advanced Federal payments will be as close as administratively feasible to the actual disbursements by the College for direct program or project costs and the proportionate share of any allowable indirect costs.

4. The College shall make timely payment to contractors in accordance with contract provisions.

5. Whenever possible, the College will consolidate advance payments to cover anticipated cash needs for all Federal awards.

6. The College uses the preferred method of reimbursement whenever possible.

7. The College Comptroller and Budget Manager or The College Comptroller and Budget Manager's designee is authorized to submit requests for advance payments and reimbursements at least monthly.

Although the Federal awarding agency and pass-through entities cannot require separate depository accounts for funds provided to the College or eligibility requirements for depositories, the College will:

1. Account for the receipt, obligation, and expenditure of funds.

2. Deposit and maintain advance payments of Federal funds in insured accounts whenever possible.

3. Deposit and maintain advance payments of Federal funds in interest-bearing accounts, unless the following apply:

    a. The College receives less than $120,000 in Federal awards a year.

b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on Federal cash balances.

c. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. To the extent possible, disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

5. Remit interest earned on Federal advance payments deposited in interest-bearing accounts annually to the Department of Health and Human Services, Payment Management System, Rockville, MD 20852. Interest amounts up to $500 per year may be retained by the College for administrative expense.

The College is authorized to submit requests for advance payments and reimbursement at least monthly when electronic fund transfers are not used, and as often as needed when electronic transfers are used, in accordance with the Electronic Fund Transfer Act (15 U.S.C. 1601).

Contact(s): Comptroller and Budget Manager

Related Form(s)
None

References

§ 200.305 Payment (78624, Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1305 – Fiscal Management

Approved by: President
Date: 6/1/15
Revision(s): 10/1/21 (update)

2308 – Cash Management for Federal Grant Awards

Purpose

To establish cash management procedures for federal awards.

Procedure

Cash management options defined for federal awards:

1. Advanced Payments - Amount requested to be paid limited to minimum amounts needed to meet immediate cash needs

2. Reimbursement - Amount requested to be paid was previously paid by the College (generally within 30 days of initial payment.

3. Working Capital Advance – Amount requested to be paid is based upon estimated disbursement needs for a period of time.

The College generally draws Federal funds from either the Federal government (G5) or from the State (KBOR system) on a reimbursement basis. Occasionally, other systems are used for one-time or ad-hoc awards depending upon the terms of the award.

Costs may be directly charged to a sponsored award only when the cost is allowable, allocable, and reasonable to the award. The responsibility for cash management is shared by the Director or Coordinator and the Vice President of Administration or the Director or Coordinator and the Vice President of Administration's designee(s).

Cash management procedures:

1. Project directors, supervisors, and the Vice President of Administration approve all allowable grant expenditures. All expenditures exceeding $5,000 are also submitted to the President for approval. All approval and payment processes follow the College's established policies and procedures.

2. Grant funds are coded to unique FOAPS that specify the relevant Fund, Organization, Account, and Program. Grant funds are separate from other College funds.

3. The Comptroller maintains the official budget identifying budget, drawdowns, expenditures, and balances. Approved personnel including the project director have 24-hour access to the budget information via BANNER, the College information system.

4. Project directors are required to maintain a detailed budget separate from the BANNER budget for reconciliation and documentation. Grants office staff monitor both budgets at least once each month.

5. The drawdown total is calculated based on the actual expenditures identified in the BANNER report. The Comptroller/Business Manager reviews the support for cash reimbursement to ensure the accuracy of calculation, completeness, and general adherence to award terms and conditions. Upon satisfactory budget review, the

Comptroller/Business Manager submits the request for reimbursement via the appropriate drawdown system.

Other Cash Management Requirements

1. The College will use existing resources before requesting an advance; e.g., program income, refunds, rebates, or interest earned.

2. The College will minimize the time elapsing between the transfer of funds and the disbursement of those funds for grant-related expenditures. The College will comply with the three-day rule, which requires the expenditure of funds within three days of the receipt of such funds. Excess cash balances will be returned to the sponsoring agency after three days have expired.

3. The College will maintain all Federal funds in insured accounts.

4. The College will deposit all Federal funds into interest-bearing accounts unless:

    - Aggregate federal awards are under $120,000
    - Account is not expected to earn in excess of $500 per year
    - Bank requires minimum balance so high that such an account is not feasible

5. The College will retain interest amounts up to $500 for administrative purposes.

6. The College will return interest on Federal grants earned exceeding $500 annually to the U.S. Department of Health and Human Services.

Contact(s): Vice President of Administration, Director of Grants

Related Form(s)

- None

References

§ 200.305 Payment (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations, 78625).

Relevant Policy or Procedure(s): Policy 1305 – Fiscal Management

Approved by: President
Date: 9/28/15
Revision(s): 5/25/17 (minor revision); 10/1/21 (update); 7/1/24 (minor revision)

2310 – Individual Memberships/Certifications/Association Dues, Etc.

The College may support, through the full or partial payment of membership dues, the memberships of College employees in organizations and/or associations where such memberships are considered to be of value to the College. The Dean responsible for the area requesting the membership shall determine the value of the membership to the institution and if the membership is justified.

Examples of memberships that would be considered valuable to the institution include:

- Memberships that are required to maintain accreditation/certification for the ongoing operation of the program and services.
- Memberships that allow for a reduction in fees for conferences/seminars, which employees normally attend, and the reduction in fees equal or exceed the cost of the membership.
- Receipt of publications or newsletters, which are deemed important to the college operations, particularly those that would ordinarily be ordered at an additional cost to the College.
- Memberships, which provide no immediate tangible benefit, although there may be a political or public relations benefit to the College.

REGULATIONS:

A. Whenever possible, the membership will be in the name of the College rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than individual membership.

B. Whenever possible, only one representative per association shall be supported with college funds.

C. Approval of membership/association dues will require supervisor's approval per the standard requisition approval process.

Based on policy 1310

Approved by: President
Date: 3/23/09
Revision(s):

2315 - Procurement

Barton Community College will conduct all procurement activities in accordance with State and Federal laws and College policies and procedures such that students, staff, faculty, and taxpayers receive full value for each dollar of public funds spent. The College procedures conform to open, ethical, and sound procurement policies. This policy addresses general procurement standards, methods of procurement, purchase transmittal procedures, and

Barton Community College procurement policies and procedures:

1. Focus on the stewardship of public funds;
2. Advance and support the mission of the institution;
3. Promote a competitive and fair procurement environment; and
4. Are open and transparent, including adherence to the Kansas Open Records Act.

Procurement Standards:

In all contracting and procurement actions, Barton Community College strives for:

Maximization of Competition. Specifications are written to allow the purchasing process to be as open as possible to qualified vendors, suppliers, and contractors.

Equal and Fair Competition. The College will provide each vendor with the same information regarding product or service needs/specifications and will keep vendor responses (*such as price quotes*) confidential until the purchase is awarded.

Best Value at the Lowest Price. Preference shall be given to Barton County vendors, who can provide like-quality products and services and whose price is within 5% of the lowest price. For purchases being made with Federal Funds, the purchase must be made at the lowest price for the product or service that best meets the needs of the requester (no preference for Barton County Vendors).

Methods or Procurement:

1. $0.00 - $9,999.99 - Selection of potential vendors may be made by unrestricted open-market processes in a manner that maximizes value to the College. While competitive solicitations are not required, necessary steps should be taken to ensure price reasonableness.

2. $10,000.00 – $49,999.99 - Quotations or proposals will be requested from three (3) or more qualified sources. The College shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest. No purchase shall be made except based on quality, cost, and service. Preference shall be given to Barton County vendors, who can provide like quality products and services, and who meet bid specifications/quotes and whose price is within 5% of the lowest price (not applicable if purchase is made with Federal Funds). Any purchase or expenditure of $5,000 or more requires the President’s approval.

3. $50,000.00 and above – Formal, sealed RFBs or RFPs shall be solicited from at least three (3) qualified sources (including all Barton County Vendors). Preference shall be given to

Barton County vendors, who can provide like quality products and services, and who meet bid specifications/quotes and whose price is within 5% of the lowest price (not applicable if purchase is made with Federal Funds). Any purchase or expenditure of $5,000 or more requires the President's approval and purchases of $50,000 or more require Board approval. Alternatively, the College shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest.

4. $150,000 (+) - For awards with an estimated total contract amount of $150,000.00 and above, administrative review by the VP of Administration is required.

5. Bonding and insurance requirements must be met on all projects in excess of $100,000 per state statute.

6. Nothing contained herein shall preclude the College from negotiating with the lowest qualified bidder, issuing change orders modifying any bid received, or from rejecting any and all bids.

7. In the event other all criteria are equal, the purchase will be made from the vendor that provides the best services to the College or best meets the College's needs. Preference may be given, when quality and price are comparable, to the purchase of goods or services offered by vendors within Barton County, Kansas.

Contractor Bonding & Equal Opportunity Employer

(K.S.A.) 60-1111 requires that any contracts for construction projects, improvements, or building repairs in excess of $100,000 be bonded. Contractor shall provide sufficient surety bond in a sum not less than the sum total of the contract.

(K.S.A.) 44-1030 requires that any contract for construction projects, improvements, or building repairs in excess of $100,000 include the provision that the contractor shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry; and in all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer".

1. **Sole Source/Single Source Procurement**

In cases where there is no practical value in soliciting competition for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Standard Procedures for the procurement of supplies, equipment, and services through solicitation of a proposal from only one source:

- Sole Source-Defined
  Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided. 'Sole' means 'the one and only'.

- Single Source-Defined

Single Source procurement will be followed when, although three or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

The Vice President of Administration will evaluate each request and make a determination whether a sole source/single source acquisition is appropriate. The Sole Source/Single Source procurement procedures may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the College; or
- After solicitation of a number of sources, competition is determined inadequate.
- A Sole Source Justification Letter is submitted to the Vice President of Administration for review and approval.
- The Sole Source purchase is approved in writing by the President or the Vice President of Administration.

Any purchase or expenditure of $5,000 or more requires the President’s approval and purchases of $50,000 or more require Board approval.

Careful distinction must be used when determining between "sole source" and "sole product." If only one product will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate. Contact the Vice President of Administration for additional information or clarification.

Sole Source Justification Form

Submit a *Sole Source Justification Form* to the Vice President of Administration that includes:

- A product description, including quantity and technical features.
- History of prior purchases and their nature (competitive vs. noncompetitive)
- Statement as to the unique circumstances that require award by noncompetitive bid/proposal.
- An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacturer; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.
- Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.
- An explanation that the purchase price is reasonable: (a) Attach documents that prove that the manufacturer offers the best price available because a purchase from a distributor includes the distributor’s mark-up. (b) Attach a written certification letter from the vendor that its sales price is the best price it offers to any similarly situated educational or non-profit customer.
- Description of the efforts made to find competitive sources.

- Statement as to the efforts that will be taken in the future to promote competition for the requirement.
- Letter must be approved by the supervising Dean and Vice President of Administration.

Other Purchase Guidelines and Requirements
See also, Barton Procedure 2130 – Requisitions, including flowcharts

College Credit Cards, Credit Memos, Purchase Orders, Requisitions

Barton- Issued Credit Cards
Under limited circumstances, the College makes available, subject to approval by the Vice President of Administration, a College-issued credit card for individuals who place orders on behalf of the College and routinely travel on College business.

Credit Memos
A vendor may issue a credit under the following conditions:

- The buyer returned goods to the vendor,
- There is a pricing dispute or marketing allowance, or
- Other reasons under which the vendor may reduce the amount that the buyer owes under the terms of an earlier invoice.

The buyer (Barton employee) must complete a *Transmittal* Form to document the transaction and ensure that the credit is applied to the appropriate account or they may attach it to a current invoice to apply to the payment.

Purchase Orders/Requisitions
Vendors may require a purchase order to authorize a purchase transaction prior to the purchase. When accepted by the vendor, a requisition is typically used for this purpose and it becomes a contract binding on both parties.

The requisition sets forth the description, quantities, prices, discounts, payment terms, and other associated terms and conditions. The buyer (Barton employee) must complete a *Requisition* form and receive supervisor approval prior to submitting to the vendor.

Requisitions
The College requires the submission of a completed and approved Requisition Form in order to process payments or reimbursements. Designated employees shall access and complete the Requisition within.

See Barton Procedure 2130 – Requisitions, for additional information, including flowcharts.

Employees as Vendors

The basic principle underlying procurement ethics is that those in public service should use their positions for the College benefit and not for their own private gain or the private gain of another. The use of Barton Community College employees to provide goods or services is strongly

discouraged. ANY purchases from an employee should show evidence of competition and be approved in advance by the Vice President of Administration.

An Employee acting as a potential vendor or an employee who has a relative who is a potential vendor, must disclose this relationship via the form titled Annual *Conflict of Interest Disclosure Form* on an annual basis so long at the relationship exists.

Purchases with Federal Funds

1. All purchases with Federal funds over $9,999.99 must be made using the applicable Method of Procurement (#2, #3, or #4) identified above. The process must comply with all Federal requirements including fair and open competition. The College may not specify a specific brand name, vendor, or company. The Request for Proposal (RFP) shall not contain brand-name-only competition.

- Requests for Quotations (RFQs) may be used to solicit offers from vendors to establish pricing and terms/conditions. RFQs may be solicited informally via facsimile, electronic mail, written documentation or verbally.

- Request for Bids (RFBs) may be used to solicit offers from vendors for goods and services that exceed $20,000 and done on a formal basis with a written RFB document through a sealed bidding process. All formal bids shall be open to the public and results shall be considered public information after a bid is awarded or all bids are rejected.

- Requests for Proposal (RFPs) may be used where and whenever the College determines that because of the nature and complexity of the goods and/or service to be acquired, it would be in the best interest of the College to seek proposals rather than quotations or bids. In this event, the College reserves the right to accept or reject any and all proposals, in whole or in part, to take exception to any RFP specifications, to make an award based solely on the proposals received, or to negotiate further with one or more vendors. The College also reserves the right to negotiate a contract with the selected vendor which is at variance with the RFP.

2. Suspension and Debarment Policy ($25,000 or greater)

- Suspension and debarment are actions taken by the federal government against organizations or individuals who have committed fraud or a criminal offense in violation of federal law. The federal government prohibits expending federal funds or goods and/or services from any entity suspended or debarred from doing business with the federal government. This includes entities managing any federal Grant.

- Grant-related purchases are not to be made from an entity that has been suspended or debarred by the federal government. All individuals and entities suspended or debarred are listed on the U.S. General Services Administration (GSA) Excluded Parties Listing System (EPLS). The search can be performed at www.sam.gov.

- All vendors providing goods and services using Federal funds of $25,000 or more are required to be checked for debarment or suspension of the entity and its principals.

- Prior to making a grant-related purchase that is expected to equal or exceed $25,000, the VP of Administration must be contacted. The VP of Administration will verify the selected vendor on www.sam.gov prior to approving, in writing, the creation of a fixed asset form and requisition. The VP of Administration will document the Suspension and Debarment verification by including a screen print of the Exclusions search.

Equipment Purchase Requirements

- § 200.33 - Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000.
- The requestor must submit a *Technology Request* Form and contact the Chief Information Officer prior to ordering any technology equipment and/or software to be purchased with College funds. The technology equipment being purchased must be compatible with existing College equipment, purchased and deployable in an acceptable timeframe, purchased from a reputable manufacturer, have a warranty, and fit within the Technology department support guidelines. See also Barton Procedure 2112 – IT Purchases and Projects
- The award will be made on the basis of price and other price-related factors.
- If the low price is not selected, the College provides just reasoning explaining the rationale behind the selection.
- Competitive quotations provide the following detail: like, kind, and quality merchandise from separate vendors (minimum of three);
- If three competitive quotes are not available, documentation as to why the normal procurement process was not followed;
- Presidential approval prior to processing purchase;
- Board or applicable supervising agency approval prior to processing purchase, as applicable;
- If sealed bids are issued, there is at least a ten-day grace period granted while bids are being collected, before they are opened (in compliance with § 200.320 (a));
- If sealed bids are issued, at least two institutional personnel, outside of the Office of the Vice President of Administration need to be present at the opening of the sealed bids (in compliance with § 200.320 (a)).

Supply Purchase Requirements

- § 200.94 - Supplies means all tangible personal property other than those described in § 200.33 Equipment.
- A computing device is a supply if the acquisition cost is less than $5,000, regardless of the length of its useful life. See also §§ 200.20 Computing devices and 200.33 Equipment.
- All supply purchases with College or Federal funds must be made using the applicable Method of Procurement (#1, #2, #3, #4, #5, or #6) identified above.

Contact(s):
Vice President of Administration, Chief Information Officer (electronic and information technology purchases)

Related Form(s)

- *Annual Conflict of Interest Disclosure Form*

- *Requisition* – electronic form located in PAWS
- *Sole Source Justification Form*
- *Technology Request Form*

References

§§ 200.317 – 200.326, 200.33, Appendix II to §200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations).

Barton Procedure 2112 – IT Purchases and Projects
Barton Procedure 2130 – Requisitions

Acknowledgment: Barton County Community College gratefully acknowledges the permission of Laramie County Community College to utilize its Contracting *& Procurement Procedures Manual* as a reference in the development of the Procurement procedures.

Relevant Policy or Procedure(s): 1310 – Fiscal Expenditures

Approved by: President
Date: 7/25/11
Revision(s): 6/19/12; 6/1/15; 5/25/17 (minor revision); 8/22/17 (minor revision); 6/8/20 (minor revision); 8/19/20 (minor revision); 10/1/21 (update); 2/21/22; 7/1/24 (minor revision); 6/8/26 (minor revision)

2316 - Gifts, Prizes, Awards, Gift Cards/Certificates

Barton County Community College complies with all federal and state tax regulations concerning the tax obligations of gifts, prizes, awards and gift cards/certificates to employees, students, and non-employees.

This policy applies to all employees, students, and non-employees and is intended to clarify the circumstances when gifts, prizes, awards and gift cards/certificates may be appropriate, procedures for submitting recipient information to Finance/Human Resources, and the corresponding tax obligations.

Definitions:

- **Awards/gifts -** may recognize length of service, exceptional performance, special achievement, employee recognition etc.

- **Prize -** recognizes performance as part of a judged competition, e.g. best design, highest score, academic achievement, etc. or winnings from a raffle or drawing.

- **Tangible award/gift** - is any non-cash item provided to employees, students, and non-employees in recognition of special circumstances (e.g. illness, recognition, etc.) Examples include:

    - Flowers
    - Books
    - Trophies
    - Plaques
    - Food
    - Apparel items (Barton or other)
    - Gift card of less than $50 that must be spent for a specific item (such as Golden Belt Theater).
    - Memento items

    These items are generally non-taxable provided they are provided infrequently and the cumulative value to the individual is less than $100 in a taxable period.

- **Cash equivalent awards/gifts** - is any item which can be used to "purchase" merchandise or which can be easily converted to cash. Under IRS code, this includes gift cards, gift certificates, store-value cards, or prepaid credit cards. Under IRS code, cash and cash equivalent fringe benefits (i.e. gift cards/certificates, store-value cards, or prepaid credit cards) constitute income to the recipient, no matter how small, and are taxable and never defined as a de minimis benefit.

- **De minimis benefit** - is any property or service provided to an employee that has so little value that accounting for it would be unreasonable or administratively impractical. Examples of de minimis benefits include the following:

    - Holiday gifts, other than cash or gift cards/certificates, with a low fair market value.
    - Occasional meals.

- Occasional parties for employees.
- Occasional coffee, donuts and soft drinks.
- Special circumstances, such as flowers, fruit, books, or similar items during an illness, family death or for individual recognition.
- An essential element of a de minimis benefit is that it is occasional or unusual in frequency. It also must not be a form of disguised compensation. The IRS has ruled previously in a particular case that items with a value exceeding $100 could not be considered de minimis.

Gift cards/certificates, store-value cards, or prepaid credit cards:

- Gift cards/certificates can be susceptible to fraud or misappropriation because they lack the necessary audit trail that exists with a check or other forms of payment. As a result, gift cards may only be given as a prize or award for an event, raffle, or survey.

- Gift cards/certificates may not have a face value greater than $50.

- Gift cards/certificates **cannot be provided** to employees (including student employees).

- Gift cards/certificates should only be purchased as needed and be secured at all times.

- Gift cards/certificates must be distributed within thirty (30) days of purchase.

- Gift card/certificates issuances must be documented in a spreadsheet (see linked form below) and must uniquely identify each payment in order to document the appropriate use of the card for audit purposes. Departments must submit the spreadsheet to the VP of Administration by June 30th of each fiscal year. Information to be included for each card shall include at a minimum:

    - Recipient name
    - Recipient address
    - Date
    - Award/Prize (purpose)
    - Amount of Card
    - Vendor
    - FOAP the card was purchased with
    - Requisition number
    - Supervisors name

- Gift cards may NOT be purchased for the following:

    - To pay/compensate employees, student employees, independent contractors, volunteers, or other individuals for services/work performed. This includes "working" any college event, performance, activity, etc.
    - Holiday or other gifts to employees or students.
    - To pay suppliers and consultants for goods and/or services received.

Summary of Tax Treatment & Process:

	Description	Taxable regardless of the amount	Can be used as an Award/ Prize	Can be used to "pay" for Services	Require Gift Card / Certificate tracking spreadsheet	Must be submitted to HR for payroll processing (If YES, must also supply completed W-4, K-4, I-9, Oath Form, and One Time pay forms)		Must be submitted via a requistion with required W9 & 1099 will be sent to individual and IRS as required	
Employee/Student Employee	Gift Card/Gift Certificate **(not allowed)**	Yes	No	No	N/A	N/A		N/A	
	Cash payment	Yes	Yes	Yes	No	Yes		No	
	Tangible personal property from a limited array of items preselected by the college (no cash for difference between price and value) and less than $100 in value	No	Yes	Yes	No	No		No	
Student/NonEmployee	Gift Card/Gift Certificate	Yes	Yes	No	Yes	No		No	
	Cash payment	Yes	Yes	Yes	No	Yes, if paying for "contract labor"	No, if paying for expertise in field	No, if paying for "contract labor"	Yes, if paying for "expertise in field"
	Tangible personal property from a limited array of items preselected by the college (no cash for difference between price and value) and less than $100 in value	No	Yes	Yes	No	No		No	
Contract Labor examples -	Ushers for a performance, scorekeepers, individuals collecting gate receipts, individuals assisting with special events, etc.								
Expertise in field examples -	Guest speakers, referees, etc.								

The College wants supervisors to find meaningful ways to recognize employees, students, and non-employees while also complying with IRS regulations. If you use tangible awards/gifts to recognize employees, students, and non-employees you will avoid the “red tape” of reporting taxable income as well as diminishing the value of the award due to tax withholdings.

Supervisors are, therefore, encouraged to reward employees, students, and non-employees with tangible property items (e.g. Barton bookstore items – Sweatshirt, T-Shirt, Cougar, etc.), rather than gift cards/certificates.

Contact: Vice President of Administration

Related Form(s):
W9 - https://docs.bartonccc.edu/forms/businessoffice/fw9blankW9_2018_Oct.pdf
W4 - https://www.irs.gov/pub/irs-pdf/fw4.pdf
K4 – https://www.ksrevenue.org/pdf/k-4.pdf
I9 – https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents
Oath - https://docs.bartonccc.edu/humres/HRPayroll/oath.pdf
Staff One Time Payment request - https://docs.bartonccc.edu/humres/HRPayroll/staffonetimepayform.doc
Gift Card Tracking – https://docs.bartonccc.edu/humres/Gift Card Tracking Spreadsheet.xlsx

References:

https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits

Relevant Policy or Procedure(s): 1310 – Fiscal Expenditures

Approved by: President
Date: 7/19/22
Revision(s):

2320 – Capitalization

Capital assets include land, infrastructure, buildings, building improvements, furniture, fixtures, equipment, vehicles, library materials, and construction in progress. Items to be capitalized must have a value greater than $5,000 (see exceptions for infrastructure and building improvements below) and have a useful life of at least two years.

- Land – includes the amount paid for the purchase, including all costs such as real estate fees and legal fees. Land is not depreciated.
- Infrastructure – are long lived capital assets that have a service potential for an extended period and are normally stationary. This would include such items as streets, parking lots, lighting, sidewalks, utility distribution systems, etc. Work to improve the infrastructure would be capitalized if the project exceeded $250,000. These capitalized amounts will be depreciated over their useful lives.
- Buildings – consist of all structures used for the College's operations. Included are all permanently attached fixtures, machinery, and other components that cannot be removed without damaging the building. All direct costs of construction are applied to the value of the building.
- Building Improvements – improvements that exceed $250,000 in value that increase the efficiency and useful life of a building are capitalized. These improvements are a component of the building and are depreciated separate from the building.
- Furniture/Fixtures/Equipment/Vehicles – consist of movable property with a useful life of more than two years.
- Library Books – the amount to be capitalized in a given year will be the total amount expended for the purchase of printed books. This asset will be considered a "group" by year as opposed to all other items which are capitalized on an item by item basis.
- Construction in Progress – Expenditures such as architectural fees, site work, construction, etc. associated with a project are to be recorded. These items are not depreciated during construction. Once construction is completed, and the asset is put into service, depreciation will begin.

A fixed asset form must be completed for any item with a value greater than $5,000 and having a useful life of at least two years. This form is to be submitted to the Business office (Comptroller/Vice President of Administration). Capital assets will be reviewed annually.

Depreciation:

Capital assets of the College are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Infrastructure	10-80
Buildings	80
Building Improvements	20-40
Furniture/Fixtures/Equipment	20-40
Vehicles	5
Library Materials	80

Betterment and Impairment:

A recognized betterment or impairment of a long lived asset will be reflected when circumstances warrant. Changes to the asset will be reported on the fixed asset form and will include the betterment or impairment assumptions use in determining the loss/gain.

Transfers:

When the control of a capital asset is transferred from the original purchasing department to another department, or is moved from one location to another, the supervisor responsible for the fixed asset must submit a fixed asset form to the Comptroller.

Disposals:

College Capital Assets may be disposed of once they are no longer needed or of value to the institution.

- Disposals of real property (Land, buildings, Infrastructure) require the approval of the Board of Trustees.
- Disposal of "personal property" (furniture, fixtures, equipment, vehicles, library materials, etc.) must follow procedure 2201 – Inventory, Fixed Assets, Disposition
- Prior to disposal, a fixed asset form must be submitted to the Vice President of Administration for approval.

Contact: Vice President of Administration

Related Form(s)

- Equipment Inventory and Disposition Form

References

Relevant Policy or Procedure(s): Policy 1305 – Fiscal Management

Approved by: President
Date: 3/3/14
Revision(s): 5/25/17 (minor revision)

2325 – Allowance for Doubtful Accounts

The College maintains a reserve for accounts and notes receivable, which may not be ultimately collected. The balance maintained is based upon historical collection experience, current aging of amounts due and specific evaluations of the collectability of individual balances. Individual accounts and notes are written off against the reserve when they are deemed to be uncollectible.

Doubtful accounts will be calculated using the following method:

Collectable calculation amounts:

- Most recent two Summer terms AR calculated at 96%
- Most recent two Spring terms AR calculated at 66%
- Most recent two Fall terms AR calculated at 28%
- All other terms AR calculated at 14%

Allowance for Doubtful Accounts:

- Total of accounts receivable as of May 31 of each year minus the collectable calculation amounts.
- The allowance for Doubtful accounts will be posted in Banner in June of each year.

Based on policy 1305

Approved by: President
Date: 3/3/14
Revision(s):

2326 -- Allowable Costs – Federal Awards/Sponsored Projects

As a non-Federal entity, Barton Community College will insure the allowability of costs associated with Federal grant awards in accordance with all applicable guidelines as set forth in the grant award notification and College procedures. For Federal grants, this includes but is not limited to, guidelines set forth in § 200.403 (Federal Register/Vol. 78, NO. 248/Thursday, December 26, 2013/ Rules and Regulations)*; the Education Department General Administrative Regulations (EDGAR);* The *Cost Accounting Standards (CAS),* and other applicable State, Federal, or regulations.

General Principles for Allowability

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards and most other grant-sponsored programs.

- The cost must be necessary and reasonable for the performance of the Federal award or sponsored agreement and it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- The cost must be allocable to a particular project when it has a direct benefit and can be directly attributable to the project or activity being performed.

- The cost must be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the College.

- The cost is consistently treated when used in like circumstances (i.e., as direct or indirect costs).

- The cost must be allowed by College policy, sponsor policies, and costs conform to any limitations or exclusions set forth by §200.403 principles or are identified in the Federal award.

- The cost is determined in accordance with Generally Accepted Accounting Principles (GAAP).

- The cost has not been included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or prior period.

- The cost is adequately documented.

Prior Written Approval

Under any given Federal award, the reasonableness and allocability of certain items of costs may be difficult to determine. In order to avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the project director/coordinator should seek the prior written approval of the Federal awarding agency in advance of the incurrence of special or unusual costs. Prior written approval should include the timeframe or scope of the agreement. The absence of prior written approval on any element of cost will not, in itself, affect the

reasonableness or allocability of that element, unless prior approval is specifically required for allowability as described under certain circumstances

Direct Costs, Allocated Costs and Indirect Costs

Direct Costs

Direct costs are costs that can be identified specifically with a particular Federal award or other internally or externally funded program or activity, or that can be charged directly to the account assigned to that program or activity. Barton Community College treats the following types of expenditures incurred in the performance of sponsored work, as direct costs charged to sponsored projects:

- Salaries, wages, and proportional fringe benefits of personnel directly engaged in the sponsored project.
- Salaries of administrative and clerical staff only if all of the following conditions are met:
    - Services are integral to the project or activity
    - Individuals involved can be specifically identified with the project or activity
    - Costs are explicitly included in the budget
    - Costs are not also recovered as indirect costs
- Travel and transportation expenses.
- Professional development.
- Cost of equipment, materials, supplies, and services.
- Consultant fees.
- Subcontracts.
- Other allowable costs per the terms of the agreement.

Allocated Costs

A direct cost can directly benefit more than one program or function and can, therefore, be allocated (or charged) to the benefiting programs or functions on some reasonable and equitable basis. For example, an individual spends the individual's time working on more than one College program. Salary and related fringe benefits can be charged to the respective programs based on the number of hours reported to each program on employee time sheets.

Indirect Facilities & Administrative (F&A) Costs

Indirect costs consist of costs incurred for more than one cost center, and costs that cannot be easily identified with a specific sponsored project or other College activity. The indirect cost rate reimburses the college for that fraction of its indirect costs that the granting agency agrees to bear. Federal agencies require colleges and universities to use rates negotiated with a government entity. In the case of Barton Community College, the Vice President of Administration is responsible for negotiating the indirect cost with the Department of Health and Human Services. Indirect costs include the following types of costs:

- An allowance for the use of College buildings.
- An allowance for the use of College equipment.
- The cost of operating and maintaining College facilities.
- The cost of maintaining College libraries.
- General administrative expenses.

- Expenses associated with the administration of student services.
- Departmental administrative expenses.
- Expenses associated with the administration of sponsored programs.

Unallowable Costs

Any expenditure that is not allowed to be charged to the award either by the award itself, federal agency regulations, non-Federally funded award regulations, institutional policies, or the OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* shall not be charged to the award.

Contact(s): Director of Grants

Related Form(s)
- None

References

§§ 200.403 – Factors affecting allowability of costs 200.404 Reasonable costs., 200.405 Allocable costs., 200.407 Prior written approval (prior approval), 200.413 Direct costs., 200.414 Indirect (F &A) costs., and Subpart E – Cost Principles, Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1305 – Fiscal Management

Approved by: President
Date: 6/1/15
Revision(s): 5/25/17 (minor revision); 10/6/21 (change)

2330- Investments

Purpose

The investment of temporary idle cash is to be administered by the VP of Administration. The VP of Administration is responsible for the purchase of investments and acceptance of safekeeping receipts.

Standards

The objective of the investment policy is to ensure that all revenues received are promptly recorded and deposited. Those funds not immediately required to meet payment of obligations will be placed in an interest bearing account according to the following objectives:

- Safety: Investments will be made in a manner which ensures preservation of principal. Financial institutions that receive College funds must pledge qualified securities with a market value equal to 105% of deposits in excess of FDIC coverage.
- Liquidity: Investments will be made after careful consideration of future expected liabilities. The cash position of the College will be maintained at a level adequate to meet these requirements. Maturities on these investments will be selected in such a way as to provide income stability.
- Yield: Investments will be made with the expectation of a reasonable rate of return while maintaining prudent investment principles. A competitive bid process will be used to encourage a favorable yield.
- Fiduciary Trust: Investments will be managed with a degree of professionalism that is worthy of the public trust. Investment officials will avoid any transaction that might erode the public confidence. Investment activities will be performed under appropriate systems of internal controls and will be subject to internal and external audit procedures.
- The portion of funds at the Municipal Investment Pool should not regularly exceed 10% of total funds available for investment. There may be short periods of time between the distribution of funds from government entities and investment of those funds when the amount at the Municipal Investment Pool exceeds 10%.
- Investments will be made in only those instruments authorized by applicable Kansas statutes (K.S.A. 12-1675 through 12-1678a), including but not limited to:
    1. Time deposits and open accounts
    2. Certificates of deposit
    3. Repurchase agreements
    4. Temporary notes or no-fund warrants
    5. U.S. Treasury notes or bills
    6. The Municipal Investment Pool

Contact(s): Vice President of Administration

Related Form(s)

Relevant Policy or Procedure(s): 1305-Fiscal Management

Approved by: President
Date: 04/19/22
Revision(s):

2400 – Flexible Benefit Plan

The College will provide the opportunity for employees to participate in its Flexible Benefit Plan through procedures established by the Office of Human Resources. Qualifying allocations to the Flexible Benefit Plan will not be subject to Federal, State, and FICA taxes but will be subject to KPERS withholding. For further information or to secure appropriate forms, please contact the Office of Human Resources.

The Flexible Benefit Plan may be applied to the following:

a) Out-of-pocket premium for the College's health insurance plan

b) Out-of-pocket premium for the College's dental insurance plan

c) Premium for optional cancer policy

d) Premium for optional accident insurance

e) Dependent care expenses

f) Medical expense reimbursement

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1400 – Benefit Plans

Approved by: President
Date: 7/11/02
Revision(s): 1/14/08; 10/9/19 (minor revision)

2401 – Health, Dental and Life Insurance

Subject to the availability of funds, the College shall provide health/dental and life insurance for full-time employees of the College. For questions, please contact the Office of Human Resources.

Health/Dental Insurance

The College will provide a comprehensive group health insurance program for each full-time employee. For non-smokers, the College will pay the entire premium amount of the employee's single plan coverage. Participation is voluntary.

Note: The College will make a contribution toward the College's family plan coverage. Therefore, employees wishing to purchase one of these family plans will be required to pay a premium equal to the difference between the College's contribution and the cost of the chosen family plan.

Life Insurance

The College will provide a college-paid term life insurance policy for its full-time employees. In addition to this policy, the College will also provide a voluntary term life insurance policy that if elected by the full-time employee, is half paid for by the College and half paid for by the employee.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): Policy 1400 – Benefit Plans

Approved by: President
Date: 10/8/07
Revision(s): 7/5/11; 9/20/17 (minor revision); 10/9/19 (minor revision)

2402 – Optional Benefits

Employees of the College may be eligible to receive any of the following optional benefits. For clarification of eligibility, contact the Office of Human Resources.

- Health Insurance
- Dental Insurance
- Vision Insurance
- Flexible Benefit Plan
- Short-term Disability Insurance
- Cancer Insurance
- Accident Insurance
- Critical Illness Insurance
- 403(b) Plan
- Discounted Memberships as Available
- Corporate Credit Card
- KPERS Optional Life Insurance
- Other Optional Life Insurance
- Coursework Grant
- Employee Tuition Scholarship
- Reduced Cost Meals
- Complimentary Basketball Tickets
- Use of BCCC Swimming Pool and Wellness/Fitness Center
- BCCC Bookstore Discounts
- Child Development Center
- Business Discounts

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1400 – Benefit Plans

Approved by: President
Date: 8/20/02
Revision(s): 10/9/19 (minor revision) 2/19/24 (minor revision)

2405 – KPERS

The College and its employees shall, as required by law, participate in the Kansas Public Employees Retirement System (KPERS).

Eligibility Requirements
Membership in the Kansas Public Employees Retirement System (KPERS) is mandatory for all employees in a KPERS covered position. A KPERS covered position is one which:

- is cover by Social Security;
- requires at least 630 hours of paid work per year (1,000 hours prior to July 1, 1993);
- is continuously and consistently employed;
- is not temporary; and
- is not seasonal.

The only exception to this mandatory requirement is for those individuals who retire under KPERS.

Sign-up
A "Report of Member Status" form must be completed by all eligible employees. A "Designation of Beneficiary" form should also be completed in order to identify primary and contingent beneficiaries; changes of beneficiaries can be made at any time, but must be done by the employee on a "Designation of Beneficiary" form subsequent to the initial form.

Basic group life insurance provides an insured death benefit to active members when sign-up forms are received by the KPERS office. Membership also includes insured disability.

Contribution Rate
Eligible employees are required to contribute a percentage of their gross compensation to KPERS in accordance with KPERS guidelines.

Each year, KPERS will provide members with an Annual Statement of Members Account.

Information
Numerous and complex benefits are provided through KPERS. A Designated Agent, located in the Office of Human Resources, is appointed by the College to assist employees with these issues.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1405 – Kansas Public Employees Retirement System (KPERS)

Approved by: President
Date: 8/23/02
Revision(s): 10/16/07; 9/21/09; 10/9/19 (minor revision)

2410 – Bloodborne Pathogens

In compliance with Kansas Department of Human Resources (KDHR) and Kansas Department of Health and Environment (KDHE) guidelines for the safe handling of bloodborne pathogens, the College has developed, adopted, and implemented a bloodborne pathogen exposure control plan. This plan will be annually reviewed, updated, and revised as warranted by KDHR & KDHE regulation changes and/or as necessitated through the plan's use.

The plan prescribes "Universal Precaution" as the compliance methodology observed at the College in order to prevent contact with blood and other potentially infectious material. Within the scope of the plan, all blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source. Management and work place practice controls are outlined within the plan in order to eliminate or minimize exposure risk to the College's employees.

The Bloodborne Pathogens Exposure Control Plan contains complete compliance methods, management controls, and work practice controls and is available through the Office of Human Resources.

Based on policy 1406

Approved by: President
Date: 2/5/03
Revision(s):

2415 – Accrual Chart for Vacation, Sick and Personal Leave Benefits

Vacation Leave

Eligible Position Class(es):
- President
- Vice President and Deans

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	168.00	14.00	320.00
5-9	192.00	16.00	350.00
10-14	216.00	18.00	350.00
15-19	240.00	20.00	350.00
20 & after	264.00	22.00	350.00

Eligible Position Class(es):
- 12-Month Full-Time Faculty-Barton Campus
- Full Time Exempt Staff

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	96.00	8.00	240.00
5-9	144.00	12.00	264.00
10-14	168.00	14.00	264.00
15-19	192.00	16.00	264.00
20 & after	216.00	18.00	264.00

Eligible Position Class(es):
- 12-Month Full-Time Faculty-Fort Riley

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	240.00	20.00	240.00
5-9	264.00	22.00	264.00
10-14	288.00	24.00	264.00
15-19	312.00	26.00	264.00
20 & after	336.00	28.00	264.00

Eligible Position Class(es):
- Full-Time Hourly Staff

Years of Service	Annual Hours	Monthly Hours	Maximum Hours
0-4	84.00	7.00	240.00
5-9	120.00	10.00	264.00
10-14	144.00	12.00	264.00
15-19	168.00	14.00	264.00
20 & after	192.00	16.00	264.00

Sick Leave

Eligible Position Class(es):
- President
- Vice President and Deans
- 9-Month Full-time Faculty
- 10-Month Full-time Faculty
- 11-Month Full-time Faculty
- 12-Month Full-time Faculty Barton Campus
- 12-Month Full-time Faculty-Fort Riley Campus
- Full-time Exempt Staff
- Full-time Exempt Staff Less Than 12 Months
- Full-time Hourly Staff
- Full-time Hourly Staff Less Than 12 Months

Annual Hours	Monthly Hours	Maximum Hours
96.00	8.00	960.00

Eligible Position Class(es):
- Part-time Hourly Staff (Partial Benefits)

Annual Hours	Monthly Hours	Maximum Hours
Depends on number of hours worked	Approximately .0462 hours per each hour worked	960.00

Personal Leave

Eligible Position Class(es):	Eligible Position Class(es):	Eligible Position Class(es):
• President • Vice President and Deans • 9-Month Full-time Faculty • 10-Month Full-time Faculty • 11-Month Full-time Faculty • 12-Month Full-time Faculty Barton Campus • 12-Month Full-time Faculty-Fort Riley Campus • Full-time Exempt Staff • Full-time Exempt Staff Less Than 12 Months • Full-time Hourly Staff • Full-time Hourly Staff Less Than 12 Months	• Part-time Faculty; Part-time Exempt Staff (PartBenefits)	• Adjunct Faculty/Exempt Staff (No Benefits)
Maximum Hours	Maximum Hours	Maximum Hours
16 hours per fiscal year	8 hours per fiscal year	4 hours per fiscal year

Notes: Leave accruals will be prorated whenever an employee misses 41 or more hours in a pay period. In addition, an employee may have a maximum of no more than 12 accruals per calendar year for sick and vacation leave.

Contact(s):

Director of Human Resources

Related Form(s):

Relevant Policy or Procedure: 1410 – Employee Leave; 2416-General Leave Requirements and Information; 2417-Clarification of Medical Related Leaves; 2418-Bereavement Leave; 2421-Family and Medical Leave; 2421A-FMLA Leave for Military Service Member's Families; 2423-Military Leave; 2424-Personal Leave; 2425-Personal Sick Leave; 2427-Vacation Leave

Approved by: President
Date: 11/6/06
Revision(s): 10/30/13 (minor revision); 1/23/17; 2/21/17 (minor revision); 3/28/19 (minor revision); 5/20/21 (minor revision)

2416 – General Leave Requirements and Information

Leave Accrual, Usage and Reporting

Leave accruals are in accordance with the Accrual Chart for Vacation, Sick and Personal Leave Benefits procedure. For those who either exhaust their leave or who work in a position class that does not accrue leave, please see the Unpaid Leave section below.

The number of hours of leave benefits used must be reported on the College approved time sheet (leave record). The number of hours reported must not exceed the number of hours an employee is normally scheduled to work each day.

If the full-time non-exempt employees[1] total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being between 39 and 40 hours due to round off, no leave time will need to be submitted to bring the employees total weekly hours up to 40. However, if the full-time non-exempt employee's total weekly hours end up being less than 39 hours, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to 40 hours.

If the full-time exempt (salaried) employees[2] total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being less than 40 hours, the appropriate leave time (when available) will need to be submitted in order to bring the employees total weekly hours up to 40.

If a Part-time Hourly Staff (Partial Benefits) employees total weekly hours end up being within an hour or less of the employees normal weekly work schedule, no leave time will need to be submitted to bring the employees total weekly hours up to the normal weekly work schedule. However, if the part-time non-exempt employees total weekly work hours end up being short more than an hour, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

If a part-time exempt employees[3] total weekly hours end up being less than the normal weekly work schedule, the appropriate leave time (when available) will need to be submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

If a scheduled holiday occurs while the full-time employee is on leave, that day will be considered holiday time rather than leave time, if the holiday is surrounded by paid time (working or eligible paid leave) in accordance with the Holidays and Breaks procedure.

The submission and verification of the employee's time record shall be the responsibility of the employee and the employee's supervisor.

Leave Codes

[1] Full-time Hourly Staff and Full-time Hourly Staff Less Than 12 Months

[2] President, Vice President and Deans, 9-month Full-time Faculty, 10-month Full-time Faculty, 11-month Full-time Faculty, 12-month Full-time Faculty-Barton Campus, 12-month Full-time Faculty-Fort Riley Campus, Full-time Exempt Staff and Full-time Exempt Staff Less Than 12 Months

[3] Adjunct Faculty, Part-time Faculty and Part-time Exempt Staff

Leave Code	Leave Code Description
BRV/Bereavement Leave	Bereavement Leave Hours Taken
FMP/FMLA-Personal Leave	Personal Leave Hours Taken (for Family and Medical Leave)
FMS/FMLA-Sick Leave	Sick Leave Hours Taken (for Family and Medical Leave)
FMV/FMLA-Vacation Leave	Vacation Leave Hours Taken (for Family and Medical Leave)
P/Personal Leave	Personal Leave Hours Taken
S/Sick Leave	Personal Sick Leave Hours Taken
V/Vacation Leave	Vacation Leave Hours Taken

Earned Leave Benefits (Vacation, Sick, and Personal Leave) Reduction Explanation
Vacation Leave hours taken (V) and Vacation Leave hours taken for Family and Medical Leave purposes (FMV), are both deducted from an employee's earned Vacation Leave benefits.

Personal Leave hours taken (P) and Personal Leave hours taken for Family and Medical Leave purposes (FMP), are both deducted from an employee's earned Personal Leave benefits.

Bereavement Leave hours taken (BRV), Sick Leave hours taken for Family and Medical Leave purposes (FMS), and Personal Sick Leave hours taken (S), are all deducted from an employee's earned Sick Leave benefits.

Leave Advancement
Sick Leave and Personal Leave benefits may not be advanced.

Unpaid Leave
Whenever an eligible employee (exempt (salaried) or non-exempt (hourly)) runs out of leave benefits in a particular leave category (Sick, Personal Leave, and Vacation), the employee must use all other eligible leave benefits before going on unpaid leave.

Unused Leave Benefits
Unused Personal Leave benefits will not be paid out at time of termination. Unused Sick Leave benefits will only be paid out as specified in the Early Retirement Benefits procedure. Because vacation leave cannot be used to extend an employee's last day worked, employees will be paid for earned but unused vacation leave at the time of termination as a terminal allowance in lieu of vacation due.

Further Information/Clarification of Employee Leave Procedures
These procedures are not meant to be all-inclusive. Please contact the Office of Human Resources with any questions regarding situations not specified in the procedure.

Contacts(s):

Director of Human Resources

Related Form(s): N/A

Relevant Policy or Procedure(s): 1410 – Employee Leave; 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits; 2417-Clarification of Medical Related Leaves; 2418-Bereavement Leave; 2421-Family and Medical Leave; 2421A-FMLA Leave for Military Service Member's Families; 2423-Military Leave; 2424-Personal Leave; 2425-Personal Sick Leave; 2427-Vacation Leave; 2428-Holidays and Breaks; 2430-Early Retirement Benefits; 2490-Payroll Procedure

Approved by: President
Date: 11/6/06
Revision(s): 3/17/08; 4/21/08; 6/9/08; 10/30/13; 8/18/16 (minor revision); 1/23/17; 1/22/19 (minor revision); 4/9/19 (minor revision); 10/5/20 (minor revision); 10/1/21 (update)

2417 – Clarification of Medical Related Leaves

Family and Medical Leave Procedure*

In compliance with the Family and Medical Leave Act, the College allows employees to take up to 12 weeks for serious health conditions, the birth of the employee's son or daughter, or placement of a son or daughter with the employee for adoption or foster care as set forth in the Family and Medical Leave procedures. The employee's accrued leave shall first be applied as designated in the Family and Medical Leave procedure. If an employee exhausts the employee's eligible accrued leave prior to the expiration of the approved leave period, any time off during the remainder of the approved leave period will be without pay.

*Because employees do not know in advance when a major illness may require them to take extended time off under the Family and Medical Leave procedure, they are encouraged to accrue ample Sick Leave to provide for their financial well being, should they ever encounter a major illness.

Personal Sick Leave Procedure

As set forth in the Personal Sick Leave procedure, the College has established a *maximum annual usage* of 120 hours per calendar year for qualifying full-time employees and 60 hours per calendar year for qualifying part-time employees to be used for personal sick leave or to occasionally care for a sick family member. It is recognized that many employees have accrued Sick Leave in excess of this annual usage allotment. It should be remembered that the purpose of the College's Sick Leave benefit is to help ease the employee's financial burden during major illnesses. Therefore, retaining an accrued balance in reserve will assist the employee financially in the event of a major illness or accident. As stated in the Personal Sick Leave procedure, if an employee requires additional time off during the calendar year over and above the stated usage allotment, Vacation Leave, and/or Personal Leave must be requested to provide for the additional necessary time off.

Leaves of Absence Procedures

The Catastrophic Illness and General Leave of Absence procedures were written to assist employees who may have extenuating circumstances that require them to take an extended leave for the purposes stated in the procedure and who have exhausted all other leave benefits provided by the College. The purpose of these procedures are to help the employee, if it is determined to be in the best interest of the College, retain the employee's employment at Barton in the event of a catastrophic illness or other qualifying circumstance. Unless otherwise directed by the President, Leaves of Absence will normally be recommended ***without*** pay.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 11/6/06
Revision(s): 1/14/08; 6/9/08; 10/9/19 (minor revision); 10/1/21 (update)

2418 – Bereavement Leave

Full-time employees may use accrued Sick Leave for family (as defined by the employee) bereavement, with a maximum of five (5) days per incident; regular part-time employees may use a maximum of two and one-half (2-1/2) days of accrued Sick Leave per incident.

Please be advised that time off for Bereavement Leave does not count towards the Personal Sick Leave calendar year usage cap of 120 hours (qualified full-time employees) or 60 hours (qualified part-time employees).

More Details
See General Leave Requirements and Information for more details.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 7/27/02
Revision(s): 10/28/02; 11/04/04; 11/06/06; 11/19/07; 10/9/19 (minor revision)

2419 – Catastrophic Illness Leave of Absence

The President may grant a Catastrophic Illness Leave of Absence if, in the opinion of the College, such leave would serve the best interest of the College or is required by law and the employee has already utilized all other accrued leave for which the employee may be eligible.

Catastrophic Illness Leaves of Absence shall be reserved for employees who qualify for, and reach, the maximum allotment of leave time under the Family and Medical Leave procedure for their own catastrophic event[1].

Catastrophic Illness Leaves of Absence shall be considered on no greater than a 3-month basis and shall not be granted for a cumulative period of more than one year. An employee granted a Catastrophic Illness Leave of Absence will be reinstated to the same, or similar, position at the expiration of the leave, provided that the employee is capable and able, physically and mentally, to resume the employee's duties. Failure to return to work at the end of an approved leave will be considered to be a resignation.

Employment while on leave will be cause for termination, unless specifically approved by the President. In accordance with individual insurance provider policies, during Catastrophic Illness Leaves of Absence an employee may be able to continue College benefits by paying premiums to either the Office of Human Resources or the applicable benefit provider. The College will continue to pay the employee's single health insurance premium under the College's health plan for up to 3 months, in addition to the 3 months paid under the Family and Medical Leave procedure.

The Catastrophic Illness Leave of Absence Form must be completed in order to apply for a Catastrophic Illness Leave of Absence. All requests for Catastrophic Illness Leaves of Absence shall be submitted through the employee's supervisor to the President, who will work collaboratively with the Director of Human Resources to determine the appropriate leave category to fit the unique circumstances.

It shall be at the President's final discretion whether to grant the Catastrophic Illness Leave of Absence 1) without pay; 2) with pay, utilizing any leave available under the Donated Leave Program or 3) grant the leave with pay under extremely rare and unique circumstances, depending upon individual situations.

Holidays, Vacation Leave, Personal Leave and Sick Leave will not accrue during an unpaid Catastrophic Illness Leave of Absence. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

Contact(s):

Director of Human Resources

Related Form(s): Catastrophic Illness Leave of Absence Request Form

[1] A catastrophic event includes serious accidents, serious injuries, and/or life threatening diseases.

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 7/28/04
Revision(s): 11/6/06; 1/14/08; 8/17/16 (minor revision); 10/1/21 (update); 2/12/25 (minor revision)

2420 – Donated Leave Program

The purpose of the College's Donated Leave Program is to give employees a chance to support their colleagues by providing additional paid leave for eligible employees who have exhausted their accrued Sick Leave, Vacation Leave, and Personal Leave as the result of the employee's own catastrophic personal illness or injury[1]. As the need arises, a temporary "depository" may be set up into which eligible employees may voluntarily contribute Sick Leave for allocation to a specific employee with a catastrophic personal illness or injury. The purpose of the temporary depository is not to provide unlimited paid Sick Leave for any medical reason, but to lessen the hardship caused when employees lose compensation as the result of a catastrophic personal illness or injury.

To be considered for leave under this program, employees must:

- have applied and been approved for time-off under the medical portion of the Family and Medical Leave procedure for the employee's own catastrophic personal illness or injury. The procedure provides criteria for eligibility and the procedures for applying;
- give permission to the Office of Human Resources to release at least summary information (name and number of days requested) via e-mail for potential donors to consider the donation request;
- contact the employee's supervisor regularly during normal business hours in order to keep the employee's supervisor informed of the employee's condition and return to work status;
- grant a release of information to the College so that confirmation of eligibility of other benefits can be determined such as Social Security or KPERS; and
- have used all accrued Vacation Leave, Sick Leave, and Personal Leave.

The Office of Human Resources will determine the individual's qualification under the program and notify the employee of the decision. In the event an employee is denied benefits under the program, the employee may submit a written appeal to the Vice President of Administration within 10 working days of receiving the denial. A written response shall be issued within 10 working days from the receipt of the appeal.

Eligibility is discontinued upon termination of employment, retirement, death, or receipt of KPERS disability benefits, Social Security disability benefits, or Worker's Compensation benefits. No payment of benefits will be made to survivors. Any leave granted may not be used for other purposes.

The maximum leave which could be transferred to an employee requesting donated leave, is:

• 480 hours (12 weeks).

[1] Catastrophic Personal Illness or Injury: A catastrophic personal illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time, requiring them to take off work 30 or more work days as certified by a healthcare provider and in doing so, creates a financial hardship for the employee because they have exhausted all of their accrued leave. A catastrophic personal illness or injury (as determined by the College) may include, but is not limited to, cancer, stroke, paralysis and other spinal cord injuries, severe head injury, including traumatic brain injuries, blindness and other serious eye injuries, significant burns, amputations or severe back injury.

The maximum amount of Leave an individual may use per catastrophic personal illness or injury is 960 hours—whether from the employee's own accrued Leave (Sick, Vacation, or Personal), or a combination of the employee's own accrued Leave (Sick, Vacation, or Personal) and donated leave under this program.

Individuals must have a minimum of 128 hours of accrued Sick Leave before being eligible to donate Sick Leave under this program. Donated leave must be given in blocks of 8 hours and cannot exceed 40 hours.

Other requirements under this program will be as outlined in procedures established by the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s) – Donated Leave Authorization Form

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 7/13/04
Revision(s): 11/6/06; 11/19/07; 6/9/08; 3/9/10; 5/29/12 (Effective 7/1/12); 6/26/19 (minor revision); 10/16/19 (minor revision); 5/20/21 (minor revision); 10/1/21 (update); 10/6/21 (change)

2421A – FMLA Leave for Military Service Members' Families

If you are an employee who is otherwise eligible to take leave under the Family and Medical Leave Act (FMLA), you may be eligible for military family leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member's spouse, son, daughter, parent or next of kin. There are two types of leave available.

Qualifying Exigency Leave

Under the "active duty" leave, the College will grant you leave for up to 12 weeks per year for qualifying exigencies that arise when your spouse, son, daughter or parent is on covered active duty, or has been notified of an impending call or order to covered active duty. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

Covered active duty means:

- for members of the Regular Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or
- for members of the Reserve components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member of the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country includes deployment to international waters.

Military Caregiver Leave

Under the "military caregiver" provisions, the College will grant military caregiver leave for up to 26 weeks in a single 12-month period to an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member, who is recovering from a serious illness or injury sustained in the line of duty on active duty, in order to care for the service member. "Next of kin" is defined as "the nearest blood relative" of the service member.

A covered service member is either:

- a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
- a veteran of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of covered service member.

The term "serious illness or injury" is defined as one that renders the service member medically unfit to perform the duties of the member's military position. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform their military duties, or an

injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty. You are entitled to this military caregiver leave intermittently or continuously, but only during "a single 12-month period." If you take this military caregiver leave, any leave you have used of your 12-weeks allotment for other FMLA leave will be deducted from the 26-week period.

Application and Notice

If you desire a leave pursuant to these military leave provisions of the FMLA, you must follow similar procedures for application and notice of leave as are used for other FMLA leave.

When the request is for "active duty leave" because of a qualifying exigency, you must submit an application advising why the leave is needed and you should provide notice as soon as reasonable and practicable.

If a request is for military caregiver leave and the leave is foreseeable, such as for a planned medical treatment, you must submit the application for leave not less than 30 days before the date the leave is to begin. You should attempt to schedule your leave so as not to disrupt business operations. When the need for leave is not foreseeable, you must submit the application as far in advance of the date the leave is to begin as is practicable.

A leave pursuant to the military family leave provisions may be taken on an intermittent (rather than on a uninterrupted) basis or on a reduced schedule if medically necessary because of the health condition of the service member who is your spouse, child, parent or next of kin.

Qualifying Exigency
The College will regard the following activities as eligible for active duty leave:

- Issues arising from the military member's short notice deployment (i.e., deployment within seven or less days of notice). For a period of up to seven days from the day the military member receives notice of deployment, an employee may take qualifying exigency leave to address any issue that arises from the short-notice deployment.

- Attending military events and related activities, such as official ceremonies, programs, events and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross that are related to the member's deployment.

- Certain childcare and related activities arising from the military member's covered active duty, including arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling in or transferring a child to a new school or day care facility.

  Note: The employee taking FMLA qualifying exigency leave does not need to be related to the military member's parent. However, (1) the military member must be the parent, spouse,

son or daughter of the employee taking FMLA leave, and (2) the parent must be the parent of the military member (including an individual who stood in loco parentis to the military member when the member was a child).

- Certain activities arising from the military member's covered active duty related to care of the military member's parent who is incapable of self-care, such as arranging for alternative care, providing care on a non-routine, urgent, immediate need basis, admitting or transferring a parent to a new care facility, and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers.

  Note: The employee taking FMLA qualifying exigency leave does not need to be related to the military member's parent. However, (1) the military member must be the parent, spouse, son or daughter of the employee taking FMLA leave, and (2) the parent must be the parent of the military member (including an individual who stood in loco parentis to the military member when the member was a child).

- Making or updating financial and legal arrangements to address a military member's absence while on covered active duty, including preparing and executing financial and healthcare powers of attorney, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), or obtaining military identification cards.

- Attending counseling for the employee, the military member, or the child of the military member when the need for that counseling arises from the covered active duty of the military member and is provided by someone other than a health care provider.

- Taking up to 15 calendar days of leave to spend time with a military member who is on short-term, temporary Rest and Recuperation leave during deployment. The employee's leave for this reason must be taken while the military member is on Rest and Recuperation leave.

- Certain post-deployment activities within 90 days of the end of the military member's covered active duty, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military, and addressing issues arising from the death of a military member, including attending the funeral.

- Any other event that the employee and employer agree is a qualifying exigency.

Verification or Certification

When the application for leave is because of a qualifying exigency due to the service member's active duty, the application should state the nature of the relationship of the employee to the service member and you should attach to your application for leave verification of the service member's call-up or active duty and the reason for the request. If not immediately available, you should provide the verification as soon as practicable. If you are unable to provide verification, the College may deny FMLA designation for the leave. However, the College retains the right, in its sole discretion, to designate any leave as FMLA leave retroactively upon receipt of verification.

When the application for leave is for military caregiver leave, the application should state the nature of the relationship of the employee to the service member and must have attached to it a written certification from the health care provider, including but not limited to the Department of Defense, for the injured service member. If not immediately available, the College may, in its sole discretion, permit you, as an eligible employee, to commence an FMLA leave; however, you must provide the required certification within 5 business days or the College may deny FMLA designation to the leave. However, the College retains the right, in its sole discretion, to designate any leave as FMLA leave retroactively upon receipt of certification.

As with current certifications for other medical leave under the FMLA, the written certification should state: 1) the date on which the serious health condition commenced; 2) the probable duration of the condition; 3) the appropriate medical facts regarding the condition and its duration; and 4) that the covered service member is medically unfit to perform the duties of the member's office, grade, rank or rating.

Conditions

Any conditions applicable to current FMLA leave, such as potential transfers to alternative positions, are applicable to military family leave.

If you and your spouse are both employed by the College, and both of you are taking leave because of a qualifying exigency and any of the other FMLA leave, both of you are entitled to a combined total of 12 weeks of leave, rather than 12 weeks each.

If you and your spouse are both employed by the College, and both of you are taking military caregiver leave and any other FMLA leave, both of you are entitled to a combined total of 26 weeks of leave, rather than 26 weeks each. Limitations of 12 weeks for any leave other than military caregiver leave are still valid.

Your health insurance benefit will be continued under the same terms as they are offered when you are at work. The College will pay all premiums due if you are unable to do so during your FMLA leave; however, such premiums must be re-paid to the College once you have returned to work[1]. If, during the military FMLA leave, you indicate that you do not intend to return to work, or if after completion of the leave you do not return to work, you will be required to reimburse the College for the cost of payments made to maintain your benefits during any unpaid leave period.

Paid leave, if available, must be used during military FMLA leave under the same terms and conditions as for any FMLA leave. If paid leave is unavailable, military FMLA leave is still available to an eligible employee. If you have no available college leave and are not authorized to take FMLA leave, yet you still choose to take leave, you may be regarded as absent under the College's current policies and procedures.

[1] An employee who returns to work for at least 30 calendar days is considered to have "returned" to work. An employee who transfers directly from taking FMLA leave to retirement, or who retires during the first 30 days after the employee returns to work, is deemed to have returned to work.

Contact(s): Director of Human Resources

Related Form(s): Please contact Human Resources for the applicable forms.

References: Fact Sheet #28M: The Military Family Leave Provisions under the Family and Medical Leave Act; Fact Sheet #28M(c): Qualifying Exigency Leave under the Family and Medical Leave Act

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 11/6/06
Revision(s): 4/20/09; 11/25/19; 2/12/25 (minor revision)

2421 – Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This procedure provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. For additional information on FMLA leave for military service members' families, please refer to the FMLA Leave for Military Service Members' Families procedure. If employees have any questions concerning FMLA leave, they should contact the Office of Human Resources.

The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds more than 12 weeks.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the College for at least 12 months (which need not be consecutive); 2) have been employed by the College for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite. Employees who do not meet these eligibility requirements, and who need to take leave for an extended period of time (one or more weeks), must apply and be approved for a General Leave of Absence.

II. Entitlements

The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlements

The FMLA provides eligible employees[1] up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined on a rolling 12-month period measured backward from the date an employee uses the employee's FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;

[1] Eligible spouses who work for the same employer are limited to a combined total of 12 weeks of leave for the (1) birth of a son or daughter and bonding with the newborn child; (2) placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child; and (3) care of a parent/parent-in-law with a serious health condition.

- To care for the employee's spouse[2], son[3], daughter[3] or parent/parent-in-law[4] who has a serious health condition;

- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or

- Because of any qualifying exigency[5] arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The singe 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

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[2] The term "spouse" means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.

[3] The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is: 1) under 18 years of age; or 2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

[4] The term "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee or employee's spouse when the employee or employee's spouse was a son or daughter as defined above.

[5] An urgent or required situation calling for immediate action or attention.

A “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if a member of the Armed Forces has incurred any injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the service member medically unfit to perform duties of the member’s office, grade, rank or rating.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the College substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The College will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the College telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the College’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee’s leave entitlement. If you have no available college leave and are not authorized to take FMLA leave, yet you still choose to take leave, you may be regarded as absent under the College’s current policies and procedures.

The College may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the College's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the College and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the College of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Office of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the College to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- A medical condition renders them unable to perform the functions of their job;
- They are pregnant or have been hospitalized overnight;
- They or a covered family member are under the continuing care of a health care provider;
- The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty status; or
- If the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this procedure. Employees must respond to the College's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the College has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Time of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the

need for leave is not foreseeable, employees must provide the College notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the College and make a reasonable effort to schedule treatment so as not to unduly disrupt the College's operations, subject to the approval of an employee's health care provider. Employees must consult with the College prior to the schedule of treatment to work out a treatment schedule that best suits the needs of both the College and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the College may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the College may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the College of the reason why such leave is medically necessary. In such instances, the College and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the College's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the College with timely, complete and sufficient medical certifications. Whenever the College requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days

after the College's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The College shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least 7 calendar days to cure deficiencies. The College will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the College (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the College with authorization allowing it to clarify or authenticate certifications with health care providers, the College may deny FMLA leave if certifications are unclear.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the College has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the College's expense. If the opinions of the initial and second health care providers differ, the College may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the College and the employee.

2. Medical Recertification

Depending on the circumstances and duration of FMLA leave, the College may require employees to provide recertification of medical conditions giving rise to the need for leave. The College will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the College medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The College may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the College may require employees to provide: 1) a copy of the covered service member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the College may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the College may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees must use any accrued paid time while taking unpaid FMLA leave under any of the FMLA leave entitlements, including Sick Leave, Vacation Leave, and/or Personal Leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a worker's compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Upon written request, the College will allow employees to use any eligible accrued paid time to supplement (such is the case where worker's compensation only provides replacement income for two-thirds of an employee's salary) any paid worker's compensation benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the College notifies employees of other arrangements, whenever employees are receiving pay from the College during FMLA leave, the College will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the College upon leave.

The College's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the College will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work[6] within 30 calendar days at the end of the leave period, they will be required to reimburse the College for the cost of the premiums (health or other non-health benefit premiums) the College paid for maintaining coverage during their FMLA leave period. The only exceptions to this requirement is:

- when paid leave is substituted for FMLA leave and when this occurs, the employer may not recover its share of benefit premiums for any period of FMLA leave covered by the paid leave; or
- if the employee cannot return to work because of the continuance, recurrence or onset of a serious health condition of the employee or the employee's family member, or a serious injury or illness of a covered servicemember, that would otherwise entitle the employee to leave under the FMLA; or
- due to circumstances beyond the employee's control.

IV. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any Federal, State or local law prohibiting discrimination, or supersede any State or local law, which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the College's other leave policies or contact the Office of Human Resources.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA procedure, please contact the Office of Human Resources. The College is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this procedure in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; 2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or involvement in any proceeding under or relating to the FMLA. If employees believe their FMLA rights have been violated, they should contact the Office of Human Resources immediately. The College will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

[6] An employee who returns to work for at least 30 calendar days, and who works their normal full-time or part-time work schedule, is considered to have "returned" to work. An employee who transfers directly from taking FMLA leave to retirement because of the continuance, recurrence or onset of a serious health condition of the employee, or who retires during the first 30 days after the employee returns to work, is deemed to have returned to work.

VI. Exemption for Highly Compensated Employees

The College may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the College. (This fact-specific determination will be made by the College on a case-by-case basis.) The College will notify you if you qualify as a "highly compensated" employee, if the College intends to deny reinstatement, and of your rights in such instances.

Contact(s): Director of Human Resources

Related Form(s): Please contact Human Resources for the applicable forms.

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave; 2422-General Leave of Absence

Approved by: President
Date: 11/6/06
Revision(s): 6/9/08; 4/20/09; 9/28/10; 8/17/16 (minor revision); 1/4/16 (minor revision); 10/16/19 (minor revision); 8/2/21 (minor revision); 10/1/21 (update); 11/3/21 (minor revision); 2/12/25 (minor revision)

2422 – General Leave of Absence

The President may grant a General Leave of Absence if, in the opinion of the College, such leave would serve the best interest of the College or is required by law and the employee has already utilized all other accrued leave for which he/she may be eligible. Please note that this does not include Sabbatical Leave requests. Refer to the Sabbatical Leave procedure for professional leave requests.

A General Leave of Absence may be granted for active military service and extenuating individual circumstances approved by the President. Likewise, it shall be at the President's discretion whether to approve the General Leave of Absence with pay or without pay, depending upon individual situations.

General Leaves of Absence shall be considered on no greater than a 3-month basis (consecutive) and no General Leave of Absence, except military leave, may be granted for a cumulative period greater than one year. An employee granted a General Leave of Absence will be reinstated to the same, or similar, position at the expiration of the leave, provided that the employee is capable and able, physically and mentally, to resume his/her duties. Failure to return to work at the end of an approved leave will be considered to be a resignation. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

Employment while on leave will be cause for termination, unless specifically approved by the President.

In accordance with individual insurance provider policies, during General Leaves of Absence, an employee may be able to continue College benefits (non-health insurance) by paying premiums to either the Office of Human Resources or the applicable benefit provider. During any leave of absence, including but not limited to a General Leave of Absence or leave under the Family and Medical Leave Act (FMLA), employees are eligible to maintain health insurance coverage for a maximum of three months per calendar year. If COBRA eligible, the employee may be eligible to continue health insurance by paying premiums to the COBRA Administrator for the College's health plan.

Holidays, Vacation Leave, Personal Leave and Sick Leave will not accrue during an unpaid General Leave of Absence.

The General Leave of Absence Request Form must be completed in order to apply for a General Leave of Absence. All requests for General Leaves of Absence shall be submitted through the employee's supervisor, to be presented to Human Resources, who will work collaboratively with the President to determine the appropriate leave category to fit the unique circumstances.

Contact(s):

Director of Human Resources

Related Form(s): General Leave of Absence Request Form

Relevant Policy or Procedure(s): 1410 – Employee Leave; 2426-Sabbatical Leave

Approved by: President

Date: 11/6/06

Revision(s): 1/14/08; 8/17/16 (minor revision); 8/29/19 (minor revision); 3/25/20 (temporary minor revision); 1/1/21 (minor revision); 8/19/24 (minor revision); 2/12/25 (minor revision); 8/19/25 (minor revision)

2423 – Military Leave

The College is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the College's practice that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised the person's rights under applicable law or this procedure. If any employee believes that the employee has been subjected to discrimination in violation of this procedure, the employee should immediately contact the Office of Human Resources. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

Eligibility

Employees taking part in a variety of military duties (voluntary or involuntary) are eligible for benefits under this procedure. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Procedures for All Military Leave

1. Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the employee's immediate supervisor with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this procedure.
2. To request a temporary or extended military leave of absence, the employee should, generally obtain a Request for Military Leave of Absence Form from the Office of Human Resources. However, a written application is not required under the law or this procedure.
3. Human Resources will review and sign the Request for Military Leave of Absence Form, collect any applicable insurance premiums from the employee, generate other applicable documents, process accordingly, and submit a copy of the form to the President for approval.
4. Employees on temporary or extended military leave may, at the employee's option, use any or all accrued paid vacation leave or personal leave during the employee's absence.
5. When the employee intends to return to work, the employee must make application for reemployment to Human Resources within the application period set forth below.
6. If a supervisor finds out the supervisor's employee will not be returning to work, the supervisor must notify the Office of Human Resources so that appropriate action may be taken.

Benefits[1]

If an employee is absent from work due to military service, benefits will continue as follows:

1. If an employee is absent from work due to military service, the employee has the right to elect continuation coverage for a period of up to twenty-four (24) months if such Level I or Level II health plan would otherwise be lost as a result of such military service. The employee's right to continue coverage is subject to the following:
    a. *Payment of Premium.* The employee must pay the applicable premium for any USERRA continuation coverage. For a leave of absence for thirty (30) days or less, the employee will not be required to pay more than what they would have paid had they not been on leave. For a leave of absence of more than thirty (30) days, the employee may be required to pay up to 102% of the applicable premium under either the Level I or Level II health plans.
    b. *Exclusions or Waiting Period Upon Reinstatement.* The Level I or Level II health plan may impose a pre-existing condition exclusion or waiting period for coverage of any illness or injury determined by the Secretary of Veterans Affairs to have been incurred in, or aggravated during, the employee's performance of qualified military service.
    c. *Failure to Apply for Reemployment.* Following completion of the employees military service, the employee's right to continue coverage under USERRA will end if the employee does not apply for reemployment within the applicable time period set forth in USERRA (43 U.S.C. 4312(c)).
2. Aflac-An employer must hold a job for an employee on military leave for five years. If we are notified when the leave of absence begins and then within 31 days of the employee's return to work, we will gap the coverage and reinstate without requiring evidence of insurability.
3. If the primary insured is called to active full-time military service and is granted a military leave of absence in writing, coverage may be continued for up to 12 weeks. If the leave ends before the agreed upon date, this continuation will cease immediately. With the exception of nonpayment of premium, if coverage under the policy ends, the Hartford Life Insurance Company basic and supplemental group term life coverage can be converted into an individual conversion policy (with the exception of Accidental Death and Dismemberment Benefits) without providing Evidence of Insurability.
4. Employees do not accrue vacation leave, personal leave or sick leave while on a military leave of absence.
5. In some situations, Kansas law allows the KPERS Retirement System to grant service credit for active military service at no cost to the employee. The employee must be employed in a covered position immediately before leaving for military duty, return to covered employment with any participating employer within one year of discharge (or two years, if disabled in the line of duty), and be off the College's payroll during this time (after discharge and before return to covered employment) to receive granted service credit. Once the employee returns to covered employment, the employee will need to provide a copy of the employee's DD-214 military papers showing the period of military duty. Granted military service is limited to five years. The employee can purchase up to six years of military service regardless of how many years are granted. When the member returns from military leave, the member must reapply if wanting to purchase the remaining service.

[1] Please note: If there is ever an occasion when information in the Benefits section of this procedure conflicts with information provided by a benefit carrier, the benefit carrier's information takes precedence.

6. KPERS basic group life insurance coverage continues during active military duty, paid from the KPERS fund.
7. KPERS optional group life insurance coverage continues for 16 months during military leave. After 16 months, the employee must convert or port to keep coverage. If the employee returns within 5 years, coverage is reinstated even if the employee did not elect continuation coverage.
8. No KPERS disability benefit will be paid for disabilities caused or contributed to by service in the Armed Forces, National Guard, or military reserves of any country or international authority.
9. If the primary insured is called to active full-time military service and is granted a military leave of absence in writing, coverage may be continued for up to 12 weeks. If the leave ends before the agreed upon date, this continuation will cease immediately. With the exception of nonpayment of premium, the Hartford Life Insurance Company voluntary supplemental group life coverage can be converted into an individual conversion policy (with the exception of Accidental Death and Dismemberment Benefits) without providing Evidence of Insurability.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. *Less than 91 days of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the College, in the position in which the employee had been employed prior to military service.
2. *More than 90 days and less than 5 years of military service* - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the College, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
3. *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position the employee would have attained or in the position that the employee left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the College or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment according to the following schedule:

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reemployment at the beginning of the first regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

2. *If service is for 31 days or more but less than 181 days* - the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.
3. *If service is over 180 days* - the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.
4. *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.

Exceptions to Reemployment
In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The College's circumstances have so changed as to make reemployment impossible or unreasonable. A reduction-in-force (position elimination or layoff) that would have included the employee would be an example.
2. Reemployment would pose an undue hardship upon the College.
3. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
4. The employee did not receive an honorable discharge from military service.

Documentation upon Return: 31 or More Days of Military Service
An employee's manager will, upon the employee's reapplication for employment, request that the employee provide the College with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service.

General Benefits upon Reemployment
Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward the employee's eligibility for FMLA leave once the employee returns to the employee's job at the College. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Contact(s): Director of Human Resources

Related Form(s): Request for Military Leave of Absence Form; Application for Reemployment

References: Society for Human Resource Management

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 11/6/06
Revision(s): 4/27/15; 11/25/19; 9/16/21 (minor revision); 10/6/21 (change); 2/12/25 (minor revision)

2424 – Personal Leave

General
The employee's supervisor shall have the right to deny an eligible employee's[1] Personal Leave request such as, but not limited to, requests that:

1. do not allow sufficient notification to reasonably cover the employee's job duties during the employee's absence;
2. may cause undue hardships on students or other employees within the employee's area during certain "busy" periods (i.e., enrollment periods, finals, etc.); or
3. are for a period that has previously been requested by other employees within the same department and approved by the supervisor, etc.

Personal Leave for Hourly employees must be used by the June Hourly Payroll Cut Off in order to not lose leave.

Personal Leave for Salaried employees must be used by June 30 in order to not lose leave.

More Details
See General Leave Requirements and Information for more details.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure: 1410 – Employee Leave; 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits; 2416-General Leave Requirements and Information

Approved by: President
Date: 11/6/06
Revision(s): 4/21/08; 2/16/17 (minor revision); 10/16/19 (minor revision); 10/1/21 (update); 10/6/21 (change); 08/06/25 (minor revision)

[1] Employees eligible for this benefit are as noted in procedure 2415-Accrual Chart for Vacation, Sick and Personal Leave Benefits

2425 – Personal Sick Leave

Usage of Personal Sick Leave will be limited to 120 hours annually, based on the calendar year pay dates and corresponding leave periods, for qualified full-time employees and 60 hours annually for qualified part-time employees. Personal Sick Leave may be used for the employee's personal illness or for the employee to care for an immediate family member.

This leave does not qualify under the Family and Medical Leave Act. However, an employee who has qualified for, and reached the maximum entitlement under the Family and Medical Leave Act, may be eligible to utilize additional time off under this procedure for qualifying circumstances under the FMLA as determined by the Office of Human Resources.

General

Employee's[1] personal illness, as well as the care of an immediate family member[2], includes time off for doctor's appointments, illness or injury, including illness related to pregnancy.

Notice Prior to Commencement of Leave

The employee must report the reason for the absence to the employee's supervisor before the beginning of the scheduled workday. Since coverage in some departments is more critical than others (i.e., Faculty, Campus Safety, and the Child Development Center) departmental supervisors may impose more definitive time frames and methods for reporting the absence. When the need for leave is foreseeable, the employee should provide prior notice.

Affidavit of Illness

An employee may be asked to sign an affidavit of illness. A physician's statement also may be requested by the College, and when requested must be presented within two working days or as soon as reasonably practicable under the particular facts and circumstances or the employee may not be allowed to return to work. Employees who do not cooperate in substantiating the reason for their absence will not be eligible for leave under the Personal Sick Leave procedure.

More Details

See General Leave Requirements and Information for more details.

[1] Employee classifications eligible for this benefit are: President, Vice President and Deans, 9-10 Month Faculty, 11-12 Month Full-time Faculty-Barton Campus, 11-12 Month Full-time Faculty-Fort Riley and Fort Leavenworth Campus, FT Exempt Staff, FT Exempt Staff Less Than 12 Months, FT Hourly Staff, FT Hourly Staff Less Than 12 Months, and PT Hourly Staff (Part Benefits).

[2] Family members include spouse, children, stepchildren, adopted children, mother, father, mother-in-law, father-in-law, stepmother, stepfather, foster parents, legal parents, or another dependent who resides in the same household as the employee.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 9/6/02
Revision(s): 11/19/02; 11/6/06; 10/16/19 (minor revision); 10/1/21 (update)

2426 – Sabbatical Leave

Faculty, full-time exempt employees, and/or administrative staff (Deans/Vice-Presidents/President) who have served full-time for six (6) or more consecutive years with the College may be eligible for sabbatical leave. This includes employee classifications 10, 20, 30, 35, 36, and 50. The Office of Human Resources will collect College keys and equipment if the leave of absence exceeds 12 weeks.

https://docs.bartonccc.edu/procedures/forms/Employee%20Position%20Codes%20Classes%20and%20Descriptions%20(3-27-19).pdf

Consideration for sabbatical leave shall be given only if such leave is applicable to additional education that positively impacts the responsibilities and duties associated with an individual's current position.

Upon completion of the application packet the President will consider the request and, if it is deemed appropriate and within the parameters of this procedure, will take action on the request.

An employee granted a sabbatical leave for an academic year (fall and spring semesters) shall receive one-half (½) of the employee's regular salary for that period. A sabbatical leave granted for one semester (fall or spring) provides full salary for that period. Employee benefits shall continue during the employee's approved sabbatical leave time.

An employee who is granted sabbatical leave may not receive a salary, grant, or stipend from another source while on leave. Should additional remuneration be received, the College may reduce the employee's sabbatical leave salary. Should there be evidence that the employee is employed by another school system or agency during the approved sabbatical, Barton's salary payments to the employee may be discontinued.

In any given year, the College will not permit more than three (3) approved sabbatical leaves. Individuals granted sabbatical leave with pay are required to return to full-time service with the College for two (2) years. If the employee does not remain for the full two (2) years, the employee will be required to refund, within three (3) months, the salary received from the College during the sabbatical leave period. There will be no proration of the amount to be returned if an individual remains for any time less than two (2) years.

Eligible employees may contact the Office of Human Resources to obtain/submit an application packet.

Contact(s): Vice President of Instruction/Vice President of Administration

Related Form(s): Application Packet; Employee Classifications Chart

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 8/22/02

Revision(s): 7/16/04; 11/6/06; 8/28/07; 1/17/17 (minor revision); 5/25/17 (minor revision); 10/1/21 (update); 3/9/23 (minor revision); 7/11/23 (minor revision); 2/12/25 (minor revision)

2427 – Vacation Leave

The College offers Vacation Leave to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All Vacation Leave requests are to be submitted and approved by the supervisor as far in advance as possible for planning and redistribution of employee's workload during the requested Vacation Leave period.

General

The supervisor shall have the right to deny an eligible employee's[1] vacation request such as, but not limited to, requests that:

1. do not allow sufficient notification to reasonably cover the employee's job duties during the employee's absence;
2. may cause undue hardships on students or other employees within the employee's area during certain "busy" periods (i.e., enrollment periods, finals, etc.); or
3. are for a period that has previously been requested by other employees within the same department and approved by the supervisor, etc.

More Details

See General Leave Requirements and Information for more details.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 8/1/02
Revision(s): 11/6/06; 10/16/19 (minor revision); 10/1/21 (update)

[1] Employees eligible for this benefit include President, Vice President and Deans, 11-12 Month Full-time Faculty-Barton Campus, 11-12 Month Full-time Faculty-Fort Riley and Fort Leavenworth, FT Exempt Staff, FT Hourly Staff.

2428 – Holidays and Breaks

The College provides a number of paid holidays and breaks for its full-time employees. If it should appear to be in the best interest of the institution to declare additional holidays, the President shall notify full-time employees accordingly.

Barton County Campus

- Martin Luther King's Birthday
- Spring Break (2 days staff/5 days faculty)
- Easter Break (2 days)
- Memorial Day
- Independence Day[1]
- Labor Day
- Fall Break (1 day faculty)
- Wednesday prior to Thanksgiving Day, Thanksgiving Day and the following Friday
- Christmas/New Year's Break (10 days staff/faculty break will be in accordance with the academic calendar.)

With the exception of Christmas/New Year's Break, when any of the above holidays and/or breaks falls on a Saturday, the preceding Friday shall be observed as the holiday/break. When any of the above holidays and/or breaks fall on a Sunday, the following Monday shall be observed as the holiday/break. Holidays and breaks will be identified on the fall/spring and summer academic calendars, which are presented to President's Staff for approval and adoption annually.

Fort Riley/Fort Leavenworth Campuses and Grandview Plaza

On the Fort Riley/Fort Leavenworth campuses and at Grandview Plaza, due to the unique teaching and operational schedule, a holiday and break schedule for full-time Fort Riley, Fort Leavenworth and Grandview Plaza personnel will be published annually at the beginning of each fiscal year.

Holiday Pay To receive holiday pay, the full-time employee (all sites) must work the employee's scheduled shifts immediately preceding and immediately following the holiday unless prior permission is secured from the employee's supervisor to use paid leave on either end of the holiday. At a minimum, the time worked or substituted paid leave must be equivalent to at least one-half of the employee's normal work shift on both sides of the holiday.

Telecommuting Employees
Full-time telecommuting employees will follow the holidays/breaks schedule according to their assigned work location (Barton County campus, Fort Riley campus, Fort Leavenworth campus or Grandview Plaza).

For additional information, please contact the Office of Human Resources.

[1] For the Barton County Campus, when Independence Day falls on either a Friday, Saturday or Sunday, the 10-hour holiday will be considered a floating holiday which can be used either the week immediately preceding, or the week immediately following, the holiday. The floating holiday request is to be submitted and approved by the supervisor prior to usage.

Contacts(s):

Director of Human Resources

Related Form(s): N/A

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 4/24/07
Revision(s): 10/30/13; 7/28/14; 8/18/16 (minor revision); 10/10/18 (minor revision); 10/1/21 (update)

2429 – Jury Duty

The College encourages its employees to fulfill their civic responsibilities by serving jury duty when required. Employees serving jury duty during their assigned working schedule shall be paid their regular salary without deducting compensation paid by the courts for such service. Employees who are required to report for jury duty shall provide their supervisor with a copy of the jury duty summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President
Date: 7/30/02
Revision(s): 10/16/07; 10/16/19 (minor revision)

2430 – Early Retirement Benefits

1. Sick Leave Payout

   Eligibility

   An employee is eligible for the sick leave payout if the employee:

   - is not less than 60 years of age;
   - has not reached 64 years of age;
   - retires under the provisions of the Kansas Public Employees Retirement System; and
   - has been employed at the College full-time for a minimum of fifteen (15) consecutive years immediately prior to the request for early retirement.

   Benefit

   An eligible early retiree will be paid for accrued sick leave at a rate of the retiree's average base salary calculated as a daily rate for the last four years of employment times (X) the number of accrued sick days up to $100 per day.

   Example:

   An early retiree's average four-year's salary is $25,000. Applying the average daily salary for a 12-month employee for these four years is $96.15.

   52 weeks x 5 days per week = 260 full-time working days in a calendar year

- $25,000 / 260 days = $96.15

   If the early retiree had 90 days of accrued Sick Leave, the following figures would indicate the total amount of compensation the early retiree would have coming to the employee at the time of early retirement.

- 90 days x $96.15 = $8,653.50 – Total lump sum payment

2. Special Retiree Coverage for Kansas Municipal Employees

If you have at least ten (10) full-time years of service with the College at the time of your retirement, you (and any Spouse and/or dependents who are covered through you at the time of your retirement) may elect to continue coverage in the Plan if each of the conditions set forth below are satisfied:

A. *Waiver of COBRA*. You waive your right to elect COBRA continuation coverage.
B. *Timely Election to Continue Coverage*. You affirmatively elect to continue coverage under the Plan no later than thirty (30) days after your retirement from employment with the College.

Note: For purposes of this special retiree coverage, the term "retirement" means that

you have terminated employment and are receiving a KPERS retirement or disability benefit for your service with the College.

C. *Payment of Premium.* You must pay the entire cost of coverage for this retiree continuation coverage. Although the exact premiums will be determined by the College, the College may also require that you pay an administrative fee of up to 25% of the cost of the coverage.

Termination of Continuation Coverage. Your special retiree continuation coverage will terminate upon the earliest occurrence of the following events:

1) You turn age sixty-five (65);
2) You become covered, or become eligible to be covered, under another employer's group health plan;

   Note: The reference to "another employer's group health plan" only refers to an employer of the Participant himself/herself.

3) You fail to make a required premium payment on a timely basis; or
4) The College terminates the Plan.

Coverage of Your Spouse and/or Dependents. If you elect to continue coverage under this special retiree continuation coverage, you may also elect to cover your Spouse and/or Dependent(s) who were covered through you under the Plan as of your retirement from employment with the College. In order for any such individuals to be covered, however, they also must waive their right to elect COBRA continuation coverage. The coverage of such Spouse and/or Dependent(s) shall terminate upon the earliest occurrence of the following events:

1) Your coverage under the Plan terminates;
2) Your Spouse and/or Dependent (as applicable) turns age sixty-five (65);
3) You fail to make a required premium payment on a timely basis;
4) Your Spouse and/or Dependent becomes covered, or becomes eligible to be covered, under another employer's group health plan; or
5) The College terminates the Plan.

Construction and Application. This section shall be construed and applied in a manner consistent with the requirements of Kansas Statutes Annotated 12-5040.

Application

An employee requesting to take early retirement must submit a request in writing to the President. Faculty will give notification in accordance with the dates specified in Kansas Statutes Annotated 72-5437 in the academic year prior to the retirement date.

The following information must be submitted by all applicants in writing to the President:

- A statement of the applicant's desire to take early retirement;
- The anticipated date of retirement;
- The applicant's birthday and age on the date of retirement;

- The current mailing address and telephone number of the applicant; and
- The number of continuous full-time years the applicant has been employed by the College.

Related Form(s)

- Early Retirement Letter Template

References

- Kansas Statute 12-5040
- Kansas Statute 72-5437

Relevant Policy or Procedure(s): 1415 – Early Retirement

Approved by: President
Date: 1/14/08
Revision(s): 11/22/10**;** 5/6/15 (minor revision); 4/9/19 (minor revision); 10/1/21 (update)

2435 – Barton Distinguished Instructor Awards

Purpose:
Reward academic excellence in the various venues at Barton Community College, with *Distinguished Instructor Award* be awarded at the end of the spring semester in each school year.

Guidelines:
1. Faculty who have taught a minimum of two years with multiple teaching assignments are eligible for nomination with the exception of:
    a. Faculty who have received the Distinguished Instructor Award within the past three years.
    b. Faculty who are currently considered not in good standing with appropriate documentation.
2. Nominations will be vetted through the Vice President of Instruction Office and the Instructional Deans for eligibility.
3. Nominations may be submitted per the instructions of the committee and must be received by any Faculty Council Representative, no later than January 31st of any school year. Any Barton employee (administration, faculty, or staff) or student may submit nominations. All materials and information received will be held in confidence.
4. Elect up to two instructors from any instructional location and/or teaching modality.
5. Awards are annually determined by the Friday before Spring Break.
6. Distinguished instructors will be determined by a committee which will consist of the following:
    a. One representative of the administration (preferably with supervisory expertise),
    b. Faculty Council Chair or representative
    c. Two at-large faculty members selected by the Faculty Council Chair
7. Award winners will be selected based upon demonstrable excellence in four categories of excellence.
8. Recipients of these awards will be notified by the Vice President of Instruction prior to the commencement exercises which occur during the award year.

Distinguished Instructor Award Criteria Within the Four Categories of Excellence:

A. Teaching & Learning
- Actively engages students in the classroom, creating curiosity, reflection, and innovation while showing a commitment to helping students succeed.
- Demonstrates exceptional commitment to improving student learning through assessment.
- New course development and present course improvement.
- Pursuit of advanced coursework, professional development, or professional organization involvement.

B. Service to the College Mission
- Efforts to promote Barton and support growth through recruitment or retention activities.
- Successful Barton teamwork or committee involvement.
- Organizational leadership.

- Involvement in activities which directly or indirectly enhance the College in our immediate or surrounding communities (e.g., scout leaders, church leadership, community board membership, Speaker's Bureau, etc.).

C. Support of Students Beyond the Classroom

- Student organization involvement and/or sponsorship.
- Connects students to proper support services (tutoring, coaching, counseling, advising, etc.).
- Provides mentorship, guidance, and individualized student support outside of scheduled class time.
- Demonstrates availability and responsiveness to students outside of the traditional classroom setting.

D. Recommendation and Student Comments

- Original recommendation and comments from student evaluations taken into consideration.

Contact(s): Vice President of Instruction

Related Form(s):

References:

Relevant Policy or Procedure(s): 1420-Employee Recognition

Approved by: President
Date: 7/8/02
Revision(s): 10/16/07; 3/3/14; 1/18/22; 9/29/22 (minor revision) 12/11/25 (minor revision); 9/17/26 (minor revision)

2436 – Employee Service Recognition Award

The College celebrates the opportunity to recognize certain milestones for its employees. In this light, special presentations will be held at College forums to recognize College employees for their years of dedicated service. Years of service to be recognized are in multiples of five, beginning with five years of service (i.e., 5,10,15, etc.)

The recognition is, in no way intended to imply judgment and/or fit of the individual's performance in the employee's position, nor is it to recognize or award "property rights," continued employment, or tenure. Tenure and continued employment are separate issues, handled through other institutional policies and practices.

Procedures for recognizing longevity of service with the College will be developed and administered by the Office of Human Resources in conjunction with the President's Office.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1420 – Employee Recognition

Approved by: President
Date: 7/11/02
Revision(s): 10/16/07; 10/21/19 (minor revision); 10/1/21 (update)

2437 – Retirement Recognition

To recognize its retirees, the College has the "Cougar Commemorative Circle" for qualifying retirees. The circle includes brick pavers with the retiree's name and years of service inscribed. Each retiree receives a memento of this recognition. To qualify, the employee must have at least ten (10) consecutive years of service (full-time, regular part-time, or a combination of both), qualified for KPERS retirement (does not require employee to actually retire from KPERS), and left the College in good-standing.

The Office of Human Resources coordinates this program and the eligibility requirements.

Eligibility Requirements

At the time of the employee's departure from the College, the employee must first have at least ten (10) consecutive years of Barton County Community College service (full-time, regular part-time, or a combination of both), and be qualified for KPERS retirement, meeting one of the following criteria:

KPERS 1

- Between ages 55 and age 62 with at least 10 years' service credit, retiring with reduced benefits; or
- At least 62 with 10 years' service credit (38 or more quarters); or
- At least 65 with 1 year service credit (2 or more quarters); or
- At any age when the combination of age and years of KPERS service equal 85 or more points.

KPERS 2

- Age 55 with at least 10 but less than 30 years service credit, retiring with reduced benefits; or
- Age 55 to 59 with at least 30 years service credit, retiring with reduced benefits; or
- At least 65 with at least 5 years service credit; or
- Age 60 plus with at least 30 years service credit.

KPERS 3

- Age 55 with at least 10 but less than 30 years service credit, retiring with reduced benefits; or
- Age 65 with 5 years of service credit; or
- Age 60 with at least 30 years of service credit.

Departmental Retirement Parties or Receptions

It should be noted that retirement parties or receptions will be the responsibility of the retiree's department. The decision whether to open the reception up to all employees and Board members will lie within the department. If Board members are to be invited, the invitations to the Board shall be extended by the President's office. Additionally, if the department chooses, it may solicit voluntary donations from employee's college-wide for

a joint gift. However, College funds are not to be used for this purpose, so donations should be collected prior to purchasing a gift, in order to assure that the cost of the gift will be covered through such voluntary donations. The College will provide up to $250 in funds to assist with the reception costs for those retirees that meet the Eligibility Requirements. These funds will be not be public funds and the supervisor must contact the VP of Administration for payment arrangements prior to the reception.

Contact(s): Director of Human Resources

Related Form(s)
- None

References:

Relevant Policy or Procedure: 1420 – Employee Recognition

Approved by: President
Date: 8/31/00
Revisions(s): 1/14/08; 4/9/19 (minor revision); 12/11/20 (minor revision); 10/6/21 (change) 2/18/26 (minor revision)

2440 – Course Work Grants

The College encourages the professional growth of its employees for the betterment of the College and the growth of the individual. Course work grants may be available to eligible employees to assist in the cost of tuition for courses that receive prior approval by the College. Selection for Course Work Grants will reflect the following priorities:

First Priority
Attainment of appropriate and/or necessary credentials to ensure continuing regional/national accreditation standards;

Second Priority
Relationship of the courses requested to the employee's current position or career goals and the potential that course has to improving the staff members ability to further institution's mission and ends;

Third Priority
Employees desiring additional course work for personal growth and development.

Note: In the event that the College receives more application requests than there is money allocated for the First Priority, the administration will make a final determination, based on the needs of the students and institution. In the event that more application requests are received under the Second and Third Priority, the employee's years of service at the College will be considered in making the final decision.

General Requirements
Formal college credit courses may be taken at any state-accredited public or private higher educational institution.

Courses must be taken for credit hours to be eligible for tuition assistance through a Course Work Grant. Credit hours taken at Barton County Community College will not be eligible for reimbursement.

Eligibility Requirements
The following may make application to be considered for a grant for specified semester courses, according to the grant procedures, provided the employee is in good standing:

- Full-time faculty and/or staff, regular part-time faculty and/or staff, all with one (1) year of employment or the completion of one (1) annual contract, before application for the grant. The one year of employment or one annual contract requirement will be waived for those approved for a First Priority grant.
- Adjunct faculty must have successfully completed two teaching assignments

Forfeitures
Forfeitures of Course Work Grant reimbursements by recipients are required under the following circumstances:

- Full-time faculty and/or staff employees, regular part-time faculty and/or staff employees receiving Course Work Grant reimbursement are expected to remain in active service with the College for a period of no less than one year or no less than one annual contract following such reimbursement. If the employee does not remain with the College for the entire period as stipulated, the employee will be required to

refund the institution in full for payment received under the Course Work Grant. There will be no proration of the amount to be returned to the College.

- Adjunct faculty receiving Course Work Grant reimbursement are expected to remain in active service with the College for the completion of no less than two teaching assignments following payment of the course work for which the employee receives reimbursement. If the employee does not remain with the College for two teaching assignments as stipulated. The employee will be required to refund the institution in full for payment received under the Course Work Grant. There will be no proration of the amount to be returned. The appropriate Dean will notify the Office of Human Resources when forfeiture occurs.

- When extenuating circumstances occur, the supervisor and the President or his designee will make the determination.

Taxability for Grant

The taxability of reimbursements is subject to the existing provisions of Section 127 of the Internal Revenue Code.

Application Process

- The employee will request a "Course Work Grant Application" form from the Office of Human Resources

- The employee will complete the application form and submit it to the appropriate dean, department head or the designee. Courses must be submitted on a semester-by-semester basis. Courses taken throughout the fiscal year cannot be submitted on the same application form. (Example: Courses recorded on the summer application form are not to include courses to be taken in the upcoming fall semester; courses recorded on the fall application form are not to include courses to be taken in the upcoming spring semester, etc.).

- The dean, department head or the designee will approve or reject the application according to eligibility criteria, communicating those recommendations to the employee; approved applications, as well as rejected applications, will be returned to the Office of Human Resources

- When eligible First Priority applications exceed the funds available, the College's Administration will make a final determination as to which applications receive grants and/or whether additional money will be allocated.

- The Office of Human Resources will notify applicants in writing regarding the employee’s application status for a Course Work Grant.

- When an employee has received notification that the employee is approved for a tuition assistance grant and then find that the employee will be unable to use the grant, the employee must notify the Office of Human Resources immediately. This will enable the use of the employee’s grant funds by the next eligible approved grant not awarded due to exhaustion of Course Work Grant funds.

Application Deadlines

Applications for each current year must be submitted according to the following schedule; applications will not be accepted retroactively for courses taken in previous semesters:

- Summer Semester - January 15 through April 15
- Fall Semester - April 15 through July 15

- Spring Semester - August 15 through November 15

Reimbursement

- Reimbursement will be made at the Barton in-state face-to-face credit hour tuition rate

- Tuition assistance reimbursement for a maximum of six (6) credit hours per semester may be received for authorized education through approved applications for Course Work Grants

- Payment will be made once per individual for each grant semester for each individual grant approved following the submission of evidence that all approved semester course work has been successfully completed (letter grade of C or better).

- Institutional screen prints will not be accepted. Grade mailers or transcripts (official or unofficial) will be accepted for all grants. Identification of the semester for which the course was taken or course dates must appear on any correspondence related to grade evidence for the course(s). The Spring Semester will require applicants to request a transcript or grade evidence immediately, as reimbursement for this semester will not be possible after June 15, due to the end of the fiscal year. An Official Transcript must be submitted once all the required coursework has been completed for First Priority grants.

- If an employee receives an I (incomplete) grade or withdraws from a course the employee will not be reimbursed.

Contact(s): Director of Human Resources

Related Form(s): Course Work Grant Application

References: 26 U.S. Code § 127.Educational assistance programs

Relevant Policy or Procedure: 1425 – Employee Tuition Assistance

Approved by: President
Date: 9/14/01
Revision(s): 1/30/04; 4/27/05; 10/16/07; 3/30/15 (minor revision); 9/12/16 (minor revision); 6/26/19 (minor revision); 9/16/21 (minor revision); 10/1/21 (update); 5/11/26 (minor revision)

2445 – Personnel Files

The College maintains a personnel file on each employee in the Office of Human Resources. As predicated by the College, these files may include the employee's job application, resume, documentation of performance appraisals, salary records, disciplinary records, and other employment information. As a general rule, former employees are not permitted to request or submit inclusion of documents into their personnel file proceeding their term of employment. These files are the property of the College and their access is restricted to those with a legitimate business reason. Once an employee leaves the College's employment, copies of the employee's personnel file will only be released when the College is ordered to produce said records through appropriate Court proceedings. No other personnel files are to be maintained by the College.

Employees who wish to review the employee's files at the College and in the presence of a College official should contact the Office of Human Resources prior to date of termination. The employee can take notes of what the employee file contains, but no copies will be made, unless the employee's signature is on the document.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1430 – Employee Record Confidentiality and Protection

Approved by: President
Date: 4/24/07
Revision(s): 10/31/07; 10/21/19 (minor revision); 10/1/21 (update); 6/1/22 (minor revision);

2450 – Employee Conduct and Discipline

College employees are expected to conduct themselves with professionalism and alertness on the job as they perform the responsibilities of their positions to the best of their ability. Conduct that violates College and work area policies and procedures and/or the law, and which may be considered unsafe, imprudent, disruptive, and not in the best interests of the College may result in disciplinary action.

The College wishes to administer consistent and fair discipline for unsatisfactory performance and/or conduct in the work place. The primary purpose of employee discipline is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service.

The College may take a number of actions, including but not limited to the following: verbal warning[1] (in which case an Employee Performance Warning Form will be implemented); Performance Improvement Plan[2]; suspension (administrative leave) with or without pay (in which case a Notice of Suspension will be implemented); and/or termination of employment[3]. These actions are not necessarily progressive in nature and may be used as needed.

Employee discipline is the responsibility of the supervisor in consultation with the Office of Human Resources.

Contact(s)
Director of Human Resources

Related Form(s)
Employee Performance Warning Form
Employee Performance Warning Form-Fill-in
Notice of Suspension
Performance Improvement Plan Form
Performance Improvement Plan Form Sample

Relevant Policy or Procedure(s): 1435 – Employee Conduct and Discipline

Approved by: President
Date: 6/25/02 & 7/24/02
Revision(s): 10/16/07; 11/14/11; 3/30/15; 9/25/17; 2/25/19 (minor revision); 4/2/20 (minor revision)

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[1] A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion is documented on the Employee Performance Warning Form and forwarded to the Office of Human Resources for future reference.

[2] Performance Improvement Plans are used for behavior or violations that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior. Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he or she has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor, in consultation with the Office of Human Resources, may place the employee on a Performance Improvement Plan.

[3] Reasons for immediate termination include but are not limited to: fighting; assault; theft from anyone, regardless of the amount involved; serious insubordination, such as refusing a direct work order; dishonesty; willful destruction of property; being under the influence of drugs or alcohol; and falsification of records.

2451 – Ethical Behavior

College employees are expected to follow all College policies, procedures, State and Federal law in the conduct of their duties. In addition, all employees are expected to adhere to the highest ethical standards and personal integrity as they deal with students, visitors, and each other. Violations may be considered cause for discipline, up to and including termination.

In the event an employee is faced with a legal or ethical question, the employee is to clarify it with the supervisor or a member of the President's staff.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1435 – Employee Conduct and Discipline

Approved by: President
Date: 6/25/02
Revision(s): 10/16/07; 10/21/19 (minor revision); 10/1/21 (update)

2452 – Problem Resolution (Employees)

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the appropriate College staff.

If employees disagree with established rules of conduct, policies or practices, they can express their concern, confidentially, through the problem resolution process. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to resolve the problem at the lowest level possible and make use of the following steps. All information obtained in resolving problems shall be considered confidential by all parties involved. The employee may discontinue the procedure at any step. This procedure does not apply to disciplinary actions taken against an employee.

1. Employee presents problem to immediate supervisor within seven (7) working days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact the employee's supervisor, the employee may present problem to the Director of Human Resources so a determination may be made as to the next appropriate supervisor/administrator to hear the problem.
2. Supervisor (or next appropriate supervisor/administrator as recommended by the Director of Human Resources) responds to problem during discussion or within seven (7) working days[1] and supervisor documents discussion.
3. If the problem is unresolved, the employee will contact the Director of Human Resources within seven (7) working days.
4. Director of Human Resources directs and advises the employee, assists the employee in writing the Problem Statement on the appropriate form, visits with employee's supervisor(s), if necessary, and requests an informal meeting between the employee and appropriate next highest ranking supervisor/dean/administrator for review of problem.
5. The employee presents the problem to the appropriate supervisor/dean/administrator in writing within seven (7) working days.
6. The supervisor/dean/administrator reviews and considers problem, including all related documentation. The supervisor/dean/administrator informs the employee of the decision within seven (7) working days[1], and documents discussion.
7. If problem is still unresolved, a written appeal may be submitted within ten (10) College business days of the date of the written decision. The employee will contact the Director of Human Resources who assists in scheduling a meeting for the employee to present the problem to the College President who, in turn, shall discuss the problem with the employee, review all documentation, and present the employee with a written determination within seven (7) working days[1], forwarding

[1] The College recognizes in some cases seven (7) working days may not be enough time to perform a thorough investigation into the employee's concern. When this occurs, the responding party will notify the employee in writing, including the reason for the delay along with the anticipated additional time needed to address the concern. This notification should be maintained as part of the investigative file.

a copy of the written response to the Director of Human Resources. The President has full authority to make any adjustment deemed appropriate to resolve the problem and for final disposition of the problem.

8. For steps 4 through 6, the employee or supervisor shall notify the Office of Human Resources at the time the problem is resolved to request a Problem Resolution Form which shall be signed by both the employee and the appropriate supervisor or College official, and returned to the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Problem Statement; Problem Resolution Form

References:

Relevant Policy or Procedure(s): 1436 – Problem Resolution (Employee)

Approved by: President
Date: 7/11/02
Revision(s): 10/16/07; 10/21/19 (minor revision); 10/1/21 (update); 9/3/25 (minor revision)

2453 – Whistleblower

A whistleblower is defined as an employee of the College who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this Procedure. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate officials are charged with these responsibilities. As noted above, this procedure has a very specific and limited scope and in no way changes or affects normal college disciplinary policies or procedures.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the employee's immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. In addition, any supervisor or anyone acting on a supervisor's behalf that knowingly retaliates against a whistleblower will be subject to discipline up to and including termination. Any whistleblower who believes the employee is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1435 – Employee Conduct and Discipline

Approved by: President
Date: 2/23/09
Revision(s): 10/21/19 (minor revision); 10/1/21 (update)

2454 – Professional Dress

Barton Community College expects a standard of professionalism and recognizes the essential role employees have in maintaining this standard and ultimately the College's image and reputation. All employees are expected to wear appropriate professional attire consistent with the nature of the employee's position while working or representing the College. An employee's appearance should convey a positive, professional impression and interaction with students, parents, coworkers, vendors, partners and the general public.

If an employee's choice of attire does not align with the College's professionalism standard, the employee's supervisor will consult with the employee. Employees will be expected to address the situation in a timely, practicable manner.

Contact(s)
Director of Human Resources

Related Form(s)

Relevant Policy or Procedure(s): 1435 – Employee Conduct and Discipline

Approved by: President
Date: 01/21/25
Revision(s):

2455 – Enrollment of New Employees – Oath

Each employee, before entering upon the duties of the employee's 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.

Contact(s): Director of Human Resources

Related Form(s): Oath Form

References: Kansas Statute 75-4308

Relevant Policy or Procedure(s): 1440 – Employee Paperwork

Approved by: President
Date: 8/28/02
Revision(s): 10/21/19 (minor revision); 10/1/21 (update)

2456 – Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new or rehired employee (regardless of classification, i.e., full-time part-time, student, etc.), as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present necessary and required documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Form I-9

References: U.S. Citizenship and Immigration Services: I-9, Employment Eligibility Verification

Relevant Policy or Procedure(s): 1440 – Employee Paperwork

Approved by: President
Date: 7/8/02
Revision(s): 10/16/07; 10/21/19 (minor revision)

2457 – Personnel Data Changes

It is the responsibility of each employee to promptly notify the Office of Human Resources of any changes in personnel data, including but not limited to: personal mailing address, telephone numbers, individuals to contact in case of emergency, and educational accomplishments.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1440 – Employee Paperwork

Approved by: President
Date: 7/22/02
Revision(s): 10/16/07; 10/21/19 (minor revision)

2458 – Professional Development

As a learning institution, the College is committed to supporting employees with professional development. Professional development encourages college employees to advance 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. Such activities may be documented in annual evaluations and/or identified throughout the course of an employment period. Employees should seek approval from their supervisor for training if it is scheduled to occur during the employee's work period.

For employees who are interested in participating in a cost associated professional development opportunity, funds may be available within your department. Employees may utilize the Professional Development Request Form to request funding for an opportunity. In addition, when funds allow, employees may submit for professional development funds through the Center Funding Opportunity. The open application period is communicated via email throughout the year, along with necessary forms.

All employees are required to complete and submit a Professional Development Reporting Form for Professional Development opportunities they have participated in, regardless of cost, funding avenue or modality. The mandatory training required by Barton (mentioned below) is the only exception. Mandatory training completion is tracked separately through an online course system.

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.

It is the supervisor's responsibility to ensure employees participate in mandatory training. Employees who fail to participate in any mandatory training sessions by the required deadline, shall be subject to employee discipline, up to and including termination, as set forth in College procedures.

Contact(s): Director of Human Resources

Related Form(s): Professional Development Request Form; Professional Development Reporting Form

References:

Relevant Policy or Procedure: 1442 – Employee Training

Approved by: President

Date: 7/11/02

Revision(s): 9/6/02; 10/16/07; 10/10/16 (minor revision); 5/25/17 (minor revision); 3/4/19; 10/19/21

2459 – Hazardous Materials

The College shall provide, under the direction of the Vice President of Administration and Coordinator of Facility Management training for appropriate College employees so that they may safely and confidently handle any chemicals that are associated with their work that might present safety and health hazards.

Responsibility

A. The Custodial Supervisor will be responsible for the staff's compliance to the Hazardous Materials procedure.
B. The Coordinator of Facility Management will assist in reviewing the potential hazardous materials and be responsible for the training of employees as well as provide advice on the implementation and overall administration of the program for the total College.

Practices

A. Material Safety Data Sheets (MSDS)

1. MSDS's will be available for all chemicals used by Barton County Community College.
    a. The Custodial Supervisor will prepare and maintain a master list of the chemicals.
    b. The Custodial Supervisor will prepare a list of chemicals found in each building. The original will be filed within the Facility Management office and a copy will be kept in a designated location in each building. All additions, changes, and corrections will be made as soon as information is received with that information being forwarded so that the Master List can be updated.
    c. The Custodial Supervisor will request an MSDS for all new chemicals at the time of ordering.
2. The Custodial Supervisor will review each MSDS to assess its hazards in the work place. Chemicals that are hazardous will be identified on the list of chemicals. The assessment of the hazard will be based on the supplier's MSDS unless there are obvious deficiencies.
3. The Coordinator of Facility Management will be notified of a new or updated MSDS that shows a new hazard. The Custodial Supervisor will notify employees of the new hazard so that suitable controls and instruction of employees can be implemented in each building as the situation dictates.
4. Employees in the building will be made aware of the location of the MSDS'S. These MSDS's will by kept readily accessible to employees during work hours.
5. The Coordinator of Facility Management will be notified if any chemical is found in an area for which an MSDS is not available. An MSDS will be obtained and appropriate notification will take place as soon as possible.

B. LABELS

1. All containers of chemicals in the work place will be labeled, tagged or marked with the contents and appropriate hazard warnings. Chemicals that are required to be labeled under other federal regulations are exempted from the labeling requirements of this procedure.
2. Identification and hazard warning labels will not be removed or defaced from containers with chemicals. Labels which are accidentally removed or defaced will be promptly replaced.
3. When empty containers are re-used for other materials, the original labels will be removed or thoroughly obliterated and the appropriate labels for the new contents applied.
4. Incoming chemicals should be labeled by the supplier with labels which include:
    a. identity of chemical
    b. appropriate hazard warnings
    c. name and address of the manufacturer or other responsible party

5. The Custodial Supervisor will assure that all containers of chemicals are appropriately labeled when brought into the facility. Containers of chemicals without proper labels or with labels that are defaced will be refused or appropriate labels applied at the time of receipt.
6. Portable containers do not have to be labeled if the hazardous chemical is transferred from a labeled container and is intended for immediate use by the employee who does the transfer.
7. The Custodial Supervisor is responsible for labeling fixed tanks and equipment that are dedicated to a particular use.

C. EMPLOYEE INFORMATION AND TRAINING

1. Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Program and the safe use of the chemicals. Additional training will be provided whenever a new hazard is introduced into the employee's work area.
2. The training will be conducted by the designated training person for the College.
3. Each employee will be required to sign a document stating that employee has been informed and trained on the College's Hazard Communication Program. The document will be kept in the employee's personnel files.
4. New employees will be given a copy of the procedure during orientation. The training will be provided by the appropriate person before the employee is assigned to any area with potential hazards.
5. The training will include the following elements:
    a. Where all hazardous chemicals are located in the work place.
    b. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, including both visual appearance and odor.
    c. The handling of hazardous chemicals in both normal and emergency situations.
    d. The physical health hazards of the chemicals including overexposure and eye, skin and breathing dangers.
    e. Protective measures and medical first aid, including good work practices, protective gear and emergency procedures.

f. Details of the Hazard Communication Program including the label and warning systems, MSDS's and how to use the safety information.
g. The location of the MSDS's, how to understand their content and how employees may obtain and use appropriate hazard information.

6. Off site Barton employees will follow the institutional hazardous material communication program of the respective schools they work in. If that institution does not have a hazardous material communication program, Barton employees will be given a hazardous material orientation based on the best knowledge available relative to each respective institution.

7. Outside Contractors

    a. All hazardous chemicals will be removed from the areas where outside contractors work whenever possible.
    b. If outside contractors are required to work in areas where they may be exposed to hazardous chemicals, the person in charge of the project will provide the pertinent hazard information (including MSDS's) to the contractor and require the contractor to instruct their employees.
    c. If a contractor uses hazardous chemicals to which College employees, students, or the general public may be exposed, the contractor will be required to provide a MSDS for these chemicals and to provide notice when they are to be used. The contractor must provide protection measures to ensure that exposure is contained within acceptable limits.

Contact(s)
Vice President of Administration
Coordinator of Facility Management

Related Form(s)

Relevant Policy or Procedure(s): Policy 1442 – Employee Training

Approved by: President
Date: 9/6/02
Revision(s): 10/16/07; 5/25/17 (minor revision); 10/1/21 (update)

2460 – Hiring Guidelines for Regular (Non-temporary) Faculty and Staff

Appointments

When an unusual or emergency situation occurs and it is in the best interest of the College, the President or the President's designee may forgo the normal candidate search processes noted below by appointing a qualified candidate to fill a vacancy for positions other than Vice Presidential level. If the individual is not already a College employee, the President must present the recommendation to the Board of Trustees at its next regularly scheduled board meeting, to seek approval of the appointment.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the President;
- Criminal background report and also motor vehicle report (if applicable);
- Application Packet (completed in its entirety);
- Reason for immediate hire;
- Faculty Credential Form with the appropriate approval(s) (if applicable);
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate;
- Verification from the Benefits Specialist in Human Resources to determine if the candidate is a KPERS retiree, thereby reducing the salary level offered to the candidate by the KPERS Working After Retirement percentage.
- job transfer acknowledgement letter (if existing regular employee); and
- Blue Team Form.

For additional required steps, please refer to the Hired Candidate section below.

Approval for Filling Positions

Existing: Prior to beginning the selection process for filling expected vacancies for existing positions;

1. a letter of resignation (terminating employee), job transfer acknowledgement letter or college-initiated letter (non-renewal, involuntary termination, or reduction in force) must be on file in the Office of Human Resources;
2. the supervisor must submit a Blue Team Form for the departing employee;
3. the supervisor must contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and
4. if there isn't a hiring freeze or the supervisor is not requesting a change to the position affecting budget, an e-mail must be sent up the chain-of-command to the President or the President's designee to request approval to refill the position; or

   if there is a hiring freeze or the supervisor is requesting a change to the position affecting budget (e.g., change in length of employment or change in job duties impacting salary grade), the supervisor must submit a determination of need up the chain-of-

command to the President or the President's designee to attain approval to refill the position by completing the Personnel Requisition and Authorization Form.

The President or the President's designee will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

New: Prior to beginning the selection process to fill a new position;

1. the supervisor must contact and/or meet with the Director of Human Resources to obtain the salary or hourly rate for the position; and
2. the supervisor must submit a determination of need up the chain-of-command to the President or the President's designee to attain approval by completing the Personnel Requisition and Authorization Form.

The President or the President's designee will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

Please note that the Board of Trustees must approve a new Vice Presidential level position before proceeding with the hiring process.

Job Description

The job description for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T Drive underneath HRJob Descriptions.

Creation of Application Packet

The Office of Human Resources, working closely with the appropriate supervisor, will customize the content of the application packet used by a screening committee (see below) for the open position.

Advertisement of Position

The appropriate supervisor, working closely with the Employee Recruitment Specialist, must create an advertisement for the position. After being approved by the President or the President's designee, all advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, the supervisor may review those candidates. The supervisor must contact those candidates under consideration to determine the candidate's interest and availability for the open position. If an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. The Office of Human

Resources will review all of the application materials provided by the candidate to ensure that the candidate meets all of the required qualifications[1], of the position applied, before the application materials can be forwarded on to the hiring supervisor. If material cannot be copied, arrangements can be made to make the material available to the supervisor or the supervisor's designee. Copies (the ones forwarded by the Office of Human Resources and any others that are made by the supervisor or the supervisor's designee) must be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committees

A screening/interview committee must be used to consider applicants for all regular positions in accordance with the following guidelines.

1. The appropriate supervisor or the supervisor's designee will serve as the Screening/Interview Committee Chair.
2. The screening/interview committee will consist of two or more other individuals, including the Assistant Director of Human Resources or if unavailable, the Director of Human Resources or the Director of Human Resources' designee.
3. The screening/interview committee must
    a. review all of the following documents on the Screening/Committee Instructions web page:
        i. Ethics and Confidentiality;
        ii. Checklist for Reviewing Resumes or Application Forms;
        iii. Interview Do's and Don'ts;
        iv. Acceptable and Unacceptable Phrasing of Interview Questions;
        v. When Interviewing Persons with Disabilities; and
        vi. Final Interview Reminders.
    b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening/Interview Committee web page.
    c. have the interview questions reviewed and approved by the Assistant Director of Human Resources prior to holding any interviews.
    d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
    e. complete the Faculty Credential Form and receive the appropriate approval(s) if it's a faculty position.
    f. schedule interviews.
    g. take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
    h. during the interviews, the Assistant Director of Human Resources or if unavailable, the Director of Human Resources or the Director of Human Resources' designee, will provide benefit information to interviewees.

[1] Required qualifications are based on, but not limited, minimum educational requirements or equivalent experience, minimum years of relevant experience, required technical skills to successfully perform the job or has demonstrated the ability to perform these technical skills as required by the job description.

i. record and evaluate each interviewee's strengths and weaknesses using the candidate evaluation and reference checks forms noted above.

If a qualified candidate is not found, additional advertising for the position can be pursued once candidate rejection letters have been sent out by the Office of Human Resources for existing candidates.

Recommendations and Notifications

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor
    a. must select one of the reference check forms located on the Screening/Interview Committee Instructions web page to check candidate references;
    b. must contact the Assistant Director of Human Resources to run a criminal background report and also a motor vehicle report (if applicable) for the chosen candidate;
    c. must contact the Benefits Specialist in Human Resources to determine the candidate's KPERS status. If the candidate is a KPERS retiree, the salary level offered to the candidate must be reduced by the KPERS Working After Retirement percentage.
    d. must submit a Personnel Action Form to obtain chain-of-command hiring approval.

        In the event a candidate is not approved by the President or someone else in the chain-of-command, the supervisor shall re-examine those applications on file for the position. If qualified candidates are not available, these guidelines must be reinstated beginning with the Advertisement of Position process;

    e. may make an offer of employment to the candidate unless the candidate is new to the College or the candidate is being recommended for a Vice Presidential level position. In this case, the supervisor may make a tentative offer of employment to the candidate contingent upon board approval.

        The supervisor must communicate the Board's action to the selected employee
    f. must ensure the candidate has submitted a job transfer acknowledgement letter to HR if the candidate is a Barton employee working in a regular (non-temporary) position somewhere else at Barton.
    g. must submit a Blue Team Form once approval has been granted.

        Based on information contained on the Blue Team Form, the President or the President's designee will make recommendation of hire to the Board of Trustees at the trustees' next regularly scheduled board meeting;

    h. must route all candidate information back to HR in the applicant tracking system, including a detailed reason for each of those who were not selected for interview and/or hire;

i. must send all interview notes, candidate evaluations, reference forms or information presented by candidates during the candidate's interviews along with the Faculty Credential Form (if applicable) to the Office of Human Resources.

Hired Candidate

The approved candidate's supervisor or the supervisor's designee is responsible for:

1. the creation of the appropriate contract or other payment form (Human Resources Information Form), prior to the candidate starting the candidate's duties; if extenuating circumstances exist, the Office of Human Resources must be notified. Note: The only offices allowed to create contracts are the Board of Trustees (President's contract) and the Office of Human Resources.
2. ensuring the newly hired candidate
    a. completes the electronic Personal Data Sheet.
    b. completes the candidate's employment paperwork on or before the candidate's first day of employment and goes through new employee orientation. Schedule an appointment with the Benefits Specialist in the Office of Human Resources.
    c. College transcripts must be emailed or mailed directly from the granting institution or sent by an electronic transcript service to Barton Community College. We will not accept official transcripts sent directly to the employee if the envelope has been opened. Also, we will not accept official transcripts from a previous employer. Either of these instances will render those transcripts invalid. (No exceptions)

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Faculty Credential Form; Human Resources Information Form; Personnel Action Form; Personnel Requisition and Authorization Form; Quick Checklist When Refilling Regular Positions

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 8/20/02
Revision(s): 10/16/07; 3/3/14; 3/12/14 (minor revision); 2/21/17 (minor revision); 8/11/17 (minor revision); 12/11/17 (minor revision); 4/9/19 (minor revision); 2/19/20 (minor revision); 10/1/21 (update); 10/6/21 (change) 11/10/22 (minor revision); 11/16/22 (minor revision)

2461A – Hiring Guidelines for Hourly Staff (Temporary) Positions

Definitions
Hourly Staff (temporary) positions are those part-time staff positions, which are paid on an hourly basis.

Appointments
When an unusual or emergency situation occurs, and it is in the best interest of the College, the appropriate supervisor or the supervisor's designee may forgo the normal candidate search processes noted below by appointing a qualified candidate to an Hourly Staff (Temporary) position.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the appropriate position directly reporting to the President;
- Criminal background report as well as a motor vehicle report (if applicable);
- Application Packet (completed in its entirety);
- Reason for immediate hire;
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate; and
- Blue Team Form.

For additional required steps, please refer to the Hired Candidate section below.

Approval for Filling Positions
Existing: Prior to beginning the selection process for filling expected vacancies for existing positions, the supervisor must

1. submit a Blue Team Form for the departing employee (if applicable); and
2. send an e-mail up the chain-of-command up through the appropriate position directly reporting to the President to request approval to fill the position.

The appropriate position directly reporting to the President will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

New: Prior to beginning the selection process to fill a new position,

1. the supervisor must submit a determination of need up the chain-of-command to the appropriate position directly reporting to the President to attain approval by completing the Personnel Requisition and Authorization Form.

The appropriate position directly reporting to the President will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

Job Description
The job description for the position must be reviewed or developed by the appropriate

supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T: Drive underneath HRJob Descriptions.

Creation of Application Packet

The Office of Human Resources, working closely with the appropriate supervisor, will customize the content of the application packet used by a screening committee (see below) for the open position.

Advertisement of Position

The appropriate supervisor, working closely with the Employee Recruitment Specialist must create an advertisement for the position. All advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, the supervisor may review those candidates. The supervisor must contact those candidates under consideration to determine their interest and availability for the open position. If an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. The Office of Human Resources will review all of the application materials provided by the candidate to ensure that the candidate meets all of the required qualifications[1], of the position applied, before the application materials can be forwarded on to the hiring supervisor. If material cannot be copied, arrangements can be made to make the material available to the supervisor or the supervisor's designee. Copies (the ones forwarded by the Office of Human Resources and any others that are made by the supervisor or the supervisor's designee) must be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committees

A screening/interview committee must be used to consider applicants for all Hourly Staff temporary positions in accordance with the following guidelines.

1. The appropriate supervisor or the supervisor's designee will serve as the Screening/Interview Committee Chair.
2. The screening/interview committee will consist of one or more other individuals.[2]
3. The Screening/Interview Committee must
    a. review all of the following documents on the Screening Committee Instructions web page:
        i. Ethics and Confidentiality;
        ii. Checklist for Reviewing Resumes or Application Forms;
        iii. Interview Do's and Don'ts;
        iv. Acceptable and Unacceptable Phrasing of Interview Questions;

[1] Required qualifications are based on, but not limited, minimum educational requirements or equivalent experience, minimum years of relevant experience, required technical skills to successfully perform the job or has demonstrated the ability to perform these technical skills as required by the job description.

[2] The Assistant Director of Human Resources is not required to be part of the Hourly Staff (temporary) screening committee unless the Office of Human Resources determines that the hiring processes are not being followed.

v. When Interviewing Persons with Disabilities; and
vi. Final Interview Reminders.

b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening Committee Instructions web page.
c. have the interview questions reviewed and approved by the Assistant Director of Human Resources prior to holding any interviews.
d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
e. schedule interviews.
f. take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
g. provide benefit information obtained from the Office of Human Resources to interviewees.
h. record and evaluate each interviewee's strengths and weaknesses using one of the candidate evaluation forms noted above.

If a qualified candidate is not found, additional advertising for the position can be pursued once candidate rejection letters have been sent out by the Office of Human Resources for existing candidates.

Recommendations and Notifications

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor must
    a. select one of the reference check forms located on the Screening Committee Instructions web page to check candidate references.
    b. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
    c. submit a Personnel Action Form up through the direct report to the President to obtain chain-of-command hiring approval. Once approval has been granted, an offer of employment may be made to the candidate.
    d. submit a Blue Team Form if the candidate accepted the offer.
    e. route all candidate information back to HR in the applicant tracking system including a detailed reason for each of those who were not selected for interview and/or hire.
    f. send all interview notes, candidate evaluations, reference forms or information presented by candidates during the candidate's interviews to the Office of Human Resources.

Hired Candidate

The approved candidate's supervisor or the supervisor's designee is responsible for:

1. the creation of a Human Resources Information Form.

2. ensuring that the newly hired candidate
    a. completes the electronic Personal Data Sheet.
    b. completes the candidate's employment paperwork on or before the candidate's first day of employment and goes through new employee orientation. Schedule an appointment with the Human Resources Technician in the Office of Human Resources.
    c. College transcripts must be emailed or mailed directly from the granting institution or sent by an electronic transcript service to Barton Community College. We will not accept official transcripts sent directly to the employee if the envelope has been opened. Also, we will not accept official transcripts from a previous employer. Either of these instances will render those transcripts invalid. (No exceptions)

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Human Resources Information Form; Personnel Action Form; Personnel Requisition and Authorization Form; Quick Checklist When Refilling Temporary Staff Positions

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 3/3/14
Revision(s): 3/12/14 (minor revision); 4/3/17 (minor revision); 4/9/19 (minor revision); 10/8/20 (minor revision); 10/1/21 (update); 11/10/22 (update); 11/16/22 (minor revision)

2461-B Quick Rehire

This procedure is used to rehire an individual into a qualifying temporary position[1] where the individual being recommended for rehire worked in this same position sometime within the previous 12 months.

The hiring supervisor must:

1. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
2. receive authorization for rehire by submitting the Personnel Action Form up through the direct report to the President to obtain chain-of-command approval. Once approval has been granted, an offer of employment may be made to the candidate.
3. submit a Blue Team Form if the candidate accepted the offer.
4. create a Faculty Load and Compensation assignment (Adjunct Faculty position) or Human Resources Information Form (Part-time Hourly Staff (temp) position).
5. ensure the rehired candidate
    a. completes the candidate's rehire employment paperwork on or before the candidate's first day of re-employment and goes through a HR rehired employee orientation, which is scheduled through the Human Resources Technician in the Office of Human Resources.
    b. completes the electronic Personal Data Sheet.

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Human Resources Information Form; Personal Data Sheet; Personnel Action Form

Related Policy or Procedure: 1470 – Employment/Separation

Approved by: President
Date: 1/23/17
Revision(s): 3/28/19 (minor revision); 10/8/20 (minor revision); 10/1/21 (update)

[1] Adjunct Faculty and Part-time Hourly Staff (Temporary)

2461 – Hiring Guidelines for Adjunct Faculty

Definitions
Adjunct Faculty positions are those part-time instructional positions that are temporary in nature, which are used on a somewhat inconsistent, as-needed basis.

Appointments
When an unusual or emergency situation occurs, and it is in the best interest of the College, the appropriate supervisor or the supervisor's designee may forgo the normal candidate search processes noted below by appointing a qualified candidate to instruct a course. Unusual or emergency situations include:

- A course is requested on an immediate basis and can be formulated swiftly with available qualified personnel;
- A previously scheduled instructor unexpectedly cannot teach the course; or
- A specific qualified instructor is requested for a course by the appropriate instructional dean.

The following documentation is needed by the Office of Human Resources when an appointment occurs:

- Approvals up through the Vice-President;
- Motor vehicle report (if applicable);
- Application Packet (completed in its entirety);
- Reason for immediate hire;
- Faculty Credential Form with the appropriate approval(s);
- Brief outline of questions and answers that were asked when discussing the assignment with the candidate; and
- Blue Team Form.

For additional required steps, please refer to the Hired Candidate section below.

Approval for Filling Positions
Existing: Prior to beginning the selection process for filling expected vacancies for existing positions, the supervisor must

1. submit a Blue Team Form for the departing employee (if applicable); and
2. send an e-mail up the chain-of-command to the Vice President of Instruction or the Vice President of Instruction's designee to request approval to fill the position.

The Vice President of Instruction or the Vice President of Instruction's designee will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

New: Prior to beginning the selection process to fill a new position,

1. the supervisor must submit a determination of need up the chain-of-command to the Vice President of Instruction or the Vice President of Instruction's designee to attain approval by completing the Personnel Requisition and Authorization Form.

The Vice President of Instruction or the Vice President of Instruction designee will inform the hiring supervisor and the Office of Human Resources of the employee's decision.

Job Description

The job description for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T Drive underneath HRJob Descriptions.

Creation of Application Packet

The Office of Human Resources, working closely with the appropriate supervisor, will customize the content of the application packet used by a screening committee (see below) for the open position.

Advertisement of Position

The appropriate supervisor, working closely with the Employee Recruitment Specialist, will create an advertisement for the position. After being approved by the Vice-President (non-CKUB and non-BCUB Adjunct Faculty positions), all advertisements will be publicized according to the College's Advertising Guidelines and considering the recommendations of the appropriate supervisor.

If a like position has been advertised within the last six (6) months, the supervisor may review those candidates. The supervisor must contact those candidates under consideration to determine the candidate's interest and availability for the open position. If an adequate number of candidates have been found, the supervisor does not need to proceed with a new advertisement.

Application Material

All application material is to be submitted to the Office of Human Resources for processing. If, at any time, application material is submitted directly to departments or individuals, the application material must be forwarded to the Office of Human Resources. The Office of Human Resources will review all of the application materials provided by the candidate to ensure that the candidate meets all of the required qualifications[1], of the position applied, before the application materials can be forwarded on to the hiring supervisor. If material cannot be copied, arrangements can be made to make the material available to the supervisor or the supervisor's designee. Copies (the ones forwarded by the Office of Human Resources and any others that are made by the supervisor or the supervisor's designee) must be returned to the Office of Human Resources, after the hiring process is completed.

Screening/Interview Committee

A screening/interview committee must be used to consider applicants for all adjunct faculty positions in accordance with the following guidelines.

1. The appropriate supervisor or the supervisor's designee will serve as the Screening/Interview Committee Chair.

[1] Required qualifications are based on, but not limited, minimum educational requirements or equivalent experience, minimum years of relevant experience, required technical skills to successfully perform the job or has demonstrated the ability to perform these technical skills as required by the job description.

2. The screening/interview committee will consist of one or more other individuals[1].
3. The screening/interview committee must
    a. review all of the following documents on the Screening/Committee Instructions web page:
        i. Ethics and Confidentiality;
        ii. Checklist for Reviewing Resumes or Application Forms;
        iii. Interview Do's and Don'ts;
        iv. Acceptable and Unacceptable Phrasing of Interview Questions;
        v. When Interviewing Persons with Disabilities; and
        vi. Final Interview Reminders.
    b. create regulatory compliant, pre-planned interview questions using the interview questions and format located on the Screening/Committee Instructions web page.
    c. have the interview questions reviewed and approved by the Assistant Director of Human Resources prior to holding any interviews.
    d. develop a candidate evaluation method to evaluate all candidates chosen for an interview.
    e. complete the Faculty Credential Form and receive the appropriate approval(s).
    f. schedule interviews.
    g. take notes at each candidate's interview (do not take the notes on copies of the application form or other application material); identify the notes with the position title, date of interview, name of the interviewee, and the name of the interviewer.
    h. provide benefit information obtained from the Office of Human Resources to interviewees.
    i. record and evaluate each interviewee's strengths and weaknesses using one of the candidate evaluation forms noted above.

If a qualified candidate is not found, additional advertising for the position can be pursued once candidate rejection letters have been sent out by the Office of Human Resources for existing candidates.

Recommendations and Notifications

1. Screening Committee Chair selects candidate based on screening committee member recommendation.
2. Supervisor must
    a. select one of the reference check forms located on the Screening/Committee Instructions web page to check candidate references;
    b. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed;
    c. identify a first day worked, which can be no greater than 6 months away;
    d. submit a Personnel Action Form up through the Vice President of Instruction to obtain chain-of-command hiring approval. Once approval has been granted, an offer of employment may be made to the candidate.
    e. submit a Blue Team Form if the candidate accepted the offer.

[1] The Assistant Director of Human Resources is not required to be part of the adjunct faculty screening committee unless the Office of Human Resources determines that the hiring processes are not being followed.

f. route all candidate information back to HR in the applicant tracking system including a detailed reason for each of those who were not selected for interview and/or hire;
g. send all interview notes, candidate evaluations, reference forms or information presented by candidates during the candidate's interviews along with the Faculty Credential Form to the Office of Human Resources.

Hired Candidate

The approved candidate's supervisor or the supervisor's designee is responsible for:

1. the creation of a Faculty Load and Compensation assignment.
2. ensuring that the newly hired candidate
    a. completes the electronic Personal Data Sheet.
    b. completes the candidate's employment paperwork on or before the candidate's first day of employment and goes through new employee orientation. *S*chedule an appointment with the Human Resources Technician in the Office of Human Resources.
    c. College transcripts must be emailed or mailed directly from the granting institution or sent by an electronic transcript service to Barton Community College. We will not accept official transcripts sent directly to the employee if the envelope has been opened. Also, we will not accept official transcripts from a previous employer. Either of these instances will render those transcripts invalid. (No exceptions)

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Faculty Credential Form; Personnel Action Form; Personnel Requisition and Authorization Form; Quick Checklist When Refilling Adjunct Faculty Positions

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

Date: 8/29/02

Revision(s): 10/16/07; 3/4/13; 3/3/14; 3/12/14 (minor revision); 4/3/17 (minor revision); 5/25/17 (minor revision); 12/11/17 (minor revision); 3/28/19 (minor revision); 4/9/19 (minor revision); 9/24/20 (minor revision); 10/8/20 (minor revision); 10/1/21 (update); 10/6/21 (change); 11/10/22 (minor revision); 11/16/22 (minor revision)

2462A – Quick Rehire of Student Employees

This procedure is used to rehire an individual into a student employment position where the individual being recommended for rehire worked in this same position sometime within the previous 12 months and where the candidate continues to meet all of the eligibility requirements set out in the Student Employees/Supervision procedure.

The hiring supervisor must:

1. ask Human Resources to initiate a Motor Vehicle Report (when candidate will be driving for college business) or background check if needed.
2. receive authorization for rehire by submitting the Quick Rehire Form for Student Employees to Human Resources. Once approval has been granted, an offer of employment may be made to the candidate.
3. ensure the rehired candidate
    a. completes the Student Employee Confidentiality/Non-Disclosure Agreement form.
    b. completes the candidate's rehire employment paperwork on or before the candidate's first day of re-employment and goes through a HR rehired employee orientation, which is scheduled through the Employee Recruitment Specialist in the Office of Human Resources.

Contact(s):

Director of Human Resources

Related Form(s): Quick Rehire Form for Student Employees

Related Policy or Procedure: 1470 – Employment/Separation; 2462 – Student Employees/Supervision

Approved by: President
Date: 4/24/17
Revision(s): 10/8/20 (minor revision); 10/1/21 (update); 1/13/23 (minor revision)

2462 – Student Employees/Supervision

The College employs students to accomplish meaningful and necessary work. Supervisors are to communicate their expectations and, when necessary, their concerns so that the work can be a meaningful experience to the student and a benefit to the College.

The College has the same expectations of student employees as it does of all its employees, and the same rules apply. However the student's College success is of primary importance. Therefore, supervisors are to work closely with the student to schedule working hours around class schedules, examinations, and other student responsibilities.

As with traditional employment, the college closely monitors potential nepotism; see policy 1461. A student employee may not be supervised by a relative. A relative is defined as any person who is related by blood or marriage, or whose relationship is similar to that of a relative.

Without prior approval from the Director of Athletics and the President, no coaches will supervise their own students.

General

All departments desiring a student employee[1] must go through the Human Resources or their designee. Those departments not having a student employment budget, who desire to hire a student employee, must get in touch with the Vice President of Administration so a budget can be established.

Job Descriptions

The job description for the position must be reviewed or developed by the appropriate supervisor in conjunction with the Office of Human Resources; the Office of Human Resources has final approval. The job description template as well as existing job descriptions are located on the T Drive underneath HRJob Descriptions. Supervisors are to share the applicable job description with their student employee(s).

Placement

When a supervisor needs to fill a student employment position, they must contact Human Resources to let them know what position they have open. The Supervisor must have already been through the Student Employment Supervisor Training course and TimeClock Plus training offered through the Office of Human Resources. Human Resources will open the position within the Agile Interface which is linked on the Career Center website. From here students may filter “student employee” specific positions and

[1] If the student is a U.S. citizen or lawful permanent resident, the employee’s services must be incident to and for the purpose of pursing a course of study. If the student is a non-immigrant, the employee must be attending Barton on an F 1 visa approved by the Designated School Official in the pursuit of a full-course of study.

submit their online application which will then be forwarded to the hiring supervisor for review.

Students will be notified of their status throughout the application process. If another candidate is hired, the student will be notified via e-mail, likewise for interviewees. Hiring supervisors are responsible for setting up an interview and abiding by the Guidelines for Student Employee Interview Process. Hiring supervisors must then supply these interview notes to the Office of Human Resources and have the candidate selected for hire complete appropriate paperwork; Student Employee Confidentiality/Non-Disclosure Agreement and other supplemental forms if required. The Office of Human Resources will then schedule time to have the new hire complete additional paperwork.

Social Security Requirement

All students offered a student employment position must supply a social security number which will then be recorded or verified in our system. International students selected for hire may request a document from the Office of Human Resources and the Designated School Official to confirm their intent to work so that they can request a social security card through a local Social Security Administration Office. These students may not begin work until they have secured a card and shared the information with the Office of Human Resources.

Eligibility for Employment During the Fall/Spring Academic Terms

To be considered for a student employment job in the fall or spring academic terms, a U.S. citizen/lawful permanent resident student must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in which they are employed and a non-immigrant student attending on an F 1 visa must be enrolled in at least twelve (12) or more paid credit hours during each of the fall and spring academic terms in which they are employed unless a load less than twelve (12) credit hours is approved by the Designated School Official. The "Student Employment" employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who qualify for federal work study.
2. Placement of U.S citizens or lawful permanent residents.
3. Placement of F 1 (international) students.

Eligibility for Employment During Summer Academic Term

To be considered for employment during the summer academic term, the “Student Employment” employee will be chosen according to the following prioritized selection criteria:

1. Placement of those students who worked in a student employment position in the spring academic term and who will continue working in the same student employment position for the summer academic term;
2. Placement of those students who are enrolled/pre-enrolled for the fall academic term;
3. Placement of those students enrolled for the summer academic term; or
4. Placement of those students who were enrolled in the prior spring academic term.

In addition to the prioritized selection criteria above, a non-immigrant student attending on an F 1 visa is eligible for employment during the summer academic term when:

1. they are enrolled in a full course of study (12 credit hours) as verified by the Designated School Official;
2. they were enrolled in the spring academic term, did not graduate, and are pre-enrolled in the fall academic term as verified by the Designated School Official;
3. they were enrolled in the spring academic term and they need to take some credit hours (can be less than 12) in the summer academic term in order to become a summer graduate finishing their course of study and they do not continue to work past their graduation date as verified by the Designated School Official; or
4. they are a new non-immigrant student attending on an F 1 visa, they are pre-enrolled in the fall academic term as verified by the Designated School Official and they do not begin working until 30 or less days before the start of classes for the fall academic term.
5. their I-20 end date (Certificate of Eligibility for Nonimmigrant Student Status) extends through July 31.

Child Labor Laws

No student employee will be employed if under the age of 16. Other age limits will be occupation appropriate as outlined in the child labor provisions of the Fair Labor Standards Act.

Required Paperwork

All new student employees must complete required paperwork: "Notice of Student Employment", "Oath or Affirmation of Officer or Employee", "Form W-4", "K-4", "Employment Eligibility Verification (Form I-9)", "Receipt of Barton Community College Online New Employee Guide", "Student Employee Confidentiality & Non-Disclosure Agreement" and a "Personal Data Sheet". Those working in specialized positions[2] may also be required to complete a "Background Authorization Form", as well as submit copies of certifications. For more information, please refer to the Office of Human Resources Payroll web page on the Barton web site. New student employees cannot start work until all of the required paperwork is complete and on file in the Office of Human Resources. Supervisors will be notified that the student employee can begin work by either receiving a phone call or e-mail from the Office of Human Resources.

Training

The Office of Human Resources will provide new student employees and new student employee supervisors with general orientation training. Student employees are told:

- everything they may see or hear in their assigned work area is confidential—meaning it is not to be discussed with anyone except their supervisor;
- if they know they are unable to work at their scheduled time, they are to notify their supervisor or the Office of Human Resources who in turn will notify their supervisor;
- they must be enrolled in at least six (6) or more paid credit hours during each of the fall and spring academic terms in order to seek and accept a student employment job;
- they cannot work more than 20 hours per week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless it is due to extenuating circumstances and their supervisor has received prior approval from the Vice President of Administration. In order to be in regulatory

[2] Examples of specialized positions include Child Care, Tutors, Student Ambassadors, and Life Guards.

compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.

- payroll checks will be available for pick up by the student in the Business Office on payday with the presentation of a valid photo ID[3]. They can designate another individual to pick up their payroll check by requesting it in writing and then submitting the request to the Business Office either in person, with valid photo ID[3], or directly from their official Barton email account[4];
- use of college computers are limited to those applications deemed to be appropriate by the departmental supervisor and in accordance with the Use of Computers/College Computing and Information Systems procedure;
- cell phones are not to be used while they are clocked in (including text messaging) unless they are on an approved rest period or their use has been approved by the Supervisor;
- they need to dress appropriately for the position by keeping to departmental guidelines; and
- how to access their online student employment records.

Other items discussed will include time records and they will also be given a copy of the current "Hourly Employee Pay Calendar", which outlines pay periods, turn-in-times, and pay dates. All student employees will also be trained on the use of the TimeClock Plus system. Student employee supervisors must also be trained on TimeClock Plus.

Supervisors are to handle any additional departmental training requirements. Also, new student employees may be required to participate in mandatory college training, and as such, will be provided paid work release time for participation in this mandatory training. Failure to participate in mandatory training can result in disciplinary action, up to and including termination.

Time Sheet Submission

Time sheet submission must be in accordance with the Hourly Employee Pay Calendar deadlines. Time sheets not signed prior to final processing of the payroll by the Payroll Clerk will not be processed and checks will not be issued for the pay period, unless there are extenuating circumstances as determined by the Office of Human Resources.

Notice of Student Employment Forms

The Office of Human Resources will generate all "Notice of Student Employment" forms. The supervisor will be sent copies of the notice--one for their file and one for them to give to their student employee.

Designation of Financial Aid Work Study Student versus Campus Student Employment

The Office of Human Resources is responsible for assigning the appropriate designation of "Financial Aid Work Study Student Employment" or "Campus Student Employment" for all student employees on the "Notice of Student Employment" form. The "Financial Aid Work Study Student Employment" designation is coordinated with the Financial Aid Office. If the designation changes, the Office of Human Resources will create a new "Notice of Student Employment" form.

[3] A valid photo ID is a Driver's license, Passport, State or Federal Government, Military, Barton College photo ID.

[4] Official Email - College sponsored email such as bartonccc.edu or bartoncougars.org.

Number of Student Employment Positions
A student employee may work a maximum of two student employment positions at any one time.

Student Workload
A student employee may work a maximum of 20 hours/week (in all combined student employee positions) during the fall and spring academic terms (excluding designated breaks) unless otherwise pre-approved by the Vice President of Administration. Exceptions will only be allowed for extenuating circumstances. In order to be in regulatory compliance, there will be no exceptions for non-immigrant students attending Barton on an F 1 visa unless the overage occurs during a designated break.

Rate of Pay
The student's rate of pay will be minimum wage, with the exception of a few specialized positions.

Working During Scheduled Classes
Unless authorized as an exception below, the student employee may not work during scheduled class time regardless of whether or not the class is cancelled or dismisses early. Supervisors must obtain a current class schedule each pay period to ensure compliance with this requirement. Adjustments must be made prior to approving the time sheet for processing by the Office of Human Resources.

The Vice President of Student Services may authorize an exception to this restriction for Student Ambassadors who are required to work special College functions such as Senior Day, Junior Day, Vortex Day, etc. The Vice President of Student Services must request that the student be excused from their scheduled class, and receive email confirmation from the instructor of record granting that the student will be excused from class. Without the approval of the instructor of record, the Student Ambassador will not be allowed to work the special event. This email is to be sent to the Office of Human Resources as an auditing procedure so that the College has record of this approval.

Dismissal/Termination
A student employee may be removed from student employment for improper work behavior[5]. Depending upon the severity of the behavior, the student employee should be informed of the improper work behavior through the use of the Student Employment Written Warning form, and allowed adequate time to correct the problem prior to dismissal. However, there are instances that call for an immediate dismissal. These instances include: working during scheduled class time, falsification of hours worked on timesheets, stealing from the department, an act of verbal abuse, an act of physical abuse, being intoxicated or under the influence of a controlled substance while at work, and not showing up when scheduled to work for three consecutive scheduled work periods without contacting their supervisor (supervisor must attempt contact when this occurs). In all instances, supervisors are responsible for dismissing their student employees in conjunction with the Office of Human Resources.

[5] Examples of improper work behavior calling for immediate dismissal include: working during scheduled class time, falsification of hours worked on timesheet, not showing up when scheduled to work, not being on time, not doing assigned work, stealing from the department, an act of verbal abuse, an act of physical abuse, and being intoxicated or under the influence of a controlled substance while at work.

If a student employee resigns or is terminated mid-academic term for improper work behavior, the supervisor must complete a "Notice of Student Employment Termination" form, including the "Reason for Termination", and contact the Office of Human Resources right away. Dismissal for improper work behavior also requires the use of the Student Employment Termination Memo, which the supervisor creates in conjunction with the supervisor and the Office of Human Resources. The original termination memo is given to the student employee and a copy is sent to the Office of Human Resources for placement into the student employee's personnel file.

In the late spring academic term, the Office of Human Resources will generate "Notice of Student Employment Termination" forms for all student employees. If the student will not be working for the summer academic term, supervisors must:

- fill in the students "Last Day Worked";
- have the student sign the notice (if unavailable, circle the phrase "unable to obtain signature");
- sign the notice;
- make a copy of the notice for their file and one for the student if they want one; and
- return the completed notice to the Office of Human Resources by the designated deadline.

If the student will continue working for the summer academic term, and are a "Financial Aid Student" (as shown on their most current "Notice of Student Employment" form), please complete the notice as designated above except fill in the students "Last Day Worked" as the last day of the pay period in May that is paid in June (e.g., 5-25-19). The Office of Human Resources will then generate a new "Notice of Student Employment" form changing their assignment to "Student Employment" rather than "Financial Aid Student" if notified by the supervisor that they will be working for them during the summer academic term. This is done because the College does not operate its Federal Work-Study program during the summer academic term. If the student will continue working for the summer academic term and their assignment is "Student Employment" (as shown on their most current "Notice of Student Employment" form), void the notice and return it to the Office of Human Resources.

Contact(s)
Director of Human Resources

Related Form(s)
Background Authorization Form
Employment Eligibility Verification (Form I-9)
Form W-4
Guidelines for Student Employee Interview Process
K-4
Oath or Affirmation of Officer or Employee
Personal Data Sheet
Quick Checklist When Refilling Student Employment Positions
Receipt of Barton Community College Online New Employee Guide
Student Employee Confidentiality/Non-Disclosure Agreement
Student Employment Termination Memo
Student Employment Termination Memo Fill-in Form
Student Employment Written Warning

Student Employment Written Warning Fill-in Form

Relevant Policy or Procedure(s): Policy 1461 – Nepotism; 1470 – Employment/Separation; Procedure 2111 -- Use of Computers/College Computing and Information Systems

Approved by: President

Date: 7/27/07

Revision(s): 9/26/11; 8/25/14; 12/19/14; 3/30/15; 4/21/15 (minor revision); 2/10/17 (minor revision); 4/3/17 (minor revision); 5/25/17 (minor revision); 8/29/17 (minor revision); 9/11/17 (minor revision); 3/21/19 (minor revision); 6/12/19 (minor revision); 7/15/19 (minor revision); 5/18/21 (minor revision); 10/6/21 (change); 1/13/23 (minor revision); 9/3/25 (minor revision)

2463 – Changes in Job Description/Title

The President or the President's designee will approve all title changes and changes in job descriptions that affect pay, upon the recommendation of the Office of Human Resources. Exceptions to this standard are noted in the Barton Governance Manual.

All requests are to be initiated through the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 7/21/02
Revision(s): 1/14/08; 10/21/19 (minor revision); 10/1/21 (update)

2464 – Unsolicited Application Materials

The College does not accept unsolicited application materials. Individuals interested in employment opportunities are invited to contact the Office of Human Resources for information regarding any posted vacancies or visit the College's Employment Opportunities web page.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 8/29/02
Revision(s): 10/16/07; 10/28/19 (minor revision)

2465 – Faculty Employment Qualifications

The College employs faculty members qualified to accomplish the mission and ends of the institution including the delivery of quality education and training.

When determining the acceptable qualifications of its faculty, the institution follows the guidelines set forth by the Higher Learning Commission (HLC), Policy: Assumed Practices CRRT.C.10.010. Factors associated with qualifications may include, but are not limited to "the achievement of academic credentials, progress towards academic credentials, equivalent experience, or some combination thereof." In addition, the institution addresses instructional requirements outlined in programs designated with national and state accreditations and/or career technical programs that align with industry requirements for credentials and experience.

The institution is responsible for documenting qualifications of its faculty and utilizes a centralized credential system that ensures required qualifications are sought across all instructional divisions.

For individual course qualifications, please refer to the Faculty Qualifying Credential document.

Exceptions to the procedure may be made at the discretion of the Vice-President of Instruction. If an exception is made, written justification and expectations will be recorded on the Faculty Credential Form and filed in the faculty member's personnel file.

Contact(s): Vice President of Instruction

Related Form(s): Faculty Credential Form

Relevant Policy or Procedure(s): 1451 – Position Requirements

Approved by: President
Date: 10/8/07
Revision(s): 9/29/10; 7/21/16; 5/25/17 (minor revision); 5/13/22 (minor revision); 4/19/24 (minor revision)

2466 - Adjunct Faculty/Full-Time Faculty Overload Compensation

Adjunct faculty serve on an "as needed" basis and are assigned to teach in support of an existing program and/or unique instructional project.

Full-time faculty are offered overload teaching assignments beyond their primary teaching contracts when mutually agreed upon by the faculty member's supervisor and faculty member.

Barton compensates adjunct faculty and full-time faculty teaching overload assignments for the delivery of instruction according to the following guidelines:

- Faculty credentials are evaluated to ensure compliance with the Higher Learning Commissions Guidelines for Determining Qualified Faculty and detailed in the Faculty Qualifying Credentials document.
- Faculty who meet the required qualifications or have an approved qualifying exception are paid per credit hour. There is no distinction in credit hour rate between adjunct faculty and full-time faculty members teaching overload. Applied music (vocal and instrumental) classes are offered for one credit hour and taught individually for a 50-minute timeframe once a week. Faculty members assigned to teach applied music classes receive a base pay plus payment per enrolled student. Consideration may be granted for payment differential on a case-by-case basis as approved by the appropriate Dean.
- Divisions and departments are expected to offer pro-rated payment to faculty members for classes with less than the required enrollment minimum. Faculty, with the exception of those teaching online course sections, have the right to decline pro-rated payments. In the event a faculty member declines to teach for a pro-rated amount, the class may be assigned to another instructor or cancelled.
- Class minimums are established by the institution. Exceptions to class minimums will be considered on a case-by-case basis by the appropriate Dean.
- The preceding guidelines may or may not apply to, instructors, trainers or presenters hired to facilitate non-credit programs, 3rd party contracts, customized projects, and/or programs with scarcity of teaching resources.

Contacts(s):

Vice President of Instruction

Related Form(s):

Relevant Policy or Procedure(s): 1476-Employee Pay Schedules and Faculty Load

Approved by: President
Date: 7/28/08
Revision(s): 2/23/09; 7/19/12; 10/31/16; 5/25/17 (minor revision); 9/1/21 (update); 8/15/22

2467 – Compensation (Personnel paid with Federal funds)

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation may also include fringe benefits.

Barton Community College personnel will be compensated (including fringe benefits) for work on Federal award projects as long as:

1. The cost is reasonable for the services rendered and conforms to the established written policy of the College consistently applied to both Federal and non-Federal activities.

2. The cost follows an appointment made in accordance with the College's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable.

3. The cost is determined and supported by the College's established written personnel policies in the Human Resources section of the Policies and Procedures.

4. The fringe benefits are reasonable and are required by law, College-employee agreement, or an established policy of Barton Community College.

Contact(s): Director of Grants**,** Director of Human Resources

Related Form(s)

- None

References

§§ 200.430 Compensation – personal services and 200.431 Compensation – fringe benefits (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations).

Relevant Policy or Procedure(s): 1476 – Employee Pay Schedules and Faculty Load

Approved by: President
Date: 6/1/15
Revision(s):

2468 - Faculty Employment

A faculty member's primary function is to teach and traditionally a faculty member's employment is measured by teaching load. Barton recognizes teaching load as one workload component and aligns it with three capacity areas: program, facility and human. These capacities include, but are not limited to course content, class preparations, career experiences (clinicals, internships, practicums, etc.), safety concerns, equipment limits, classroom limitations, program accreditation or regulatory agency enrollment limits, team-teaching, private instruction, differences in credit hour values, multiple offerings of identical coursework, course enrollment and differences in delivery venues.

A faculty member is also contracted to participate in institutional committees, councils and activities. Some serve as advisors, while others serve as the coordinator of their program in addition to teaching. Faculty members sponsor student groups, serve as community volunteers and spearhead innovative programs, projects and processes.

As with all institutional employees, faculty are expected to perform at a quality performance standard. Specific to their teaching function, the College expects a faculty member to facilitate an engaging student learning experience that supports student success.

Barton Community College serves students at a variety of campus and community locations, delivers programs and courses across multiple platforms and supports multiple instructional calendars within an academic year. The institution employs full-time; regular, part-time and adjunct faculty members. Teaching schedules vary and may consist of strictly face-to-face course offerings, a combination of face-to-face and online courses or in some cases a load assignment is taught entirely online.

Barton manages a faculty workload system that focuses on credentials, experiences, talents, skills and a faculty member's ability to serve in accordance to the institution's mission. The College emphasizes faculty responsiveness, professional growth and development and the ability to serve collaboratively across the instructional system.

Assignment of coursework is assessed by a faculty member's ability to work successfully within the defined program, facility and human capacities outlined above and in conjunction with other miscellaneously assigned tasks and responsibilities. The management of this system is the responsibility of instructional supervisors with oversight provided by instructional administrators.

Performance is evaluated through multiple measures to include: subject matter mastery, knowledge of learning, planning and organizing coursework, teaching and facilitation of learning, assessment of student learning, participation and involvement and professionalism and essential work skills. Student feedback, classroom observations and student academic performance are also included in the evaluation of a faculty member's performance.

Instructional supervisors are expected to discuss teaching assignments with faculty members with the understanding that final decisions are made by the supervisor. Exceptions may occur on a limited basis and will generally occur in response to unique or urgent requests for programming, curriculum or teaching innovations.

Barton does not manage faculty according to a prescribed contracted amount of credit hours as is typical in higher education. Instead, the institution manages their faculty employees based on

their performance and contributions with the right to adjust teaching schedules for a short or long-term period in the event faculty members fall short of performance expectations.

Contacts(s): Vice President of Instruction

Related Form(s):

Relevant Policy or Procedure(s): 1451-Position Requirements

Approved by: President
Date: 10/17/22
Revision(s):

2470 – Intellectual Property

Purpose

Barton Community College (Barton) strives to establish an environment that fosters creation and innovation in service to students, community, and the College. The institution promotes innovation, progressive instruction, creative expression, and the free exchange of ideas.

Likewise, employees are expected to follow intellectual property policies and procedures. The purpose of the procedure is to identify the creation, use, and dissemination of knowledge. In addition, the procedure defines the rights associated with ownership and intellectual property, including that which is protected under copyright, trademark, and patents for both the College and the creator(s).

Definitions

1. Author or Creator:
   Defined as any individual or a team who invents, authors, discovers, or creates intellectual property.

2. Intellectual Property:
   Defined as any work(s) that may be submitted for copyright. This includes, but is not limited to the following:
   a. Instructional materials such as assignments, assessments, tests, handouts, lectures, exercises, labs, study guides or any other material used within a course or within the learning management system.
   b. Complete online courses and other web-related course materials.
   c. Creative works such as prose, dramatic works, musical compositions, poetry, choreography, drawings, and other artistic products.
   d. Scholarly works such as papers, articles, reviews, blogs, analyses and scientific discoveries/products.
   e. Technology (hardware/software-based materials) such as computer programs, audio/visual material, media, devices, coding, or any invention that could obtain a patent.

3. Substantial Support:
   Defined as the use of professional, technical, or technology College resources that are generally provided for the construction or implementation of courses or projects OR use of College resources beyond normal access.
   a. Examples of normal professional, technical, or technology support:
      i. Regular employee compensation and workspace
      ii. Standard use of technology or access to other professional options
      iii. Typical professional development opportunities
   b. Examples for beyond normal substantial support:
      i. Extra compensation for work
      ii. Additional cost for personal, services, technology or other project needs
      iii. Substantial use of employee's time and energy within working hours

4. Mediated Courseware:
   Mediated courseware (https://www.lawinsider.com/dictionary/mediated-courseware) includes, but is not necessarily limited to, instructional material delivered over the Internet, synchronous and/or asynchronous video or audio courses, components of courses, or instructional support materials.

5. Creative Commons:
   "Creative Commons licenses give everyone from individual creators to large institutions a standardized way to grant the public permission to use their creative work under copyright law" (Creative Commons, CC BY).

   Barton's open educational resources (OER) initiative utilizes creative commons as the most common way to find accessible instructional resources that fall within one of six open licenses or the public domain.

General Copyright

The ownership of the various rights associated with copyright are dependent upon the specific type of intellectual property. Since the College's Board of Trustees and Administration have a fiduciary responsibility for the appropriate use of College funds, unless otherwise provided for under this procedure, all rights associated with works produced with substantial support of institutional resources belong to the institution.

Mediated Courseware

Mediated courseware belongs to the institution and Barton has the right to decide who will utilize the mediated courseware in instruction.

Mediated Courseware may be defined into two categories:

- Self-Initiated Mediated Courseware means mediated courseware created by the employee without specific direction by the College for use within their assigned courses or related activities regardless of delivery method.
- Institution-Directed Mediated Courseware means mediated courseware created pursuant to a specific assignment, and the College provides the employee with materials and time to develop the mediated courseware.

Creation of Intellectual Property

Intellectual property created for the administrative functions of the College is the property of the College unless a specific contract is entered into between the creator and the College before the work has begun. Faculty and staff, at their discretion, may enter into specific contracts with the College for work outside their regular employment agreements. Ownership of intellectual property created by contractors and partners who are not regular College employees will be specified in their contractual agreements.

Use of Intellectual Property

It is the responsibility of all members of the College to comply with all copyright laws. If a faculty member utilizes course materials copyrighted prior to their Barton employment and/or copyrighted in association with employment at other institutions, these materials may be utilized in accordance with this procedure as long as the faculty member accepts employment with the College. Once employment is discontinued, the College would no longer have the right to use the copyrighted course materials without written authorization from the faculty member.

Scholarly and Artistic Works

Notwithstanding any use of institutional resources or the ownership of textbook,

scholarly monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, artistic works, like works, and supporting materials shall reside with the creator(s), and any revenues derived from the creator(s) work shall belong to the creator(s). In the case of course materials, Barton shall have royalty-free use of the work within the College, unless otherwise agreed in writing.

Manuscripts for Academic Journals

1. Notwithstanding any use of institutional resources or the owner of manuscripts for publication in academic journals shall reside with the creator(s), and any revenue derived from the creator(s) works shall belong to the creator(s).
2. If the manuscript is to be published, the creator(s) shall request the right to provide the College with a royalty-free right to use the manuscript within the institution in its teaching, research, and services programs, but not for external distribution, and, if successful, the creator(s) shall grant such right to the institution.

Inventions Regulations

Inventions available for or that have obtained a patent, that have an actual or projected market value in excess of $10,000 annually, and that have received substantial support from the College shall be retained by Barton. Inventions may include, but are not limited to, the items listed in the "Intellectual Property' definition provided with this procedure.

The following regulations shall be followed with respect to inventions:

1. Anyone who conceives an invention resulting from a project sponsored by the College or who develops copyrightable software that is not included in mediated courseware shall report the matter to the employee's appropriate supervisor. The supervisor will notify the College President of the project.
2. If the President decides the invention does not warrant patenting, the inventor is free to patent it. In such case, however, the College does not relinquish its right to publish any of the data obtained in or through the project. If the College decides not to further the use of the copyrightable software, it shall assign the rights therein to the creator(s).
3. When any revenue is obtained by or on behalf of the College from the development or assignment of any patent or from royalties, license fees, or other charges based on any patent or copyrightable software, not less than twenty-five (25) percent of revenues shall be paid to the inventor(s) or creator(s). Revenue sharing shall begin only after the College recoups costs as set forth in this procedure.
4. In case of a cooperative project sponsored in part by an outside corporation or individual, a written contract shall be made between the College and the cooperating agency or organization.
5. In the case of a project where it is proposed that all costs including overhead, salary of the employee, reasonable rent on the use of equipment, etc., are paid by an outside party, the outside party and the College shall negotiate the appropriate assignment of all patent or copyrightable software rights prior to the provision of any funding by the outside party.
6. Changes in the above regulations may be made by the College to conform to the requirements of the United States Government when contracting with the United States Government or a Federal Government Agency.

Student Academic Creations

The intellectual property rights of students' works submitted in fulfillment of academic requirements rests with the author or creator(s).

Students, by enrollment in the College, give the institution permission and a nonexclusive royalty-free license to mark on, modify, submit to instructional vendor, retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the College's Intellectual Property Procedure or in the course syllabus. These methods include but are not limited to grading, certifying, and assessing student submissions for authenticity, and these should not be seen as a violation of the student's intellectual property rights. The College shall not have the right to use the work in any other manner without the written consent of the creator(s).

The student may choose to assign an open license (like Creative Commons) to their work for the future use and benefit of students, faculty, and the College.

Trademarks
Barton retains the sole right to any and all trademarks of and represented by the College. The use of the College's trademark(s), may be granted by the President, who may require a licensing fee for their use.

Disputed Claims
Final decisions on disputed materials will be made by the College President and shall constitute final agency action.

Contact(s)
Vice President of Instruction

Related Form(s) Relevant Policy or Procedure(s): Policy 1463 – Intellectual Property

Approved by: President
Date: 9/2/02
Revision(s): 10/16/07; 5/25/17 (minor revision); 10/1/21 (update); 1/17/23

2475 – Political Activities of Employees

Employees of the College shall not utilize College time, supplies, or equipment in the support of, or performance of, partisan political activity.

College employees shall not promote a partisan political view in their workplace. In discussing political views as part of the curriculum and in classroom discussion, the College and its faculty will attempt to provide balanced political viewpoints.

Employees may publicly campaign for candidates of their choice in local, county, state, and national elections to any extent which does not interfere with the proper performance of their duties to the College, or which conflict with other College policies. Nothing in this procedure precludes the College's administration from working to inform and educate the public on matters of significance to the College's health and fiscal well-being.

College employees may seek election and may hold offices, which do not interfere with the performance of their responsibilities to the College. Payment of any portion of an employee's salary and benefits is not guaranteed, should elected office be obtained. Before deciding to seek office, which may interfere with the performance of the duties for which the employee is responsible, the College (through the President) and employee must reach an agreement on such matters as time to be away from the employee's duties, the employee's salary, and all other matters relating to the interruption of the employee's duties to the College.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1464 – Political and Volunteer Activities of Employees

Approved by: President
Date: 8/20/02
Revision(s): 1/14/08; 10/28/19 (minor revision); 10/1/21 (update)

2476 – Presence of Children, Other Family Members, or Friends in the Workplace

The College values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When possible, departments should honor an employee's request for flexibility to meet unexpected family needs that may require the employee's attention during normal working hours. When workloads allow, the College encourages departments to cooperate with employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation/personal leave.

The College understands that brief and infrequent visits by children, other family members, or friends of its employees occur for a variety of reasons. However, the frequent, regular or extended presence of these individuals' during working hours is not allowed because of the potential for interruption of work, health and safety issues, and/or liability to the College. Due to this, the following principles must be followed:

- At all times, underage children, family members or friends must be supervised by the employee and the employee will not ask any other employee or student to provide this supervision.

- The brief presence of the child, other family member or friend must not disrupt the work environment or negatively affect the productivity of the employee, other employees, or students.

- The employee's supervisor will ask the employee to remove the child, other family member or friend from the workplace if the supervisor determines that health or safety risks are too great, the visit isn't brief, visits have been too frequent, or their presence is disruptive.

- Since visits are required to be brief and infrequent, bringing underage children, other family members or friends into the workplace on a recurrent basis during school breaks, after school or when day care isn't available (due to illness or otherwise) is not allowed.

- Brief or infrequent visits by children, other family members or friends is not allowed when an employee is actively engaged in the supervision of students on a college-related trip.

Contact: Director of Human Resources

Related Form(s)
- None

References
- None

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 10/27/08
Revision(s): 4/27/15

2477 – Volunteer Activities

The College celebrates those employees who voluntarily give of their time and efforts for activities outside of their regular assigned duties. Whether volunteer activities are associated with the many opportunities that the College provides its employees to participate in extra curricular activities or whether the employee volunteers the employee's free time for personal interests, the College acknowledges the importance of volunteer work. However, it also recognizes the need for consistency in providing its employees expectations for participating in such volunteer activities. Employees who voluntarily participate in projects/services, whether they be College or community/civic related, should conduct themselves in a professional manner at all times, remembering that they may well be perceived as representatives of the College, its stakeholders, and the students that it serves.

College-Related Volunteer Services:

- Supervisors shall not coerce or intimidate any employee to participate in volunteer activities.

- Hourly employees who volunteer to participate in College-related activities outside of their regular working schedule shall not be compensated for such voluntary services, unless participation is considered to be an extension of the employee's regularly assigned job duties. In such instances, and with the supervisor's prior approval, the College shall compensate the hourly employee who participates in College-related activities beyond the employee's regular working schedule.

- Employees may, with their supervisor's approval, volunteer for College-related activities during their normal working schedule and receive their normal compensation, provided that the activity will not create an overtime situation (hourly employees).

Community and/or Civic Volunteer Services:

- Employees who are recognized representatives of the College for various community and/or civic groups may, with their supervisor's prior approval, participate in, and receive compensation for such volunteer services provided during the course of the regular assigned work schedule.

- Employees desiring to participate in community and/or civic volunteer services during their scheduled workday and who are not official representatives of the College for the community and/or civic group, may be permitted to do so, with their supervisor's prior approval, by utilizing accumulated vacation leave or personal leave, to be reflected in the employee's time records.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1464 – Political and Volunteer Activities of Employees

Approved by: President
Date: 8/20/02
Revision(s): 10/16/07; 6/9/08; 10/28/19 (minor revision); 10/1/21 (update)

2478 – Mentor Kansas: State Employee Mentoring Program

Established by Governor Sebelius in 2006, the state employee mentoring program (Mentor Kansas) is "an initiative designed to connect existing mentoring programs with each other and to serve as a resource center for communities wishing to start a program. Mentor Kansas' mission is to promote safe and effective youth mentoring and inspire more Kansans to be mentors.

Kansas Executive Order 08-10 authorizes full-time state employees (including those falling under the Kansas Board of Regents) 90 minutes of paid time each pay period (at Barton this will be in accordance with either the hourly or salaried employee pay period calendars as applicable) to volunteer in an approved Mentor Kansas program. An approved mentoring program is one that is registered with Mentor Kansas and is listed in their Partner Directory.

According to Bulletin 08-03,

"The up to 90 minutes of paid time must fall within the employee's regular work schedule and shall not be used during or result in overtime for non-exempt employees." "Time spent working with an approved mentoring program pursuant to this Bulletin shall be considered time worked for FLSA purposes." In addition, "Requests to spend time away from the worksite pursuant to this Bulletin must be submitted and approved in accordance with applicable agency procedures."

"Requests to spend time away from the worksite pursuant to this Bulletin may be denied for any of the following reasons:

a) The activity for which time away from the worksite is requested is not an approved mentoring program;
b) The request is not submitted and approved in accordance with agency procedures;
c) The most recent performance review rating of the employee requesting time away from work is unsatisfactory;
d) If, after considering reasonable alternatives and options, it is determined that the employee's absence will unreasonably interfere with the business of the agency and the services provided by the agency; and/or
e) For any other reason for which the appointing authority deems that the employee's absence would not be in the best interests of the State of Kansas."

Additional expectations of Bulletin 08-03 are that "Even while working with an approved mentoring program away from the worksite, State of Kansas employees are subject to the same expectations with respect to their conduct as they would be if they were performing their regular duties."

If any full-time Barton employee wishes to take advantage of this mentoring opportunity, the employee must have on file in the Office of Human Resources the completed and approved Mentor Kansas State Employee Mentoring Request Form.

Contact(s): Director of Human Resources

Related Form(s): Mentor Kansas State Employee Mentoring Request Form

References: Kansas Executive Order 08-10; Bulletin 08-03

Relevant Policy or Procedure(s): 1464 – Political and Volunteer Activities of Employees

Approved by: President
Date: 5/24/10
Revision(s): 5/6/14; 10/28/19 (minor revision); 10/1/21 (update)

2480 – Regular Staff Evaluation Process

The primary basis of an evaluation is job performance, although other factors that affect the work group, department, and the College may be included in the evaluation. The purpose of performance evaluation is to improve job performance, the employee's value to the College, and to advance the employee's skills and abilities.

Evaluation Schedule

Evaluation of staff occurs in accordance with the following schedule:

1. A staff member who is either new to the College or who has transferred into a staff position shall be evaluated after 90 days and again after 180 days in their new staff position.
2. A staff member who is in their first, second, third and fourth years of employment shall also be evaluated annually in accordance with their work anniversary/job transfer date.
3. After the fourth year of employment, a staff member shall be evaluated at least once every three years in accordance with their work anniversary/job transfer date.
4. Additionally, a supervisor may evaluate a staff member anytime at their discretion.

Evaluation Documents

- Staff Evaluation Form (for non-supervisors) – completed by both the supervisor and the staff member with chain of command approval through the appropriate vice president or president as applicable.
- Staff Supervisor Evaluation Form (for supervisors) – completed by both the supervisor and the staff member with chain of command approval through the appropriate vice president or president as applicable.
- Job Description – applicable job description is to be reviewed by both the staff member and the supervisor for possible updates

Evaluation Scoring

- If a supervisor gives the staff member a score of 5 (Consistently exceeds the standards) in any of the themes on either the Staff Evaluation Form or the Staff Supervisor Evaluation Form, the supervisor must include comments documenting how the staff member exceeded the standard in the theme.
- If the supervisor gives the staff member a score of 1 (Needs considerable improvement; routinely fails to meet the standard) or 2 (Needs minor improvement; occasionally fails to meet the standard) in any of the themes on either the Staff Evaluation Form or the Staff Supervisor Evaluation Form, the supervisor must include comments documenting how the staff member failed to meet the standard in this theme and may place the staff member onto a Performance Improvement Plan (PIP).

If the staff member is on an active PIP, the supervisor must discuss the PIP status in the Appraisal Summary section of the evaluation form.

Performance Improvement Plan

- The primary purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to correct the

problem, establish expectations to prevent recurrence, and prepare the staff member for satisfactory service.

- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be sent up the chain-of-command through the appropriate Dean/Vice President, the Vice President of Administration and the Director or Assistant Director of Human Resources before being presented to the staff member. In the case of direct reports to the President, it must be reviewed and approved by the President, the Vice President of Administration and the Director or Assistant Director of HR.
- After receiving chain-of-command approval, and presenting the Plan to the staff member, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the staff member's personnel file.
- At the conclusion of the Plan, the original form must be sent to the Office of Human Resources to replace the copies on file.

Evaluation Meeting

Before holding the face-to-face meeting with the staff member, the appraisal must have been reviewed and approved by the chain of command through the appropriate vice president or president as applicable. If the staff member disagrees with their appraisal, they may protest by checking the "I Disagree with Appraisal Contents and am Protesting the Appraisal" box, and by providing an explanation for the disagreement. When this occurs, the supervisor is expected to discuss these concerns with the staff member and document this discussion in the Appraisal Summary section of the form. During the face-to-face meeting, the supervisor will go over the Final Appraisal Report, the staff member's job description and if applicable, the Performance Improvement Plan. Then, the supervisor and the staff member will electronically sign the appraisal following the face-to-face meeting. An electronic copy (Word format) of the revised job description (if applicable) must be sent to the Office of Human Resources for final review, approval and posting onto the T Drive.

Other

Other specific details regarding staff performance evaluations will be as communicated by the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Staff Evaluation Form; Staff Supervisor Evaluation Form; Performance Improvement Plan; Performance Improvement Plan Sample

Relevant Policy or Procedure(s): Policy 1465-Performance Evaluation

Approved by: President
Date: 10/16/07
Revision(s): 10/30/17; 5/26/20; 10/22/20 (minor revision)

2481 – Faculty Evaluation Process

Barton Community College recognizes the importance of faculty evaluations to ensure the quality of education and uniformity across the instructional system. An evaluation is an opportunity for continuous learning and improvement.

Evaluation Schedule

- Non-eligible faculty evaluated a minimum of one time per year (as per hiring timeline)
- 1st & 2nd year faculty - classroom visits per semester (fall and spring); formal evaluation in the spring semester; recommendation form in the spring semester
- 3rd & 4th year faculty - classroom visit and evaluation in the spring semester; recommendation form for 3rd year faculty in the spring semester
- 5th year (and beyond) faculty - evaluated a minimum of every three years; classroom visit and evaluation due in the spring semester
- New adjunct faculty members are evaluated with their first and second teaching assignments.
- Continuing adjunct faculty members are evaluated every two years with a satisfactory evaluation; adjuncts with a non-satisfactory evaluation are evaluated again with their next teaching assignment.
- Full-time staff with teaching assignments are evaluated as adjunct faculty.
- A Dean and/or the Vice-President of Instruction may request a faculty member evaluation any time at their discretion.

Evaluation Completion

- Full-time faculty are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the organizational chart.
    - It is expected that the full-time faculty member's self-appraisal and the supervisor's evaluation will include ratings and comments throughout the evaluation.
    - The evaluation system provides the opportunity for the full-time faculty member to establish goals and for the supervisor to provide comment specific to the goals.
- Adjuncts are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the area's organization chart.
    - Adjuncts assigned to multiple supervisors are not subject to duplicate evaluations during the review period unless performance issues dictate multiple reviews and/or an additional review within the two-year evaluation period.
    - Supervisors who assign coursework to the same adjunct faculty member should discuss an evaluation rotation schedule and report it to the Vice-President's Administrative Assistant for recording purposes.
- Evaluators should evaluate a variety of course assignments and/or venues to ensure a holistic review of the faculty member's performance.
- Student feedback evaluations are administered with each assigned class; student feedback received during the evaluation period should be included in the faculty member's evaluation.
- In the event a faculty member's performance is concerning and requiring improvement, the supervisor may implement a Performance Improvement Plan.

Evaluation Meeting

After completing the faculty member's self-appraisal and supervisor review, the evaluation is forwarded to the respective leadership noted on the organization chart for review and comments. Once completed, the supervisor will host an in person or virtual meeting with the faculty member to review the results of the Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the Performance Improvement Plan. Faculty members have the right to disagree with the results of the evaluation and if applicable, the Performance Improvement Plan. All college employees have the option of utilizing college procedure #2452 Problem Resolution (Employees) to advance concerns.

Performance Improvement Plan

- The purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to resolve the problem, establish and define expectations to clarify the desired outcomes to prevent reoccurrence, and return the employee to satisfactory performance.
- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be reviewed and approved by applicable leadership noted on the organization chart and the Office of Human Resources before being presented to the employee.
- After receiving approval, and presenting the Plan to the employee, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the employee's personnel file.
- At the conclusion of the Plan, the original must be sent to the Office of Human Resources for inclusion into the employee's personnel file.

Contact(s): Vice President of Instruction

Related Form(s):

References: Kansas Statutes 71-215; 71-216; 71-217; and 71-218

Relevant Policy or Procedure(s): Policy 1465-Performance Evaluation

Approved by: President
Date: 2/22/16
Revision(s): 5/25/17 (minor revision), 4/19/22, 3/17/25

2485 – Separation from Employment for Regular Faculty and Staff Positions

Voluntary Resignations

1. Contractual Employees: Notice from separating contracted employees to the College shall be in accordance with their individual contract, college policies and procedures, and/or any applicable Kansas Statutes. Separation of employment includes the discontinuation of any benefits the employee held through the College in accordance to the benefit end date. This may include but not limited to, health and dental insurance, Aflac.
2. Non-Contractual ("at will") Employees: At least two (2) weeks prior to the final date of employment, the non-contractual employee is asked to notify the employee's supervisor of the employee's resignation. Separation of employment includes the discontinuation of any benefits the employee held through the College in accordance to the benefit end date. This may include but not limited to, health and dental insurance, Aflac.

   In order for a resignation to be acknowledged, both a contractual and a non-contractual employee must submit the employee's signed letter of resignation (a formal, hard-copy letter and not an e-mail or other electronic form of communication) to the employee's immediate supervisor. The supervisor shall submit the original copy to the President's Office for acceptance (regardless of the notification period length), with a copy provided to the Office of Human Resources. At a minimum, the letter of resignation must be dated, state that the employee is leaving, contain the resignation effective date, the employee's mailing address and include the employee's original signature. After acceptance has been granted, the President's Office will forward the original signed letter to the Office of Human Resources for further processing. (See Additional Steps)

Involuntary Resignations

1. Contractual Employees: Notice from the College to separating contracted employees shall be in accordance with their individual contract, college policies and procedures, and/or any applicable Kansas Statutes.
2. Non-Contractual ("at will") Employees: The supervisor will coordinate the termination process with the Office of Human Resources prior to dismissing an employee to check on any possible legal ramifications. Prior to the dismissal, approval must be obtained from each supervisor in the "chain of command" including the President or the President's designee.

Other Requirements are as follows:

a. Dismissal for Cause: No advance notice to the employee is necessary if the employee is dismissed for cause, including but not limited to, gross misconduct. An employee who is involved in the College's disciplinary process whose job performance stagnates or deteriorates is considered to have provided cause. The supervisor, with guidance from the Director of Human Resources, will provide the separating employee with a written

letter of termination which has been approved by the President or the President's designee. A copy of the letter will be forwarded to the Office of Human Resources.

b. Dismissal without Cause: A non-contractual ("at will") employee may be terminated from employment without cause with two (2) weeks written notice prior to the final termination date. The College may, in its discretion, substitute two (2) weeks' pay in lieu of notice. The supervisor, with the guidance from the Director of Human Resources, shall provide the employee with written notice which has been approved by the President or the President's designee. A copy of the notice will be forwarded to the Office of Human Resources.
c. Position Elimination or Substantial Position Change: The supervisor, with guidance from the Director of Human Resources, will issue a letter of intent to terminate or substantially change the employee's position which has been approved by the President or the President's designee at least two (2) weeks prior to (1) the last day of employment when a position is being eliminated; or (2) a substantial change to an employee's position. A copy of the letter will be forwarded to the Office of Human Resources.

Additional Steps

Please note: For all voluntary resignations, the President or the President's designee must accept the employee's voluntary resignation before the following additional steps may occur.

1. As soon as possible, the supervisor will initiate a Blue team Form (located on the College's web site). By clicking on "Submit", the completed Blue Team Form will be sent to the Director of Human Resources for processing and distribution.
2. For Voluntary separations, the supervisor will ensure that the employee has contacted the Office of Human Resources at least two (2) days prior to the last day worked to schedule an Exit Interview.
3. For involuntary separations, the supervisor will schedule an appointment with a representative from the Office of Human Resources to attend the dismissal meeting and to conduct the Exit Interview.
4. For involuntary separation of positions other than President, the President or the President's designee will:
    a. Assess the dismissal to determine if the situation warrants saving all computer account information onto permanent media.
    b. If computer account information is to be saved onto permanent media, contact the Chief Information Technology Officer or the Chief Information Technology Officer's designee providing time and date of termination of all network access and instructing the Chief Information Technology Officer or the Chief Information Technology Officer's designee that the permanent media is then to be put on file in the Office of Human Resources.
5. The Office of Human Resources will advise the terminating employee to be prepared to have all College bills paid, and all College equipment/materials returned before or at the Exit Interview.
6. For separation of the President's position (voluntary or involuntary), the Board Chair or the designee will contact the Chief Information Technology Officer or the Chief

Information Technology Officer's designee providing time and date of termination of all network access instructing the Chief Information Technology Officer or the Chief Information Technology Officer's designee that all computer account information is to be saved onto permanent media and put on file in the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Blue Team Form; Early Retirement Letter Template (meets eligibility requirements under the Early Retirement Benefits procedure); Resignation Letter Template; Retirement Letter Template

Relevant Policy or Procedure(s): 1470 – Employment/Separation; 1415 – Early Retirement; 2430 – Early Retirement Benefits

Approved by: President
Date: 4/24/07
Revision(s): 6/3/08; 11/4/08; 9/23/13; 11/24/14; 10/10/17 (minor revision); 2/12/20 (update); 10/1/21 (update) 5/3/23 (minor revision); 11/21/24 (minor revision)

2486 – Employment Reference Checks

To ensure that individuals who join the College are well-qualified and have a strong potential to be productive and successful, it is the responsibility of the Search Committee to check the employment references of the selected candidate prior to extending a job offer.

The Office of Human Resources is designated to respond to reference check inquiries from other employers. All calls, contacts and written inquiries concerning current or former employees should be referred to the Office of Human Resources. The College will only provide dates of employment, wage rates and the title of position held. The only exception to this requirement is if the former or current employee has a Job Performance Release form on file authorizing others outside of the Office of Human Resources to release more expansive information.

Contact(s): Director of Human Resources

Related Form(s): Job Performance Release Form

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 3/17/08
Revision(s): 3/30/15; 10/28/19 (minor revision)

2490 – Payroll

PURPOSE: To establish the College's payroll procedure regarding pay schedules, classification, absences and to comply with the requirements of the Fair Labor Standards Act.

DEFINITIONS

"Base Daily Hours" – Average hours that an employee will work in a normal workday.

"Base Weekly Hours" – Average hours that an employee will work in a normal workweek.

"Exempt (Salaried) Employees" – Those employees who are exempt from the overtime provision of the Fair Labor Standards Act and as such, do not receive compensation for any hours worked in excess of 40 in a workweek. The Fair Labor Standards Act specifically exempts certain employees from the requirements of the law (payment by the hour and overtime) provided they fall within the definition of one of these nine categories - Executive, Administrative, Administrative Educational Establishments, Assistant Coach, Computer Employee, Head Coach, Outside Sales, Professional (Creative) or Professional (Learned). *An employee's job title and/or grade have no basis in determining eligibility, but rather job content and pay.*

"Non-exempt (Hourly) Employees" – Those employees who are not exempt from the overtime provision of the Fair Labor Standards Act and as such, do receive overtime compensation for any hours actually worked in excess of 40 in a workweek.

"Student Employee" – Student employee is defined by the Internal Revenue Service as an employee of a college or university whose work is "incident to and for the purpose of pursuing a course of study." Individuals covered by KPERS are ineligible for student employee positions.

"Scheduled Hours" – Hours that an employee is assigned to work on a specific day.

"Telecommuting" – Refers to a working arrangement or work style where an employee regularly does the employee's work off-site, or outside of the principal office. Telecommuters typically work from home one or more days a week and communicate with the office using the telephone, the Internet or other telecommunications technology.

"Time Sheet" – A sheet (or other College-approved time record as may be designated) for recording the time of arrival and departure of workers during a pay period.

WORKDAYS AND WORKWEEK

For payroll purposes, the normal "workday" is 8 hours per day. The normal payroll "workweek" is considered to be Monday through Friday, 5 days, 40 hours. The normal "work shifts" may be flexible but generally fall within the College's normal operating hours of 7:30 a.m. until 4:30 p.m. (including a 60 minute lunch period).

PAYDAY AND PAYROLL PERIOD

Employees are paid once a month; exempt employees on or before the 27th day of the month and non-exempt employees on the first Friday of the month (or as communicated by the Office of Human Resources). The Office of Human Resources communicates these pay dates through the issuance of annual payroll calendars available from the Office of Human Resources or the Human Resources section of the Barton web site.

Exempt employees are paid from the first to the end of the month on or before the 27th of the month. Non-exempt employees are paid two weeks after the payroll period end date.

TIME SHEETS

Non-exempt Employees

Non-exempt employees shall record time on a College time sheet, taking into account the time work begins, their lunch period, and the time work ends.

If the full-time non-exempt[1] employees total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being between 39 and 40 hours due to round off, no leave time will need to be submitted to bring the employees total weekly hours up to 40. However, if the full-time non-exempt employee's total weekly hours end up being less than or equal to 39 hours, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to 40 hours.

If a Part-time Hourly Staff (Partial Benefits) employees total weekly hours end up being within an hour or less of the employees normal weekly work schedule, no leave time will need to be submitted to bring the employees total weekly hours up to the normal weekly work schedule. However, if the part-time non-exempt employees total weekly work hours end up being short more than an hour, the appropriate leave time (when available) must be submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

Exempt Employees

Exempt (salaried) employees[2] shall record their leave time on a College time sheet (leave record).

If the full-time exempt employees total weekly hours (actual hours worked and/or eligible paid holiday or closure time) end up being less than 40 hours, the appropriate leave time (when available) will need to be submitted in order to bring the employees total weekly hours up to 40.

If a part-time exempt employees[3] total weekly hours end up being less than the normal weekly work schedule, the appropriate leave time (when available) will need to be

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[1] Full-time Hourly Staff and Full-time Hourly Staff Less Than 12 Months

[2] President, Vice President and Deans, 9-month Full-time Faculty, 10-month Full-time Faculty, 11-month Full-time Faculty, 12-month Full-time Faculty-Barton Campus, 12-month Full-time Faculty-Fort Riley & Fort Leavenworth Campus, Full-time Exempt Staff and Full-time Exempt Staff Less Than 12 Months

[3] Adjunct Faculty, Part-time Faculty and Part-time Exempt Staff

submitted in order to bring the employees total weekly hours up to the normal weekly work schedule.

Leave Reporting

All eligible employees shall accurately record leave usage during the applicable recording period on a College time sheet clearly indicating the type of any leave (i.e., sick leave, vacation leave, personal leave, bereavement leave, FMLA-sick leave, FMLA-vacation leave, and FMLA-personal leave.

Time Sheet Checking and Submission

The College expects each employee to exhibit integrity as the employee accurately enters the employee's work time and leave on the employee's time sheet. Only one pay period is to be recorded per time sheet. Time sheets must be submitted for processing regardless of the number of hours worked. The time sheet is to be checked for accuracy and signed (certified) by the employee prior to submitting it to the employee's supervisor. The supervisor, in turn, has the responsibility to check the employee's time sheet and shall sign (certify) the time sheet, submit it to the Office of Human Resources after verifying its accuracy, and do so in accordance with the deadline set by that office. If a supervisor believes the employee made an error on the employee's time sheet, the supervisor shall return the time sheet to the employee for review and possible correction before submission to the Office of Human Resources for processing.

Misrepresentation in recording either time earned or time used may result in disciplinary action, up to and including termination.

UNIFORM PAYROLL CLASSIFICATIONS

Full-time (FT)	Exempt or non-exempt employees who must work 40 hours or more per week. All full-time employees are eligible for benefits.
Part-time (PT)	Exempt or non-exempt employees who work less than 40 hours per week. (The employee is by choice not available to work a full-time, 40-hour workweek or is willing to accept part-time employment in lieu of full-time work.) Part-time employees may be eligible for benefits depending upon the number of hours they work per year. Benefit eligibility questions should be directed to the Office of Human Resources.
Temporary	Exempt or non-exempt employees who work on an as needed or seasonal basis. If the employee works more than forty hours per week, and the position is non-exempt, the employee will receive overtime. Benefit eligibility limited or nonexistent.

WITHHOLDING

Federal and state law requires that at the time of hire (when they begin to work) the employee must complete and sign a W-4, K-4 or other state mandated withholding allowance statement. Future changes in personal status that would affect these allowances must be promptly accounted for through notification to the Office of Human Resources, by completion of a new withholding allowance statement.

A student employee is exempt from FICA (Federal Insurance Contributions Act) taxes if the student employee is enrolled and attending classes as a Barton Community College student on at least a half-time basis[4].

METHODS OF PAYROLL COMPUTATION

Full-Time, Non-Exempt Paid Employees

Employees in this category may be hired at a stated hourly rate as required by the Fair Labor Standards Act, and will be paid strictly for the actual hours worked in a workweek. All employees paid on the hourly rate will be paid the overtime rate of time and one-half for all hours actually worked over 40 in a workweek. Employees must receive prior permission from their supervisors before working any overtime. Paid holidays, vacation leave, sick leave, personal leave, bereavement leave, official college closure, jury duty, and any other paid leave shall not accrue towards the 40 working hour's overtime clause of the Fair Labor Standards Act. Overtime is not computed on an 8 hour day. See example below:

Total Weekly Hours Worked	**Regular Hours Worked**	**Leave and/or Holiday Hours**	**HOURLY RATE**	**DAYS ABSENT**	**BASE SALARY**	**TIME AND ONE HALF OVERTIME**	**TOTAL WEEKLY SALARY**
39.25	39.25	0	$10.00	0	$392.50	$.00	$392.50
40	32	8	$10.00	1	$400.00	$.00	$400.00
42	40	0	$10.00	0	$400.00	$30.00	$430.00

Part Time, Non-Exempt Paid Employees

Employees in this category are hired at a stated hourly rate and will be paid strictly for the actual hours worked. The overtime rate of time and one-half will apply only for those hours actually worked over 40 in any workweek. Employees must receive prior permission from their supervisors before working any overtime. Sick leave, bereavement leave, jury duty, and any other paid leave shall not accrue towards the 40 working hour's overtime clause of the Fair Labor Standards Act. Overtime is not computed on an 8 hour day. See example below:

Total Weekly Hours Worked	**Regular Hours Worked**	**Leave Hours**	**HOURLY RATE**	**DAYS ABSENT**	**BASE SALARY**	**TIME AND ONE HALF OVERTIME**	**TOTAL WEEKLY SALARY**
25	20	5	$10.00	1	$250.00	$.00	$250/00
20	20	0	$10.00	0	$200.00	$.00	$200.00
42	40	2	$10.00	0	$400.00	$30.00	$430.00

Full-time Exempt Personnel

[4] Half-time is defined as 6 credit hours and is determined at the end of the add/drop period each academic term.

Employees in this category are hired on an annual salary basis in accordance with the following formula:

Annualized Salary / 12 Pay Periods = Monthly Pay

Exempt personnel are not paid according to the number of hours worked and will not receive overtime pay for hours worked over 40 in any one workweek.

REST PERIODS

The College, out of consideration for the well-being and productivity of its employees, subscribes to the practices described below regarding meal and break periods, even though the Fair Labor Standards Act does not require an employer to provide such rest periods.

Break Periods

Departments and supervisors will make efforts to permit employees to take break periods to refresh themselves and to conduct limited personal business, such as making personal telephone calls, eating a snack, getting a cup of coffee, etc. Break periods are to be scheduled in accordance with the department's needs and at the discretion of the supervisor in a fair and reasonable manner. Break periods will consist of no more than one (1) fifteen-minute break period (or a combination of several "mini" break periods not to exceed fifteen-minutes in total) for each four (4) hours worked in a workday. Since this time is counted and paid as time worked, employees must not be absent from their workstations longer than the rest period allows unless they work in adverse work conditions (for example, extreme cold) where the supervisor may use discretion in scheduling additional break periods. On a regular basis, staff may not skip a break period to compensate for a late arrival to work; compensate for an early departure from work; extend a lunch period, or to accumulate time when a break is not taken during the appropriate work period.

Meal Periods

An employee scheduled to work seven or more consecutive hours is required to take an unpaid meal period of at least thirty minutes unless they work in Campus Safety or the Child Development Center. During unpaid meal periods, employees are relieved from work duties and, therefore, should not take their meals at their desks. On a regular basis, supervisors may not allow staff members to skip or unduly postpone meal periods, nor may staff members compensate for late arrival or early departure by working through their meal period.

HOLIDAY PAY PROCEDURE

The College will recognize official holidays as determined and approved by the President in terms of payroll. Please consult the Holidays and Breaks procedure for further explanation.

Regular Workweek

Unless communicated differently by the College, full-time employees who are absent due to an official holiday will be paid for 8 hours times their regular rate as pay for the holiday. For those whose normal workday shift is greater than 8 hours, they will need to either submit

eligible paid leave for the difference in their normal workday shift and the 8 paid hours, or they will need to work additional hours this same workweek to make up the difference. If a full-time non-exempt employee is required to work on a holiday, the employee will receive holiday pay, plus payment for actual hours worked on the holiday.

No non-exempt employee is permitted to work on a holiday unless so authorized by the employee's supervisor.

GUIDELINE ON MAKEUP TIME DURING THE WORKWEEK

An employee who is absent a portion of the day may make up lost hours by working longer the same day or the same workweek. The supervisor's permission for the exception should be granted only when the work can be conveniently done at some time other than normal duty hours and not be disruptive to the normal work flow that affects fellow employees.

OFFICIAL COLLEGE CLOSURE (INCLEMENT WEATHER OR OTHER REASON OUTSIDE THE COLLEGE'S CONTROL)

If the College should be officially closed due to inclement weather or other reason outside of the College's control (does not include closures under the Holidays and Breaks procedure), the full-time non-telecommuting employee will be compensated as follows:

- If a full-time employee has a scheduled vacation/sick/personal leave day, and the College closes before employees report to work, the employee will receive closure hours equivalent to the employee's normal workday shift.
- If a full-time employee has a scheduled vacation/sick/personal day, and the College closes after employees have already reported to work, the employee must take the whole day off as a vacation/sick/personal leave day.
- If full-time employees have not already reported to work when the College closes, they will receive closure hour's equivalent to their normal workday shift.
- If full-time employees have already reported to work when the College closes, they will receive only enough closure hours to equal out to their normal workday shift.
- Non-exempt employees who are asked to remain or report to work on a closure day due to the vital function of their jobs will receive closure pay, plus payment for actual hours worked on the closure day.

telecommuting employee will be compensated as follows:

- If an employee telecommutes on a day that the campus closes the employee will either be required to work that day or take the appropriate vacation/personal day if they do not work, unless the reason for closure is due to the College having a connectivity or computer issue making them unable to work.
- For telecommuting employees, campus closure does not affect their requirement to work. Employees that work off-site or outside of the principal office do not receive closure compensation, unless the reason for closure is due to the College having a connectivity or computer issue making them unable to work and they work full-time.
- Employees that receive the benefit of being able to telecommute, do so with the understanding that they are responsible for the various connections, which allow them to telecommute. If an employee that typically telecommutes cannot do so due to problems with their own connections (weather related or other), the

employee will be required to use any earned vacation/personal leave during the period they cannot work to satisfy their normal workload shift.

Overtime for the week for full-time non-exempt employees will be calculated on actual hours worked.

Unofficial - If the College is not officially closed but employees are allowed to either stay home or leave early due to inclement weather conditions, they will be unpaid for time away from their respective jobs. The employee will have the option of making up the time missed later in the same week if work permits or by using a vacation/personal day. The responsibility of monitoring employees' time for such absences lies with the supervisor. Payroll staff in Human Resources will review the time sheet entries for accuracy.

PAYROLL GUIDELINE IN REGARD TO PAID TIME OFF

In the event of an absence authorized under one of the College's leave procedures, the employee with sufficient earned leave will receive regular hourly earnings for every hour or day absent.

PAYROLL GUIDELINE IN REGARD TO ATTENDANCE

If a non-exempt employee is absent part of one day, and the time is not made up sometime during that same workweek, the time charged against eligible earned leave will be the amount of time absent, (i.e., if employee leaves at 1:30 p.m. and should have worked until 4:30 p.m., 3 hours will be charged to eligible paid leave) or the amount of time absent minus any time made up (i.e. if employee's base weekly hours are 40 and the employee actually worked 38 hours, 2 hours would be charged to eligible paid leave). An absence will be charged for any time not made up. For more information, refer to the Time Sheets section above.

PAYROLL GUIDELINE IN REGARD TO NON-EXEMPT EMPLOYEE TRAVEL

Non-exempt employees are eligible for compensation for the time they spend traveling on College business. The compensation a non-exempt employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours[5] or outside of normal work hours.

Travel is considered compensable time when:

- Travel occurs during normal work hours on the employer's behalf;
- Work is performed during travel outside the employee's normal work hours. For example: The employee is working on a presentation while on a plane;
- Overnight travel[6] occurs during the employee's normal work hours including the same period on weekends and holidays. For example: If an employee normally works 7:30 a.m. – 4:30 p.m. Monday through Friday, travel during those hours, even on weekends and holidays, is compensable;

[5] The employee's regularly scheduled working days; typically 7:30 a.m. - 4:30 p.m. Monday through Friday or as otherwise practiced in the work unit.

[6] If the employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal working hours.

- Overnight travel outside the employee's normal work hours where the employee is driving; or
- Out of town travel to perform work duties from regular work site to another site or from site to site.

Travel is not considered compensable time when:

- The travel is between home and work or vice versa;
- Travel time is outside the employee's normal work hours (unless the employee is driving the vehicle or performing work during travel);
- The employee is a passenger outside normal work hours; or
- The employee is engaged in leisure time outside normal work hours while out of town on overnight travel. For example: Free time while attending conferences, speaking engagements, etc.

A non-exempt employee who is compensated for travel time will be paid the employee's normal wage rate and such time will be considered "working hours" for overtime purposes. The employee is responsible for accurately tracking, calculating and reporting travel time on the employee's time sheet.

PAYROLL GUIDELINE IN REGARD TO POSITION CHANGES

In the event an employee switches from a position allowing for the accrual of vacation leave into a position which does not allow for this leave, the employee will receive compensation for this leave balance.

PAYROLL GUIDELINE IN REGARD TO LEAVE PRORATION

In the event an employee who accrues leave (including those on paid Donated Leave) misses 41 or more hours in the pay period, the employee's leave accrual will be prorated in accordance to the number of hours worked as compared to the number of hours to be worked in the pay period.

Terminating employees must work through the 20th day of the month in order to receive leave accruals for that month. The only exception will be if the terminating employee is unable to work on the 20th day because it falls on Saturday/Sunday, the College is closed due to a holiday, inclement weather, or other College-initiated closure.

PAYROLL GUIDELINE IN REGARD TO WAGE GARNISHMENTS

The College complies with any and all court orders, Title III of the Consumer Credit Protection Act (CCPA), Kansas law, and any other applicable laws. *Voluntary wage assignments are not accepted.*

In compliance with the CCPA[7] and Kansas law[8], the College will not terminate any Kansas employee just because the employee is subject to a wage garnishment,

[7] CCPA protects employees from discharge by their employers because their wages have been garnished for any one debt. It does not protect an employee from discharge if the employee's earnings have been subject to garnishment for a second or subsequent debt.
[8] Kansas statute 60-2311 states, "No employer may discharge any employee by reason of fact that the employee's earnings have been subjected to wage garnishment."

although employees are encouraged to demonstrate financial responsibility by avoiding the need for wage garnishments if at all possible.

Processing wage garnishments results in added expense for the College. Because of this, an administrative fee will be charged (as allowed) in an effort to try and defray a portion of this added expense. This fee will be in accordance with the applicable Kansas statute or as directed by the specific wage garnishment order.

PAY CHECKS

Pay checks are distributed to student employees by the Business Office.

PAYROLL GUIDELINE IN REGARD TO TERMINATIONS

The Office of Human Resources will compute the employee's payroll through the last day of work and any earned unused vacation leave with pay. Earned unused sick leave will only be paid out in accordance with the Early Retirement Benefits procedure. The employee will receive final pay according to work state regulations, but not later than the next payday applicable to the payroll period worked. If the termination date falls on a holiday, the employee's termination will be the day prior to the holiday.

Contact(s): Director of Human Resources

Related Form(s): N/A

References
Title III of the Consumer Credit Protection Act—15 U.S.C 1671, et seq.
Kansas Statute 60-2311; Discharge of employee due to wage garnishment prohibited

Related Policy or Procedure: 1475-Payroll; 2428-Holidays and Breaks; 2430-Early Retirement Benefits

Approved by: President
Date: 2/20/07
Revision(s): 6/9/08; 11/4/08; 4/28/14; 1/23/17; 1/22/19 (minor revision); 4/9/19 (minor revision); 7/15/19 (minor revision); 7/22/19 (minor revision); 10/28/19 (minor revision); 10/1/21 (update); 10/6/21 (change); 2/5/26 (minor revision)

2491 – Office Hours

As a quality learning-centered institution, the College recognizes the need to extend its office hours to provide optimum convenience for its students. Accordingly, office hours within certain service departments at the Institution, based on need and function, can be unique and differ from office to office.

The College will customize working hours for service-oriented departments (example: Student Services) to better serve students' needs. Supervisors within affected departments will work with their employees to establish office hours which will best serve Barton's students.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1475 -- Payroll

Approved by: President
Date: 6/26/01
Revision(s): 10/16/07; 10/28/19 (minor revision)

2492 – ALTERNATIVE WORK LOCATION

Barton considers alternative work locations for eligible positions that would mutually support the College and the employee. An approved alternative work location agreement should not be considered an entitlement, nor a college-wide benefit. Approved arrangements must align with the institution's standards of quality service and accessibility.

ALTERNATIVE WORK LOCATION OPTIONS

Remote – an approved college-initiated arrangement that allows all work associated with a position to occur at an alternative work location on a permanent basis. Approval is based on both position and employee eligibility criteria. Approval is required annually from the employee's direct and indirect reporting structure, the applicable Vice-President, and the Director of Human Resources. In the case of a newly established agreement, approval by the President is required in addition to all other required approvals.

In the event a current employee with an approved remote arrangement no longer serves within the position, the College does not guarantee the position will remain remote.

Telecommuting – an approved arrangement that allows for some work to be performed at an alternate work location. Approval is based on both position and employee eligibility criteria. Approval is required annually from the employee's direct and indirect reporting structure, the applicable Vice-President, and the Director of Human Resources. In the case of a newly established agreement, approval by the President is required in addition to all other required approvals.

Approved telecommuting arrangements must occur in a consistent scheduled format, must align with the primary work location's hours of operation, may not be consecutive work days (Monday and Friday are consecutive work days), and may not exceed two work days in a typical work week. Additionally, employees with an approved telecommuting arrangement must be willing to forgo their alternate work location for a period of time should department or team coverage be required due to unplanned circumstances.

In the event the current employee with an approved telecommuting arrangement no longer serves within the position, the College does not guarantee continued approval for telecommuting for the replacement employee.

TELECOMMUTE POSITION ELIGIBILITY CRITERIA (Full-Time and Regular, Part-Time Positions)

- Must meet a majority of the criteria:
    - The functions of the position are mostly information based.
    - Minimal person-to-person contact is required to complete functional tasks.
    - In general, the employee associated with the position works alone and does not rely on face-to-face interaction with other college personnel, students and/or members of the institution's constituencies.
    - Telecommuting will not negatively impact the employee's work team, nor internal or external service.
- Adjunct and temporary positions are not eligible

TELECOMMUTE EMPLOYEE ELIGIBILITY CRITERIA

- Successful recorded service within the position for a minimum of one year (applicable to telecommuting.)
- Demonstrates the ability to achieve work duties in an accurate and reliable manner; exhibits the capability to independently manage time, identify priorities and make decisions, and perform position functions with minimal supervision.

- Temporary requirement due to medical occurrence and/or requirement for return to work resulting from health and/or disability situations (number of days and consecutive work days do not apply).
- Seniority is not an eligible criterion.

ALTERNATIVE WORK LOCATION REQUIREMENTS AND EXPECTATIONS

- Approved remote or telecommuting arrangements shall not be considered a back-up for personal situations linked to family activities, personal appointments, care for children or aging family members, family illness, etc. In the event an employee has an approved remote or telecommuting arrangement and finds themselves in a personal situation, they are required to submit leave (vacation, sick or personal) for the time during a standard work day they are unable to perform their assigned work functions. The college benefit of leave is intended for use whether an employee performs their duties at their primary work location or at an approved alternate work location.

- Employees with approved remote or telecommuting arrangements are expected to adhere to college policies and procedures and in accordance with exempt or hourly employment guidelines.

- Employees working remotely or with a telecommuting arrangement are required to utilize college approved communication practices to remain connected to the institution, colleagues, students and constituents. Examples include, but are not limited to email, phone calls, text messages, video conferencing.

- Remote or telecommuting arrangements require a safe working environment and one that is separate from alternate work location interruptions and distractions. If non-employed individuals reside at the alternate work location, it is expected that these non-employed individuals will not participate in tasks, events and/or activities associated with a standard work day.

- Technology equipment, software and consumable supplies will be provided to employees with an approved remote agreement; however, these resources will not be available to employees with an approved telecommuting arrangement. Remote employees will not receive college equipment, software and/or consumable supplies in excess of the minimum needed to complete the same work at a primary work location. The Information Services Department will determine the resources provided.

- Employees are responsible for providing and maintaining high speed Internet connections. If problems arise with the connection and work cannot be conducted, the employee is required to take vacation or personal day leave. If an employee can adjust their alternate work location to their primary assignment for the duration of the technology issue, leave is not required.

- Employees are responsible for maintaining and repairing their own equipment at personal expense and on personal time. The College is responsible for maintaining, repairing and replacing College owned technology equipment.

- In the event of equipment malfunction, an employee is asked to notify their supervisor immediately. During the time it takes to make the necessary repairs, the employee and supervisor will work together to identify a solution that will continue the employee's ability to work.

- It is at the discretion of the employee's supervisor whether to track an employee's production during a remote or telecommuting agreement. Supervisors are required to meet regularly with employees to ensure communication about work functions, alternative work location details and performance. Documentation should be filed as applicable to discussions and situations. Employees who have approved remote or telecommuting arrangements are subject to the same appraisal or evaluation schedule as all employees. Documented performance concerns are grounds for terminating an approved remote or telecommuting arrangement.

- If the remote or telecommuting employee's primary work location closes due to inclement weather or for a reason beyond the College's control, the employee will be required to either work that day or take vacation/personal day leave. This requirement does not apply to closures associated with official college holidays, breaks or official notices of closure.

- If an employee with an alternative work location agreement incurs a work-related injury during working hours, worker's compensation law and rules apply. Employees must notify their supervisor and Human Resources immediately and complete all necessary documents regarding the injury.

PROCESS FOR INITIATING AN ALTERNATE WORK LOCATION AGREEMENT

- A request for an alternate work location assignment may be initiated by an employee or an employees' supervisor.
- If the request for an alternate work location meets the position and employee eligibility criteria and is approved by the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the president, an "Alternative Work Location Agreement" is completed.
- The originals of the agreement will be submitted to the Human Resources Offices with copies provided to both the supervisor and the employee.
- If the agreement is associated with a new employee, the supervisor needs to identify on the Blue Team Form that the employee is working at an alternate work location, and note any technology needs on the form.
- If the agreement is associated with a current employee and the employee will have technology needs related to the agreement, the supervisor needs to submit a technology request form.

TERMINATION OF APPROVED REMOTE OR TELECOMMUTE AGREEMENT

An approved remote or telecommuting agreement may be modified or terminated for any reason, at any time.

If an employee requests to terminate the agreement, the supervisor will arrange for the employee to begin working at their primary work location as quickly as possible, but no later than 30 days after notification by the employee.

Supervisors may terminate an employee's alternative work arrangement and should provide an employee 30 days' written notice to return to the primary work location. An employee who refuses to return to their primary work location after a remote or telecommuting agreement is discontinued may be subject to disciplinary action, up to and including termination.

Employees who previously had a remote or telecommuting arrangement are not guaranteed

continuance when returning from a leave of absence or after a job transfer.

RENEWAL OF REMOTE OR TELECOMMUTING AGREEMENTS
The employee and supervisor must complete a new remote or telecommuting agreement with a July 1st effective date. The employee and supervisor must also complete a new remote or telecommuting agreement when the employee changes positions or a new supervisor is hired. The signed original agreement should be given to Human Resources with copies to the direct supervisor and employee.

Contact(s): Director of Human Resources

Related Form(s): Alternative Work Location Agreement

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President
Date: 4/28/14
Revision(s): 10/28/19 (minor revision); 3/11/20 (minor revision); 10/1/21 (update); 10/6/21 (change); 2/19/24; 4/8/24 (minor revision); 3/10/26 (minor revision); 5/21/26 (minor revision); 6/2/26 (minor revision)

2493 – College Issued Cell Phone/Internet Card

Employees in specific college positions are required to carry cell phones so that they can be contacted in the event of an emergency. Some employees are also provided with portable Internet connection cards to conduct college business.

Cell phone and computer equipment purchases and services must be authorized by the President or the President's designee. Employees that are issued college equipment are not permitted to sign agreements, purchase equipment, or make changes to college phone plans or other services.

Based on policy 1475

Approved by: President
Date: 3/14/11
Revision(s): 10/28/19 (minor revision); 3/11/20 (minor revision); 10/1/21 (update)

2500 – Academic Assessment, Placement, and Re-testing

Through the adoption of these practices, the College recognizes its responsibility to appropriately advise and place students into coursework that strengthens their academic skills, enhances their knowledge, and supports their future success.

Assessment and Placement

1. The Academic Assessment and Placement Procedure applies to
    a. Students enrolling in approved certificate or degree programs with pre-requisite placement scores;
    b. Students who plan to enroll in any course with pre-requisite placement scores.
2. This procedure complies with the Kansas Board of Regent's Systemwide Course Placement scores for gateway math and English Courses.
3. Prior to their enrollment in math, English, or other programs/courses with pre-requisite placement scores, students who do not have placement scores shall undergo assessment of basic skills. Students whose placement scores are five years old or older may be required to retest. Individuals requiring testing accommodations due to disability should contact the Testing Coordinator at 620-792-9344 or the Fort Riley Student Services office at 785-784-6606.
4. "Basic Skills" includes those minimal skills in the discipline areas of mathematics, writing, and reading that are required for student success in college-level work.
5. For the purposes of the Academic Assessment and Placement Procedure, "placement scores" include results from nationally normed assessment instruments/tests including ACCUPLACER, ACT, SAT, ALEKS, and GED exams, and academic metrics such as high school grade point average and course grades. The College bases course placement decisions on the highest score achieved. Click here for more information.
6. Students scoring below college-entry level in writing, reading, and/or mathematics are required to enroll in a concurrent corequisite support course for their selected math pathway or English composition course.
7. To be successful in their college courses, students scoring below proficiency level in the English Language Assessment should enroll in the appropriate ESOL class to improve their ability to read, write, and speak English.
8. Students who meet one or more of the following criteria are exempt from the Academic Assessment and Placement Procedure:
    a. Transfer status from an accredited college or university for which completion of English Composition I and/or College Algebra (or their equivalents) with a grade of "C" or better is documented by official college transcript(s). Students who may have completed one, but not both, of these two courses must complete assessment and any required remediation for the uncompleted subject area;
    b. Transfer status from an accredited college or university for which completion of equivalent remediation in English and math courses with a grade of "C" or better is documented by official college transcript(s). Students who may have completed remediation in one, but not both, of these two subject areas must complete assessment for the uncompleted subject area;
    c. Receipt of current placement scores (less than 5 years old) from a recognized testing or educational entity that place the student in college-level course work in the subject areas of English and math.

Re-Testing

Students who believe that their placement score in a subject area does not accurately reflect their abilities may elect to be retested. Students may be allowed to retest if one of the following conditions exists:

1. Performance on the placement assessment was significantly influenced by factors other than ability.
2. A significant change in the students' abilities has occurred.
3. Verifiable learning disorder was not made known during the original assessment.
4. The student's placement score falls short of the required range by no more than the number of points indicated below:
   - ACT – 3 points
   - Accuplacer – 8 points
   - SAT – any point range (because of recent changes in SAT testing and scoring, any student submitting SAT scores may retest.)
5. Students who desire to retest and who meet one of the four conditions listed above may contact the Testing Coordinator at placementtesting@bartonccc.edu to be considered for retesting.
6. Upon retesting, students who fail to place into the desired coursework must wait to retest again. The standard waiting period before the second retest is two months. Students desiring to improve their scores are strongly encouraged to seek remediation by working with Student Support Services' professional tutors and tutorials or securing self-study materials in areas of deficiency. The two-month period before a second retesting allows for remediation and skill development.

Special Notes:

- Students who have previously earned non-productive grades (D or F) in a corequisite support course may request retesting for the purpose of gaining entrance into the college-level course without re-enrollment into the corequisite support course.
- A placement score which places a student in the next course will have no effect on the student's transcripted grade(s) for the corequisite support course.
- Students desiring to improve their grades in any course must re-enroll in and successfully complete the course.

Contact(s): Vice President of Student Services

Related Form(s):

References:

Relevant Policy or Procedure(s): 1500 – Academic Assessment and Placement
Approved by: President

Date: 4/4/00

Revision(s): 7/21/05; 11/16/07; 10/25/10; 7/9/14 (minor revision); 1/29/20 (minor revision) 8/25/26 (minor revision)

2502 – Academic Integrity

Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of instruction. Students will be the original authors of submitted work and properly acknowledge outside sources and another's work or ideas. These core values are integral parts of academic success that directly translate to expectations and values in students' future careers.

In support of these core values, modeled after those established in *The Fundamental Values of Academic Integrity 2nd ed.* (Fishman, 2013), Barton provides the following definitions:

Honesty

- Barton advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. The student is the original author of submitted work and properly acknowledges outside sources, and another's work or ideas.

Trust

- Barton fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. The student produces their best work to ensure trust is preserved.

Respect

- Barton recognizes the participatory nature of the learning process and respects a wide range of opinions and ideas. The student shows respect by attending class prepared to participate, which includes listening to classmates' and instructors' opinions, while working to the highest level of their competence.

Responsibility

- Barton upholds personal responsibility in the face of wrongdoing. The student upholds personal responsibility in the face of wrongdoing.

Fairness

- Barton fosters an environment of fairness and consistency by establishing clear standards, practices, and procedures and expects cooperation in the interaction of students, faculty, and administrators. The student acts in the spirit of fairness of all established standards, practices, and procedures and will take the initiative to seek out further information when unsure of said standards, practices, and procedures.

Courage

- Barton supports its expectations, standards, and practices with action. The student acts courageously despite the concern of repercussions and in accordance with personal and institutional values.

Honor Code

In all aspects undertaken by students, faculty, staff and all other stakeholders of Barton Community College, the following pledge applies: *On my honor, I am acting with integrity, upholding personal and institutional values in academics, and will not tolerate the academic dishonesty of others.*

Academic Integrity Violations

Violations are categorized as **Basic** or **Capital**. Basic violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity or the Student Code of Conduct. As such, these cases shall be considered on the totality of the evidence and primarily as academic offenses. All violations of the Academic Integrity Policy will be evaluated based on the Preponderance of Evidence Standard.

Integrity violations discovered after the completion of coursework will be reviewed and addressed per the College's Grade and Degree Revocation Procedure (#2505).

Basic Violations of Academic Integrity

- Plagiarism: the use of outside sources without proper citations or documentation:
  - Submission of another's ideas or work including artificial resources or AI-generated content, while giving the impression it was student's work.
  - Neglecting to add source documentation, accidentally or intentionally
- Self-Plagiarism: resubmission of one's own work without instructor's consent:
  - Submission of full or partial assignments, and
  - Assignments submitted in previous or current classes
- Use of prohibited or unauthorized resources on coursework as determined by the instructor:
  - Consultation of textbooks, library materials, notes, online resources
  - Use of technological resources such as calculators, translators, media devices
  - Use of solutions manuals or "homework help" sites
  - Use of assignment-generating technologies, including generative AI
  - Use of tutoring services not endorsed by the College
- The possession of questions or answers for any assignment or examination
- Collaboration on or collusion to complete assigned coursework when group work is not permitted or encouraged
- Use of hidden notes and resources during exams
- Copying another's assignment or exam
- Altering a graded activity

Related Academic Sanctions (Basic Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a case-by-case basis. Specific sanctions, including the following, may be applied and can be assigned in any combination or order:

- Verbal Warning/no grade-related action
- Assignment of educational activity or programming
- 0/F on the assignment/quiz/examination with or without the possibility of makeup
- Reduction of final course grade
- F in the course
- Prohibition from future enrollment in all classes taught by the same course instructor
- Designation of XF* grade
- Recommendation for administrative academic sanction(s)

Capital Violations of Academic Integrity

- Multiple basic violations
- Bribing or offering, receiving, or soliciting anything of value for the completion of coursework, including contract cheating
- Fraudulent completion of coursework in any form including but not limited to:
    - another person's standing in for a registered student
    - employing another person or entity to complete coursework in place of the registered student
    - the submission of fraudulent identification at any point during registration or course-taking process
- Acts committed in conjunction with violations of the Student Code of Conduct:
    - Changing or altering final grades or other official educational records
    - Any combination of obtaining, possessing, and/or distributing coursework. May include the use of:
        - Cameras, phones, or other forms of technology to capture images of previously or not-yet administered exams
        - Hard copies, digital copies, social media, group, or individual text messaging
    - Gaining unauthorized access into a building, office, or computer system for the purpose of obtaining any course related information or examination

Related Academic Sanctions (Capital Violations)

Capital sanctions will be determined by the Vice President of Instruction in consultation with instructional administration, and shall include the original academic sanction(s) as assigned by the instructor and may include the following:

- Course specific enrollment prohibition
- Formal reprimand
- Designation of XF* grade
- Suspension of one semester or more
- Reduction or retraction of college-awarded scholarship
- Suspension from participation in activities which represent the College
- Required participation with Barton's Academic Development Center
- Expulsion
- Any other reasonable actions as deemed appropriate by academic administration

Faculty Rights and Responsibilities

Faculty retain all rights of grade assignment and related academic sanctions as it correlates with the College's policies and procedures. Adjustments to grades in response to academic sanctions will be discussed with the appropriate faculty members. If faculty are uncertain about a violation or this academic integrity procedure, they are encouraged to discuss integrity violations with their supervisor.

Faculty are required to students of the violation and related sanction(s). Students have an opportunity to address basic violations using the College's Student Problem Resolution procedure.

If a faculty member chooses to impose sanctions, the faculty member must report this action using the form (Academic Integrity Violation Reporting Form). The student's privacy is protected by FERPA, and this form is confidential. Information gathered on this form will only be shared with other faculty members if there is an educational need to know as determined by the Vice President of Instruction.

If the faculty awards an XF in conjunction with the sanction, they are required to complete a second reporting form with required signatures. The XF form may be obtained from the Office of Instruction. All XF sanctions will be reviewed by the administration.

If the faculty believes a Capital Violation has been committed, they are required to consult with the appropriate Dean or Director. Once a violation is considered a Capital Violation, all procedural steps and student communication will be completed by Barton administration in alignment with the Student Code of Conduct procedure (2611) as outlined below.

Student Rights & Notices

Students have the right to privacy and to protect their personal information. Barton Community College acts in accordance with the federally mandated laws concerning the Family Education Rights and Privacy Act (FERPA), which protects the confidentiality of student information.

Procedure 2605 – Student Privacy Rights (Family Education Rights and Privacy Act [FERPA])

For Basic Violations of academic integrity, students are entitled to request a review by following the Problem Resolution Procedure. The results of this review will be final.

For Capital Violations of academic integrity, students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges as outlined in Procedure 2611 – Student Code of Conduct.

Students who are suspended or expelled due to academic integrity violations are not eligible for a tuition, fee, or housing refund for the term during which the sanction occurred.

Barton defines an XF grade as failure resulting from an academic integrity violation. If a student receives an XF grade in a course, they may retake the course in most instances to improve their academic standing. The XF will remain on the student's transcript; however, the grade earned from retaking the course will be calculated into the student's GPA.

The College strongly encourages students to report academic integrity violations to Barton faculty or staff. A student who discloses a policy violation in good faith is excused from non-educational sanctions for Academic Integrity Policy violations which occurred during the approximate time of the reported offense.

Student Code of Conduct Procedure (2611):

To ensure all students have an opportunity to defend themselves in the face of charges of conduct violations, Barton utilizes a defined conduct process. This process provides for student awareness and ensures that Barton follows established protocol in addressing capital violations to the Academic Integrity Policy.

Whenever a complaint is made against any student for a Capital Violation, the Vice President of Instruction or such other person as may be designated by the President shall investigate the allegations as soon as possible. The Vice President of Instruction or designee is authorized to take any interim action necessary to maintain the integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

Notice of Charges: The student shall be given written notice of the complaint and charges against the student within five (5) College business days of receipt of the complaint. Notice is considered given based on the date an email is sent from a Barton representative's Barton-issued email account to the student's Barton email address. This email may be sent through Barton's conduct software.

Students are required to respond to the notice within the timeframe identified in the notice (generally within two (2) college business days). This response typically results in the scheduling of a conduct meeting. The conduct meeting is an opportunity for the student to present evidence and offer additional information that may not have been available as part of the Incident Report.

In addition to the immediate response to the notice, the student shall have five (5) College business days after receipt of the notice to respond in writing to the charges, should the student wish to provide a written statement. If it is necessary to mail notice to the student, the student shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

If a student is under the age of eighteen (18) years, a copy of the notice may be sent to the parents or guardian of the student.

Student failure to respond to the notice within the timeline identified in the notice may result in the conduct process continuing without the student's participation. In this case, Administrative Adjudication will be based on the Incident Report, evidence gathered during the investigative process, and/or information other individuals provide during the investigation.

Disciplinary Action: The Vice President or designee shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or a finding of responsibility.

If the Vice President or other designee finds that the student has violated college policy, rules, or regulations associated with academic integrity, disciplinary action shall be taken. The Vice President or other designee shall impose sanctions as the Vice President or other designee determines is warranted taking into consideration the seriousness of the offense. The Vice President or designee will be guided by capital sanctions appearing in this procedure (above) and/or established precedence in determining sanctions. The Vice President or designee has the discretion to adjust sanctions based on exceptional circumstances which may include a bar against readmission to the College.

Appeal Procedure:

Right of Appeal: Any decision of the Vice President of Instruction or designee may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College. A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

Standards of Appeal: An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity Policy was violated and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy occurred.
- To determine whether the sanction imposed was appropriate given the violation of the Academic Integrity Policy that occurred.
- To consider new evidence sufficient to alter a decision that was not introduced in the original conduct process, because such evidence was not known or was not reasonably available to the person appealing at the time of the original conduct process.

If the President or designee determines in their sole discretion that the written appeal fails to meet the Standards for Appeal (noted above), the President or designee will inform the student in writing. If the written appeal submission fails to meet the Standards for Appeal, the matter is concluded, and no further action will be taken. If the President or designee determines that the request meets the Standards for Appeal, the President or designee will notify the student in writing and will refer the matter to the Appeals Committee Facilitator for action.

Status Pending Appeal: Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

Composition of Appeals Committee: The President of the College shall name an Appeals Committee Facilitator to conduct ~~a~~ formal Appeals Hearings to review the charges and imposed sanctions. The Appeals Committee shall be formed from a pool of faculty and staff, selected by the Facilitator, and approved by the President, who have agreed to serve as needed for appeals. Each committee shall consist of six (6) members, including three faculty members and three staff members. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them incapable of providing an impartial decision, shall disqualify themselves from the hearing and the Appeals Committee Facilitator shall appoint a replacement.

Appeals Committee Training: Upon selection of the committee pool and prior to each scheduled hearing, the Appeals Committee Facilitator will provide brief training for the committee members.

Hearing: The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be managed by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the appealing student is to have an attorney present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as defined by the Kansas Open Records Act.

Decision: Upon the conclusion of the hearing, the Appeals Committee, by majority vote, shall decide whether the student has violated the Academic Integrity Policy and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate**.** In all appeals, any modification of the original sanctions may not result in more severe discipline for the accused student.

A written summary of the findings must be provided, and should the decision be modified, it should be in accordance with one or more of the Standards of Appeal delineated in this procedure. The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

Notification of Decision: The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. Notice of the decision shall be served utilizing Barton's conduct software, from a Barton representative's Barton-issued email account to the student's Barton issued email account**,** in person, by certified mail, or by regular mail.

The findings of the Appeals Committee shall be final.

Contact(s): Vice President of Instruction

Related Form(s): Academic Integrity Flowchart; Academic Integrity Violation Reporting Form (AIVRF); XF Form

Relevant Policy or Procedure(s): 1501-Academic Integrity, Quality and Rigor; 1610-Code of Conduct; 2503-Academic Clemency; 2611-Student Code of Conduct; 2615-Problem Resolution (Students); 2505-Grade and Degree Revocation

Approved by: President
Date: 3/26/02
Revision(s): 1/14/08; 2/23/09; 5/25/17 (minor revision); 11/27/17; 3/23/20; 10/22/20 (minor revision); 8/17/21 (minor revision); 9/15/22 (minor revision); 8/22/23 (minor revision); 6/11/24 (minor revision); 9/15/25

2503 – Academic Clemency

Barton County Community College seeks to provide a supportive and challenging environment in which students can improve their basic intellectual skill and equip themselves for a fulfilling life and responsible citizenship in a world characterized by change. We acknowledge that there are circumstances that necessitate an academic "fresh start" and offer academic clemency as a means to make academic rehabilitation possible.

A. Applicants for academic clemency are eligible to apply for clemency after a two-year waiting period from the date of their respective academic "crisis."
B. Applicants for academic clemency must demonstrate improved academic performance in the semester(s) subsequent to their academic crisis (i.e., at least 12 credit hours and a 2.5 grade point average) to be eligible for clemency. Barton and/or transfer credits are accepted for the 12 credit hours in demonstrating improved academic performance.
C. No more than 2 consecutive semesters of clemency may be considered.

The following limitations apply:

- Applicants receiving academic clemency are not eligible for graduation with honors at Barton County Community College.
- Applicants may receive academic clemency only once.
- Only course credit earned at Barton County Community College is eligible for academic clemency.
- The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student's cumulative grade point average (GPA). Courses remain on the transcript but are coded with a CL grade. Hours are included in attempted hours only.

The process for applying for academic clemency:

- Applicants must obtain, complete, and sign the application for clemency and submit all supporting documentation to the Registrar.
- Such action shall take place within 60 working days of the receipt of the request. Applicants for academic clemency are asked to identify a limited number of courses (no more than 7) within the stated period (No more than 2 consecutive semesters), and include this information with documentation regarding their clemency appeal.
- Applicants must acknowledge the circumstances surrounding their academic crisis, and explain what they have done to effect recovery.
- If the applicant is eligible for academic clemency as determined by the Registrar, their appeal and supporting documentation are submitted to the appropriate Dean or designee for review.
- The appeal shall be decided by the appropriate Dean and/or designee. Once a decision is made, the applicant shall be notified of the decision by the Registrar. If, in the decision-making process, there is not clear consensus, the final decision shall be made by the Vice President of Instruction.

Contact(s)
Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1503 – Academic Clemency

Approved by: President
Date: 9/28/06
Revision(s): 5/25/17 (minor revision); 10/1/21 (update); 11/21/22

2505 – Grade and Degree Revocation

Barton operates within an integrity system that recognizes six core values: fairness, courage, honesty, trust, respect and responsibility.

”Barton Community College pledges to uphold these core values of integrity in all aspects of instruction. Students will be the original authors of submitted work and properly acknowledge outside sources, and another’s work or ideas. These core values are integral parts of academic success that directly translate to expectations and values in students’ future careers.” Barton’s Academic Integrity Procedure (#2502)

The college’s award of academic credit for coursework is its certification of student achievement. If students acquire credit for coursework by deceit, fraud, misrepresentation, or any act of academic dishonesty, they deceive not only the college community, but also those who may eventually rely upon the knowledge and integrity of the student’s college transcript.

Such misconduct may not be discovered until after the course has concluded with posted grades, a certificate or degree completed and/or the student has left the college. In such instances, the college reserves the right to revoke the grade(s) and/or certificate or degree applicable to the situation and evidence. The College will utilize college procedure #2611 Student Code of Conduct to address the revocation.

Based on policy 1505

Approved by: President
Date: 11/16/07
Revision(s): 5/25/17 (minor revision); 10/1/21 (update); 11/21/22

2510 – Proctored Examinations

To preserve the integrity of the College's distance education system, student examinations may be proctored when there is reason to believe cheating may occur. Based on consultation with the appropriate academic administrator(s), the course instructor will make the final decision as to whether the exam(s) will be proctored

- One or more examinations in a course may be designed as proctored exams.
- When an exam or exams are selected to be proctored, all of the enrolled students in that particular course will be required to complete the proctored exam.

Procedure for a proctored exam:

- Students will be provided at least 7 days notification of the intent to proctor an exam.
- Students who refuse to cooperate with proctored exam procedure have the option of dropping the class. However - normal refund of tuition procedure applies. Generally, students will not receive a tuition refund.
- Instructors will password-protect all proctored exams using the eCollege password feature in the exam toolbox.
- Instructors will establish a time frame (both time limit minutest hours to take an exam and dates that the exam can be accessed) for completion of the exam using the course scheduler feature and exam toolbox.
- Proctor coordination is the responsibility of the student. Proctors must be approved by the course instructor. Proctors will not receive compensation. A computer terminal with internet access is mandatory at the test location.
- Instructors may coordinate proctors for students in the local area by using facilities like the Barton library or having students come to one of the two campus locations (Barton or Fort Riley) to take an exam.
- If the student is unable to come to the appropriate campus (Barton, JC, or FR) at the available testing times, the student will be responsible for finding the appropriate individual to proctor the exam. The course instructor must approve the proctor, but one of the following could be acceptable:
    - Principal, librarian, guidance counselor or full-time instructor at another school or college
    - Base commander or station education officer
    - Public librarian
- Procedure for conducting a proctored exam:
    - Proctor is selected, test location is selected (must have computer access) and verified through email exchange between faculty member, student and proctor.
    - Proctor provides email address, local phone and work phone numbers to the faculty member.
    - Faculty member sends password for the exam to the proctor.
    - Student provides proof of identity by showing the proctor two forms of identification, one of which must be a photo ID.
    - Proctor provides the student the password to the exam and ensures that

the student completes/submits the exam electronically from the test location.
- Proctor provides an email verification of the date and time of the exam to the instructor.
- Instructor sends thank you message to the designated proctor.

Based on policy 1510

Approved by: President
Date: 11/16/07
Revision(s): 10/6/21 (change)

2511 – Attendance and Grade Reporting

Barton Community College does not require the reporting of student attendance in coursework across its instructional system. Faculty members who choose to include attendance records as part of their teaching and learning practices do so on a voluntary basis.

In the event an agency and/or partner of the institution requires attendance records for a specific group of students, the College is required to utilize the last date of attendance to document a student's withdrawal from the coursework. This course of action is restricted to students associated with the third-party and does not impact record-keeping or reporting for any of the institution's remaining students.

Faculty members who choose to voluntarily maintain attendance records must do so in alignment with the federal definition of Academically Related Activity (ARA). The definition requires at least one academically related activity planned and recorded a minimum of once during a seven-day coursework period to count as a week of instruction per federal regulations for federal aid. For classes running less than one week, ARA must be planned/recorded for each day of the class.

Additionally, if a faculty member chooses to voluntarily maintain attendance records, they should do so in accordance with college procedure #2530.

Registrar Verification Rosters
The College's Registrar's Office maintains verification rosters to accurately report student enrollment. Faculty members are asked to verify that students listed on the course PAWS roster are the same students listed in the faculty members records. If a student has never attended class, faculty members are instructed to report "NA" on the PAWS roster" and asked to delete the student from their records. Not all Barton courses require attendance verification.

Faculty members are encouraged to be proactive in the retention of their students. Whenever possible, faculty member should follow-up with students who are not attending class. The College offers a Student Alert System as a support mechanism for documenting faculty contacts and attempted contacts with students. The system also provides additional layers of student support.

GRADES
Instructors are responsible for ensuring grades are reported accurately. The College encourages faculty members to double check their records and to validate correct grade submission when reporting final course grades.

The College utilizes the following grade system which is reported on student transcripts:

- A - excellent (4 credit points per credit hour)
- B - above average (3 credit points per credit hour)
- C - average (2 credit points per credit hour)
- D - below average, passing (1 credit point per credit hour)

- F - failing (0 credit points per credit hour)
- XF - Violation of Academic Integrity
- P - Pass (credit only, not computed in cumulative grade point average)
- I - Incomplete (no credit)
- UF – Unearned Failing (failure to withdraw)**;** ~~not currently used,~~ historic records only
- W - Withdrawn (no credit, no grade)
- WP - Withdrawn Passing (no credit, no grade, not computed in GPA, historic records only)
- WF- Withdrawn Failing (no credit, grade computed in GPA, historic records only)
- AU - Audit – (no credit, no grade)
- CL - Academic Clemency
- Repeated Courses:
    - E - Repeated courses shown with an "E" -- are excluded from the GPA
    - I - Repeated courses shown with an "I" -- are included in the GPA

GRADE REPORTING

Faculty are expected to establish course grading criteria and utilize a system for recording and reporting student progress in a timely manner. Instructors are required to use the portal and PAWS to input final grades for all students. Grades must be reported within three business days of a course ending; early grades are not permitted.

To ensure the integrity of all grades, only the instructor of record will be allowed to enter course grades. No other employees will be given access to a faculty member's PAWS account.

In the event a faculty member is not available to submit course grades, the Dean or their designee will enter the grades.

INCOMPLETE GRADE REPORTING

An incomplete "I" is a temporary grade, agreed upon by the instructor, and awarded to a student that is unable to complete course requirements by the end of the academic term.

Incomplete grades may be granted under the following conditions:

- The student must initiate the request prior to the end of the academic term.
- An illness, extenuating circumstance, or a life-event such as military deployment, natural disaster, and legal situations are accepted with supporting documentation.
- At the time of the circumstance, the student's academic work, attendance and participation were at a passing level.
- The granting of an incomplete grade is not a substitute for a failing grade.
- Final approval is granted strictly at the discretion of the current instructor.
- The instructor notifies their immediate supervisor of the impending incomplete grade.
- The Incomplete Grade Contract is signed by both the instructor and the student.

The Incomplete Grade Contract will include the following criteria and guidelines:

- Reason for granting the incomplete grade including supporting documents.
- Deadline established by the instructor and student to complete course work. Barton's incomplete grade deadline can allow a student one full semester (not including the summer term) to complete the coursework.
- Coursework required to complete the course.
- Course logistic requirements. (classroom attendance and/or course shell access)

The following provisions may apply for granting an incomplete grade:

- An incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid, or athletic eligibility.
- During the semester that a student is completing the Incomplete Grade Contract, the student cannot re-enroll in the class, nor is the student considered currently enrolled on the basis of incomplete grade from the previous semester.
- For service members using Tuition Assistance, "I" grades remaining in the military service portal after **180 days** will result in recoupment of TA payments**.**
- Online students are encouraged to complete the course within the same term and instructor if applicable.
- Students are not eligible to withdraw from a course with an incomplete grade.

Students are encouraged to communicate with the instructor as soon as possible if they are having difficulties with course completion. Incomplete grades are granted at the discretion of the instructor and are not automatic.

FINAL GRADE REPORTING

Final grades are awarded directly by an individual faculty member to an individual student for work done in an individual course. Therefore, the grade will be entered directly into the student's record precisely as it is awarded by the instructor(s) of record, with no administrative modification whatsoever.

The grades assigned by an instructor to any quiz, scheduled examination, or final examinations are final; however, an instructor has the right to correct errors in calculating or recording a grade. Students who wish to challenge a grade may utilize the Student Problem Resolution procedure. In addition to submitting grades for each student in a class, faculty are also required to submit the following information to their respective Dean, Executive Director, Director, Coordinator or assigned designee at the conclusion of an academic term or each assigned class regardless of delivery (face-to- face, hybrid and online):

- Incomplete grade forms
- Attendance records (originals, copies or electronic)
- Grade documentation (originals, copies or electronic grade books)
    - Instructor must initial alternate grades given if different than grading scale for course prior to filing

Once these documents are submitted, final class rosters will be run and grades will be cross-checked by faculty secretaries. Each instructional area will retain the records for a period of five (5) years.

DIRECTED INDEPENDENT AND ARRANGED CLASSES

Faculty members must maintain a time log for each student enrolled in directed independent study or arranged class. A time log form may be obtained from the Form Center found on the College's website. The form must be submitted and filed with the appropriate instructional area.

GRADE APPEAL

Students wishing to appeal their grade may do so by utilizing the Student Problem Resolution procedure (#2615). Appeals must be submitted within 10 college business days of the filed grade. Exceptions may be granted by the applicable Dean for military, medical or other approved extenuating circumstances.

Note: Grade appeal differences may exist in specific career technical programs. Students wishing to appeal a grade in one of these programs should refer to the program's student handbook for guidelines.

Contact(s)

Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): 2530 – Course Attendance; 2615 – Problem Resolution (Students)

Approved by: President
Date: 8/14/78
Revision(s): 4/20/89; 1/14/08; 6/25/18; 10/1/21 (update); 10/28/22 (minor change); 2/16/24 (minor change); 9/16/24 (minor revision); 6/16/25

2512 – Finals

College procedure #2540 (Seat Time Allocation) reflects the institution's requirement for courses to meet assigned blocks of seat time. Faculty should plan to complete coursework within the assigned (and required) class seat time. Course finals do not count towards seat time requirements.

In conjunction with this requirement, Barton expects all coursework to include the assessment of student learning with applicable measures for evaluating student performance. This expectation applies to all campus and outreach locations as well as all course delivery formats.

The College encourages a cumulative course experience to evaluate the student's learning experience and recommends a final exam, paper, project, or other activity applicable to the specific course of study. The cumulative course experience and associated expectations should be reviewed with students at the beginning of the course and should be included in the course syllabus. Students are expected to be present for the cumulative course assessment.

The Barton County Campus posts a Finals Schedule in conjunction with the Academic Calendar on the College website. Course field trips, student organization activities and other student events should not occur during the posted Great Bend Finals Schedule unless associated with the cumulative course experience or related to pre-rescheduled third-party events and/or contests. Students are expected to be present for all final activities and exams scheduled during the published Finals Schedule.

Criteria for Petitioning Finals Schedule

- Students who have two final exams scheduled during the same exam period or more than two final exams scheduled on the same exam day may choose to petition.
- Students with a medical situation, personal emergency, immediate family member death, military duty situation or other significant conflict may choose to petition.
    - Documentation may be requested.
    - A meeting with the Vice-President may be required.
    - In the event of an emergency, the two-week timeframe may be waived.

Additional Details

- Requests for alternate finals **will not** be granted for travel scheduled for personal convenience.
- Students seeking an alternate time to take a course final must submit a completed **Finals Petition Form** to the applicable Dean and/or Executive Director a minimum of two weeks prior to the scheduled exam date. The Dean and/or Executive Director will research the request and if support exists will complete the form with signatures before forwarding to the Vice President of Instruction for review and a final decision.
- Students may not take a scheduled final in advance of remaining class members unless an alternate final format is available.
    - If an alternate final format is not available, the student may petition for potential approval of an incomplete grade award per procedure #2511.
- If the petitioned request is approved, the Vice-President's Office will notify the applicable Dean and/or Executive Director. The originating Dean and/or Executive Director will notify the instructors and student.
- Students are required to follow up with the class instructor(s). The date, time and location of the alternate final exam(s) will be arranged between the instructor and the student.
- The final petition procedure only applies to courses offered on the Barton County Campus.

Contact(s): Vice President of Instruction

Related Form(s): Finals Petition Form

References:

Relevant Policy or Procedure(s): 1510 – Examinations

Approved by: President.
Date: 3/23/20
Revision(s): 5/14/24 (minor revision); 4/1/25 (minor revision); 10/13/26 (minor revision)

2520 – Academic Freedom and Freedom of Expression

Barton Community College (Barton) strongly supports the following statement of academic freedom:

1. The faculty, in collaboration with the College administration, is responsible for curriculum matters.

2. The College acknowledges that faculty members shall have academic freedom consistent with the AAUP 1940 Statement of Principles on Academic Freedom, which follows:

    - "Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition."

    - "Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative to rights."

    - "Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

    - "Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment."

    - "College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking for the institution."

3. The College acknowledges both faculty and student rights to the maintenance of a classroom environment conducive to learning. The College acknowledges that the legitimate due process rights of students must be preserved along with the faculty right to have proper protection of the classroom environment from disruptive student conduct or activities that are deleterious to the learning process.

4. The College is committed to free and open inquiry in all matters and guarantees the latitude to speak, write, listen, challenge, and learn. Limited restrictions may be necessary to the functioning of the institution. Beyond the rare exception, Barton fully respects and supports the freedom of all members of the Barton community "to discuss any problem that presents itself."

   There will be occasions when the ideas of members will conflict. In these instances, it is not the role of the College to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. The institution does however expect a climate of shared responsibility that does not suppress differing viewpoints and results in civil and respectable discussion.

   Barton may restrict expression that violates the law, that constitutes a genuine physical threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the core functions of the College. In addition, the institution may reasonably regulate the time, place, and manner of expression to ensure it does not disrupt the core functions of the College.

   As a corollary to Barton's commitment to protect and promote free expression, members of the Barton community must also act in conformity with the principle of free expression. Although members of the Barton community are free to criticize and contest the views expressed and to criticize and contest speakers who are invited to express their views at a college event, they may not obstruct or otherwise interfere with the freedom of others to express their views. The College has a responsibility not only to promote freedom of debate and deliberation, but to protect that freedom when others attempt to restrict it.

   This resolution is adapted and excerpted from the "Report of the Committee on Freedom of Expression" at the University of Chicago.

Based on policy 1520

Approved by: President
Date: 11/16/07
Revision(s): 10/17/22

2522 - The Kansas Intellectual Rights and Knowledge Act

- The First Amendment of the United States Constitution protects the rights of freedom of speech, freedom of the press, freedom of religion, freedom of association and to petition the Government for all citizens.

- Barton Community College recognizes freedom of speech as a fundamental right for all.

- Differences of opinion are not to be silenced but are to be debated with civility, reason, and mutual respect.

- Colleges and universities are intended to be bastions of intellectual diversity, embracing open debate and the free exchange of ideas.

In compliance with Kansas HB 2333 (Kansas Intellectual Rights and Knowledge Act) and in accordance with its institutional mission and values, Barton Community College affirms and provides institutional safeguards for the expressive activities of the campus community. As such, Barton will support and protect the rights of any individual who wishes to engage in non-commercial expressive activity that does not violate the law or materially or substantially disrupt the functioning of the college.

1) Public areas of the Barton Community College campus are deemed recognized as public forums for the campus community to engage in expressive activities. (Residence Halls are not considered public areas of campus.)
2) These public areas of campus are available for expressive activities daily, so long as the activities do not materially or substantially disrupt the functioning of the college.
3) Several Barton facilities can be reserved for use by members of the campus community. Please refer to Procedure 2200 - College Facilities, Equipment, and Other Resources.
4) Individuals must not intentionally, materially, or substantially disrupt another individual's expressive activity
    a. in a campus space that has been reserved for such activity; or
    b. through the use of force, violence, or other unlawful behavior;
5) Individuals must not intentionally, materially, or substantially disrupt, through physical blocking, threatening, or otherwise preventing other individuals from attending, hearing, viewing, or participating in expressive activities.
6) Outdoor public areas of campus not otherwise reserved for a scheduled campus event or activity are available for the campus community to spontaneously and contemporaneously assemble, speak, or distribute literature.
7) Sound amplification devices are allowed so long as the amplification does not materially or substantially disrupt the functioning of the college.

Barton Community College will ensure that all individuals responsible for student conduct or student education will receive annual training and updates through various established college

teams, groups, departments, or activities (i.e. President's Staff, Residence Life and Safety Officer departmental trainings and meetings, College Forums, faculty meetings, faculty and instructional program handbooks, email distribution, etc.).

Barton Community College will publish an annual compliance report which will be submitted to the Office of the Governor of the State of Kansas and accessible on Barton's Taxpayer and Student Transparency and Barton's Activities, Clubs, and Organizations webpages.

Contact(s): Vice President of Student Services

Related Form(s):

References:

Relevant Policy or Procedure: 1520-Academic Freedom; 2520-Academic Freedom and Freedom of Expression; 2200-College Facilities, Equipment, and Other Resources

Approved by: President
Date: 08/05/2026
Revision(s):

2530 – Course Attendance

Barton Community College does not require the reporting of student attendance in coursework across its instructional system. Faculty members who choose to include attendance records as part of their teaching and learning practices do so on a voluntary basis in accordance with this procedure.

Faculty members who choose to voluntarily maintain attendance records must do so in alignment with the federal definition of Academically Related Activity (ARA). The definition requires at least one academically related activity planned and recorded a minimum of once during a seven-day coursework period to count as a week of instruction per federal regulations for federal aid. For classes running less than one week, ARA must be planned/recorded for each day of the class.

Academically related activities include, **but are not limited to:**

- Attending a class where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, webinar, or computer-assisted instruction.
- Attending a study group that is assigned by the school.
- Participating in an online discussion about academic matters; and,
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing.
- Participating in the school's meal plan.
- Logging into an online class without active participation; or,
- Participating in academic counseling or advisement.

The following elements are applicable to the management of course attendance:

- Faculty will share their attendance expectations in their course syllabus and will review with students during the first course meeting.
- Instructors have the option of adjusting course attendance expectations during a course; however, any changes must be shared with students.
- Faculty members may utilize the Student Alert system to report attendance issues and request follow-up from Student Services. The Student Alert form is located on the College website at Faculty and Staff/Forms/Faculty Forms https://exsforms3.bartonccc.edu/faculty/student_alert.htm.
- Non-attendance may result in a recommendation to drop a class when absences have adversely impacted a student's grade. In this instance, it is the student's responsibility to drop the course.
- Non-attendance may result in a lower course grade and/or the possible recalculation and repayment of federal financial aid.
- When an absence is unavoidable, the student should initiate contact with the instructor(s) who may, in some instances, require verification. In some instances, an instructor may offer the student an alternative method of attending the class.
- In the event class requirements conflict with a student's sincerely held religious belief, the student should communicate this information to the instructor. Instructors

must make reasonable accommodations for religious practices if such accommodations support the student's ability to meet all ~~of~~ the course outcomes and competencies.

- Documented absences do not remove the student's responsibility to complete the class work missed.
- When an absence is related to a planned extracurricular activity (such as a field trip, fine arts production, conference, or intercollegiate event), the student and/or the assigned sponsors are responsible for one week's prior notification to the instructor(s). However, in unique situations when an absence is related to an urgent, yet unforeseen need, the student and/or the assigned sponsors are responsible for the timely notification of the students' instructor(s.) Further, if a student is absent from any class meetings because of a college-related activity, the student is required to complete missed class work. In rare cases, a student may be absent due to a college-related activity associated with coursework taken from a different institution. Failure to complete missed class work will adversely affect the course grade.
- Arriving late to a class will cause a student to miss important information and causes a disruption to the entire class. Tardiness may be counted as an absence.
- A student who requests to enroll late must have the Vice-President of Instruction's approval. If approved, students will be required to make up all required course activities and assignments.
- Students attending Barton Community College classes utilizing the Military (UOF) Scholarship will be dropped from their course(s) for non-activity/attendance in accordance with Barton Fort Riley / Barton Fort Leavenworth campus policy.
- Students taking Barton Online coursework are subject to drops according to the following non-activity/attendance schedule.
    - NON-ACTIVITY
        - Students using Federal Financial Aid (e.g. Federal Pell or Federal Direct Student Loans) must complete an academically related activity in their course(s) by the 1st Sunday of the session or will be dropped for non-activity on the 2nd Monday of the session. Activity constitutes as completing the Pre-Test that is located in the course.
    - NON-ATTENDANCE:
        - Students using other forms of payment (not including FASFA) must demonstrate attendance in their course by the 1st Sunday of the session or will be dropped from the course on the 2nd Monday of the session. Attendance constitutes as completing a discussion, pre- test, assignment, or quiz.

Based on policy 1530

Approved by: President
Date: 11/16/07
Revision(s): 5/25/17 (minor revision); 10/1/21 (update); 6/22/22; 9/14/23 (minor revision); 4/23/25 (minor revision)

2535 – Children in the Classroom

It is the responsibility of the College to provide an atmosphere in the classroom that is conducive to the learning of all students. As such, the College does not allow students to bring children to class.

Students who need children to accompany them to a physical campus location should make arrangements for continuous and direct supervision of those children, outside of the classroom, while class is in session. Children should not be left unattended at Barton campus locations or other outreach sites.

In the event a student needs to miss class in order to care for a child, the student should visit with their instructor to determine how the instructor's attendance policy applies to the absence. In some cases, a student MAY be able to attend the class session remotely; however, this opportunity is at the discretion of the instructor.

For courses taught exclusively through a video platform or with other remote options, a student must adhere to the instructor's guidance on managing children during class.

Students seeking childcare for children between the ages of 2 weeks and 12 years may contact the Child Development Center on the Barton County Campus in Great Bend for potential child care options. Availability is generally associated with full-time child care, but periodic care for pre-registered children may be available on a limited basis. For more information, contact the Director of the Child Development Center at 620.792.9360.

Based on policy 1535

Approved by: President
Date: 11/16/07
Revision(s): 6/9/08; 11/4/08; 4/28/14; 1/23/17; 1/22/19 (minor revision); 4/9/19 (minor revision); 7/15/19 (minor revision); 7/22/19 (minor revision); 10/28/19 (minor revision); 10/1/21 (update); 10/6/21 (update); 2/21/22

2540 - Credit Hour Allocation

Standards for Determining Credit Hours for Courses
Credit is the basic unit of collegiate level instruction assigned to courses and programs. When allocating credit hours, the College refers to the Federal Definition and that of the Kansas Board of Regents.

Time-based Standards

- Lecture courses must meet for a minimum of 750 minutes per credit hour, plus time allocated for a final exam.
- All courses regardless of delivery method meet the same student learning outcomes and have comparable student assessments as the equivalent standard course.
- Laboratory courses that feature students predominately involved in experimentation or application learning activities must meet for a minimum of 1,125 minutes per credit hour.
- Internship, practicum, field experience and clinical courses must meet a minimum of 2,700 minutes per credit hour or meet the required standard associated with a program's third-party professional accrediting or regulatory agency.

Contacts(s): Vice President of Instruction

Related Form(s): None

References: None

Relevant Policy or Procedure(s): 1502 – Instructional Program

Approved by: President
Date: 8/27/12
Revision(s): 2/22/16; 5/25/17 (minor revision); 3/20/23

2604 – The Ability to Benefit

Students admitted to Barton as Regular Students are those individuals who the College has deemed as degree- or certificate-seeking and eligible for graduation upon completion of the degree requirements.

The following degree- or certificate-seeking students will be admitted as Regular Students:

1. A graduate of an accredited high school.

2. A graduate of a recognized home school.

3. A student who has earned a GED.

4. A student 18 years of age or older who does not meet one of the above three, but who demonstrates an "ability to benefit" through placement testing or educational credentials as defined by Barton. This may include students who:

    - Have graduated from an unaccredited high school;
    - Have graduated from an international high school;
    - Have not graduated from high school or do not have a GED;
    - Have no proof of their high school diploma or GED; or
    - Have transferred from an accredited community college, college or university.

Barton's institutional "ability to benefit" definition is defined by the following; one of which the student must meet in order to be considered as meeting the ability to benefit standards:

1) A student who earns the following established scores on a placement test:
    - ASSET – Reading (30), Writing (35) and Numerical (33);
    - ACCUPLACER – Reading (55), Sentence Skills (60), Arithmetic (34);
    - Or the equivalency of such scores on the ACT, SAT or Compass Test.
2) A transfer student who has earned at least 24 credit hours of college level course work with a cumulative grade point average of not less than 2.0 on a 4.0 scale at an accredited community college, college or university.

Note: Students who are accepted at Barton as Regular Students through ATB will still need to meet specific program requirements for athletic or financial aid eligibility.

Based on policy 1600

Approved by: President
Date: 8/18/08
Revision(s):

2605 – Student Privacy Rights (Family Education Rights and Privacy Act [FERPA])

Barton Community College complies with all federally mandated laws concerning Family Education Rights and Privacy Act (FERPA), which protects the confidentiality of student education records. The Registrar is responsible for overseeing, communicating, and administering this Act.

Each student of Barton Community College is hereby notified that the College from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, etc., that contain information that specifically identifies students and information about them.

In compliance with the Family Educational Rights and Privacy Act (FERPA), Barton Community College considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the student notifies the Registrar, in writing, of the student's wish to withhold release of said information.

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended
- Participation in officially recognized activities and sports

Contact(s): Registrar

Related Form(s):

References:

Relevant Policy or Procedure(s): 1605 – Student Privacy Rights

Approved by: President
Date: 8/21/02
Revision(s): 11/19/02; 11/16/07; 10/22/19 (minor revision); 10/1/21 (update)

2606 - External Requests for Student Directory and Graduate Lists

A Student Directory is a list of currently enrolled students in at least six (6) credit hours who have approved public release of their directory information and is available four (4) weeks after the beginning of the semester. A Student Graduate list recognizes students awarded with an Associate degree and/or Certificate and is available five (5) weeks after the close of each semester.

- All written or electronic requests must go through the Chief Communications Officer
- The Chief Communications Officer will maintain a record of requests
- Lists are provided for one time use only; additional uses require additional requests
- A written or electronic assurance of use will be required and kept on file
- No one less than 18 years of age can be included on lists
- Lists will be provided to the military branches as per federal law
- Lists will be provided to accredited educational institutions solely for the purpose of sharing educational opportunities
- Lists will be provided to employers solely for the purpose of sharing employment opportunities
- Lists are not provided to companies that intend to use or sell for commercial purposes.
- The College does not define e-mail addresses as directory information.

Student Directory list will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Year of Birth
- Program of Study

Student Graduate List will include the following student data:

- Student Name
- Student Address
- Student Phone Number
- Degree Awarded
- Program of Study

Contact(s): Chief Communications Officer

Related Form(s)

References

Relevant Policy or Procedure(s): Policy 1605 – Student Privacy Rights; Policy 1127 – Freedom of Information; Procedure 2120 – Freedom of Information

Approved by: President
Date: 3/4/13
Revision(s): 11/23/15; 11/18/19 (minor revision); 8/26/22 (minor revision)

2611 – Student Code of Conduct

Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

PURPOSE:

The objectives of the disciplinary process at Barton County Community College are:

1. To protect members of the campus community from harm due to the indiscretions of the few members of the community who are unable, or unwilling to respect the rights of others;

2. To help ensure order in the College community;

3. To create an environment that enhances the opportunity for learning;

4. To protect the rights of members of the College community and the community at large, including the protection of First Amendment rights; and

5. To assure students due process when they have been charged with violating College rules and regulations for which findings of responsibility may lead to suspension or expulsion and/or dismissal from a college program or service.

Student Rights:

To protect students from capricious disciplinary action, all proceedings which may lead to suspension or expulsion and/or dismissal from a college program must be conducted in a manner which insures the charged student due process. The basis of due process is the method by which substantive rules are effectuated in a society. The key is how rules are implemented so that fair play and justice are generally recognized as being present. The following elements must be included to ensure due process:

1. Jurisdiction: The parties must be subject to the power wielded by the disciplinary body.

2. Notice: A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for any conduct meetings and any appeal hearings must be specified.

3. Testimony: The right personally to give testimony and offer evidence and to have others give testimony and offer evidence.

4. Impartiality: An impartial body to determine the facts and whether they (the facts) fit the rule. “Impartial” does not necessarily mean that they have no knowledge of the facts. Impartial means to base decisions on evidence and objective criteria rather than the basis of bias, prejudice, or preference.

5. Student Advisor: The student is allowed to bring an advisor or support person to ~~all~~ any conduct meetings or appeal hearings or have one appointed for the student if so requested.

6. Documentation: Conduct processes including conduct meetings and appeal hearings will be documented.

DEFINITIONS:

The following terms used in this Code are defined:

1. "College" means Barton County Community College.

2. "Faculty member" means any person employed by the College to conduct classroom, lab, interim experiences, or clinical activities. As necessary, faculty may tutor students.

3. "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

4. "Student" includes all persons taking courses at the College, both full- and part-time, as well as those participating in all outreach programs, off-campus programs, and such other activities as may be sponsored by the College.

5. "Basic violations" are unacceptable behaviors that show inattention or indifference for the rights of the campus/college community. These are considered lower-level rule violations. Basic violations are differentiated from capital violations, although multiple basic violations occurring at once or repeated basic violations may be elevated to capital violations.

6. "Capital violations" are unacceptable behaviors that show deliberate disregard for the rights of the campus/college community These are considered more severe rule violations that could potentially bring significant disruption or harm to members of the campus/college community or the campus/college community at large.

7. "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, rented or controlled by the College.

8. "College campuses" includes the land and buildings on which Barton Community College's traditional Barton campus exists, the Golden Belt One Stop Facility, as well as the Grandview Plaza, Fort Riley and Fort Leavenworth campuses, and all locations where the College offers educational programming and services.

9. "College-sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College.

10. “Policy” is defined as the written regulations of the College as found in, but not limited to, the College website, the Student Code of Conduct, Student and Housing Handbooks, College Catalog, Policy and Procedural Manuals, etc.

11. “Student advisor” is an individual whose role is to support, and advise the student.

12. “Bystander engagement” is the purposeful intervention of someone who is present during and witness to an incident.

13. “Preponderance of evidence” is the standard of proof established for conduct investigations. The preponderance of evidence (i.e. just enough evidence to make it more likely than not) standard differs from the standard used in criminal investigations which is “beyond a reasonable doubt.”

Bystander Engagement: The welfare of members of our community is of paramount importance. At times, students on and off-campus may need assistance. The college encourages students to offer help and assistance to others in need without placing themselves in danger. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. (For example, a student who has been drinking might hesitate to help take a sexual misconduct victim to the Campus Safety Office.) The college applies a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punitive actions, to those who offer their assistance to others in need.

UNACCEPTABLE BEHAVIOR

The following constitute some of the conduct violations that may result in disciplinary action being taken against the student. The list is not intended to be all inclusive but is intended to be used as a guide.

1. Violation of any federal, state or local law on College premises or at College-sponsored activities.

2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person, whether perceived or real.

3. Hazing. Hazing is illegal under the federal Stop Campus Hazing Act and has long been illegal under Kansas Statute 21-5418. Hazing is defined as an act which causes or creates a risk to the mental or physical health or safety of a student for the purpose of initiation into, affiliation with, or maintenance of membership in a student organization or group. This organization or group can be two or more students and need not be an established or recognized organization. Consent or agreement of a student to be hazed is not a defense to a charge of hazing.

4. Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public

property, including knowingly receiving or possessing stolen property. This includes tampering with College safety and security equipment.

5. Manufacture, possession, control, sale, transmission of or use of any controlled substance not prescribed to the individual, or alcohol, or other illicit drugs on the College's campuses.

6. Violation of Barton's Weapons Policy. (See Policy 1160 – Weapons.)

7. Obstructing or restraining the lawful movement of another and thereby causing personal or campus disorder.

8. Obstructing or disrupting a police response or the response of College Safety Personnel.

9. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.

10. Fraudulent use or forgery of any College seal or document, including the Student ID.

11. Fraudulent or unauthorized use of college facilities or college resources, including computing resources.

12. Unauthorized possession, duplication, or use of keys to any College premises, or unauthorized entry to or use of College premises.

13. Intentionally impeding normal pedestrian or vehicular traffic on campus.

14. Disrupting, impeding or interfering with the operation of the College.

15. Disruption of the learning environment or any behavior that detracts from the goals of or diminishes the dignity, respect, or worth of other students on campus. This could include overt disrespect for the ideas and opinions of others; disruptive talk during class, etc.

16. Verbal or written communication that has the intent or effect of subjecting any individual or group to hatred, contempt, ridicule, racist slurs, or intimidation and thereby injures the person, property, or reputation of another.

17. Violations of federal and state laws pertaining to discrimination, harassment, and retaliation on the basis of any protected categories as set out in Policy and Procedure 1132, Civil Rights Equity.

18. Littering and posting of notices in non-designated spaces or without approval from the appropriate College personnel and unauthorized distribution or sale of goods on campus.

19. Violation of College traffic and parking regulations.

20. The use of tobacco products, including chewing tobacco, smoking, or vaping, outside of designated areas.

21. Possession or use of alcohol by any person on the College's campuses except as allowed for special events (See Policy 1220, Procedure 2215 Service of Alcoholic Beverages for Special Events.)

22. Leaving minors or animals unattended on campus.

23. Use of bicycles, skateboards, roller blades, and any other non-motorized vehicle or equipment (except wheelchairs or other assistive devices) outside designated areas.

24. Failure to comply with a directive of College officials or Campus Safety officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

25. Tampering with the election of any College-recognized student organization.

26. Intentionally or maliciously furnishing false information to the College.

27. Unauthorized actions taken in the name of the College.

28. The possession of any flammable or explosive materials such as paint, gasoline, fireworks, etc., except for its intended use, by an employee or in a program approved by the College.

29. Gambling outside of legal allowance on campus or at any College sponsored activity except in the case of approved student activities sponsored by the Student Life Office.

30. All forms of academic dishonesty. (See Policy 1501, Procedure 2502 – Academic Integrity.)

31. General misconduct.

32. Violation of any other published College policies, rules or regulations.

Additionally, students are advised that specific career technical programs, as well as Barton athletic programs, communication and performing arts programs, and other student organizations publish student handbooks and program guidelines with policies and procedures associated with their respective programs. In addition to the guidelines and expectations outlined herein, students are expected to comply with the policies and procedures applicable to the programs with which they are affiliated. Students in these programs are entitled to the same due process as all other students.

Students attending Barton as part of an MOU with the Department of Defense to provide educational opportunities on a military installation are governed by any code of conduct or behavioral expectations dictated by the military. Any conduct violations, investigations, and/or action taken will be the purview of the appropriate military authority designated to handle such matters.

Conduct Procedure:

To ensure all students have an opportunity to defend themselves in the face of charges of conduct violations, Barton utilizes a defined conduct process. This process provides for student awareness and ensures that Barton follows established protocol in addressing violations to the Student Code of Conduct.

Whenever a complaint is made against any student for a conduct violation, the Vice President of Student Services or such other person as may be designated by the President shall conduct an investigation of the allegations as soon as possible (generally, for Offenses Against the Academic Community the President will designate the Vice President of Instruction). The Vice President of Student Services or designee is authorized to take any interim action necessary to maintain campus safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

Notice of charges: The student shall be given written notice of the complaint and charges against the student within five (5) College business days of receipt of the complaint. If a student is under the age of eighteen (18) years, a copy of the notice may be sent to the parents or guardian of the student. Students are expected to respond to the notice within the timeframe identified in the notice (generally within 48 hours). This response typically results in the scheduling of a conduct meeting. Additionally, the student shall have five (5) College business days after receipt of the notice to respond in writing to the charges, should the student wish to provide a written statement. If it is necessary to mail notice to the student, the student shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

Notice is considered given based on the date an email is sent from a Barton representative's Barton-issued email account to the student's Barton email address. This email may be sent through Barton's conduct software.

Student failure to respond to the notice within the timeline identified in the notice may result in the conduct process continuing without the student's participation. In this case, Administrative Adjudication will be based on the Incident Report, evidence gathered during the investigative process, and/or information other individuals provide during the investigation.

For basic violations of the Student Code of Conduct, Barton primarily utilizes a process of administrative adjudication. Within this process, the Vice President of Student Services or designee is assigned the case and becomes the Administrative Adjudicator. The Administrative Adjudicator investigates the case thoroughly and makes a determination as to whether college policy was violated. If the student is found responsible for the conduct violation, the Administrative Adjudicator determines appropriate sanctions.

For the lowest level basic violations (where a warning sanction may suffice), the full conduct process may be waved so long as the student has been made aware of the violation and been provided the warning.

Conduct meeting: The conduct meeting is an opportunity for the student to present evidence and offer additional information that may not have been available as part of the Incident Report.

Disciplinary Action: The Vice President or designee shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or a finding of responsibility.

If the Vice President or other designee finds that the student has violated College policy, rules, or regulations, disciplinary action shall be taken. The Vice President or other designee shall impose sanctions as the Vice President or other designee determines is warranted taking into consideration the seriousness of the offense. The Vice President or designee will be guided by published sanctions and/or established precedence in determining sanctions. The Vice President or designee has the discretion to adjust sanctions based on exceptional circumstances.

For more complicated incidents, the Vice President or other designee may seek the input of a Review Board before determining discipline. The Review Board, if utilized, shall be chosen from members of the College Student Life staff. Individuals who serve on a Review Board would not later be eligible to serve on an Appeals Committee, should an appeal follow imposition of disciplinary sanctions. Permissible actions include but are not limited to: written reprimand, community service, fines, probation, full or partial suspension from classes, expulsion from housing, and/or expulsion from school.

Disciplinary action may also include a bar against readmission to the College.

Notice of the decision shall be served upon the student utilizing Barton's conduct software, from Barton representative's Barton-issued email account to the student's Barton issued email account, in person, by certified mail, or by regular mail. If a student is under the age of eighteen (18) years, a copy of the decision may be sent to the parents or guardian of the student.

Appeal Procedure:

Right of Appeal: Any decision of the Vice President of Student Services or designee may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College.

A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- To determine whether the decision reached regarding the accused student was based on evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

- To determine whether the sanction imposed was appropriate given the violation of the Student Code that occurred.

- To consider new evidence sufficient to alter a decision not introduced in the original process, because such evidence was not known or was not reasonably available to the person appealing at the time of the original hearing.

If the President or designee determines, in the President or designee's sole discretion that the written appeal fails to meet the Standard for Appeal (noted above), the President or designee will inform the student in writing. If the written appeal submission fails to meet the Standard for Appeal, the matter is concluded, and no further action will be taken. If the President or designee determines that the request meets the Standard for Appeal, the President or designee will notify the student in writing and will refer the matter to the Appeals Committee Facilitator for action.

Status Pending Appeal: Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

Composition of Appeals Committee: The President of the College shall name an Appeals Committee Facilitator to conduct formal Appeals Hearings in order to review the charges and imposed sanctions. The Appeals Committee shall be drawn from a pool of faculty and staff, selected by the Facilitator and approved by the President, who have agreed to serve as needed for appeals. Each committee shall consist of six (6) members, at least two of which shall be from the faculty and at least two of which shall be from the staff. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum in order to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision, shall disqualify themselves from the hearing and the Appeals Committee Facilitator shall appoint a replacement.

Appeals Committee Training: Upon selection to the committee pool and prior to each scheduled hearing, the Appeals Committee Facilitator will provide brief training for the committee members.

Hearing: The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the appealing student is to have an attorney present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as that term is defined by the Kansas Open Records Act.

Decision: Upon the conclusion of the hearing, the Appeals Committee, by majority vote, shall decide whether the student has violated the Student Code of Conduct and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate**.** In all appeals, any modification of the original sanctions may not result in more severe discipline for the accused student.

A written summary of the findings must be provided, and should the decision be modified, it should be in accordance with one or more of the conditions delineated in this code. The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

Notification of Decision: The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. Notice of the decision shall be served utilizing Barton's conduct software, from a Barton representative's Barton-issued email account to the student's Barton issued email account**,** in person, by certified mail, or by regular mail.

The findings of the Appeals Committee shall be final.

Contact(s)
Vice President of Student Services

Related Form(s)

Relevant Policy or Procedure(s): Policy 1610 – Code of Conduct

Approved by: President
Date: 6/17/02
Revision(s): 9/2/02; 11/16/07; 1/23/12; 7/28/14; 5/25/17 (minor revision); 10/1/21 (update); 10/6/21 (change); 9/15/25

2612 – Substance Abuse and Drug-Testing Program

Barton County Community College strongly believes that the use and abuse of illegal and/or banned drugs:

A. Is detrimental to the physical and psychological health of students;

B. Interferes negatively with the academic performance of students;

C. Is dangerous to the life and health of the student and potentially the student's classmates/teammates during performance, competition and practice; and

D. Compromises the integrity and spirit of extra-curricular activity performance and intercollegiate athletics competition.

Thus, Barton has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated for students. For those students who receive a performance award from the Institution, the College will conduct a "zero-tolerance program" including testing and sanctions. While there is no intent to intrude upon the private life of the student, the College is interested in the well being of its students who perform and represent the Institution. Barton recognizes the addictive results of illicit drug use and, as provided in this policy, will encourage treatment and rehabilitation for any student involved in the drug-testing program.

I. PURPOSE

A. Education – To educate Barton County Community College students about the problems associated with drug use and abuse.

B. Detection of Abuse – To detect students who may be involved in substance use or abuse through testing methods.

C. Treatment and Rehabilitation – To assist in the treatment and rehabilitation of a students who tests positive for drug use as part of this program, so that the student may safely and fully participate in academics, extra-curricular activities, and athletics, and to reduce personal, family, and social disruption.

D. Discourage and Deter Drug Use – To discourage and deter the use of drugs by imposing significant sanctions on offenders.

E. Promote Health and Safety of Student Participation – To provide reasonable safeguards assuring that every student is able to participate in extra-curricular activity performances and athletics competition unimpaired by illegal or banned drugs.

II. SUBSTANCE ABUSE EDUCATION AND PREVENTION PROGRAM

A. Objective – To provide educational guidance to the student regarding the physical, mental, and legal consequences of illegal drug use.

B. Program – Students will be required to participate in an annual workshop with their activity sponsor, coach, Vice President of Student Services and/or drug prevention coordinator which will provide information regarding drug abuse and will aid in the educational process of the student about the consequences of illegal drug use. Additional educational presentations may be held and required throughout the year. These programs will be announced to students as they are scheduled, and attendance of students who receive a performance award shall be mandatory.

III. DRUG-TESTING PROGRAM

The activity sponsor, with the assistance of the Vice President of Student Services, and/or the College Nurse shall inform students involved in extra-curricular activities of the drug–testing program. The head coach, with the assistance of Athletic Director (or designee), and/or the head athletic trainer shall inform the student athletes about the drug-testing program. Information concerning the program and a consent form associated with the program shall be provided to every student receiving a performance award. The consent form must be signed and submitted by the student as a condition of participation and receipt of aid. A student participating in extra-curricular activities is defined as any student who represents the Institution by performing in an activity in the name of the College and is receiving financial aid from or through Barton County Community College for participation in that activity. Student athlete is defined as any student who is certified eligible (signed letter of intent) to participate in varsity athletics, is ”red-shirted” or otherwise associated with the team and/or involved in workouts/practices, and a student athlete who has completed eligibility and is receiving financial aid from or through Barton County Community College.

The student shall be subjected to testing as described in the policy. Failure to sign the consent form prior to practice, performance and/or competition shall result in the student’s ineligibility for practice, performance, or competition until the student signs the form. Additionally, students who receive financial aid (specifically a performance award) from or through Barton County Community College must sign the consent form as a condition of receipt of such aid. The program shall be conducted by a medical laboratory agency as selected by the College and supervised by College personnel as appointed.

A. Mandatory Drug Testing Program – All performance award students shall be subject to unannounced, random tests during the course of the academic year. The College will determine a prescribed percentage of each activity group and team that shall be subject to testing. The College shall provide the medical laboratory agency with performance award rosters and athletic team rosters for students in extra-curricular activities; students will be randomly selected for testing by the agency consistent with the activity group and team percentages as prescribed by the College. The College will determine the number of random tests that occur each year.

B. Testing Program Based on Reasonable Suspicion – Information obtained by the College indicating “reasonable suspicion” of drug use by a student receiving a performance award shall prompt the College to require the student to submit to drug-testing. Specimen collection shall be conducted in accordance with the College’s and testing agency’s agreed upon processes. Reasonable suspicion shall not mean

a mere “hunch” or “intuition,” but shall instead be based upon a specific event or occurrence which has led to the belief that a student has used drugs banned by this policy and program. Any of the following criteria shall be sufficient on its own to constitute “reasonable suspicion”:

1. Direct observation of drug use by a reliable informant;

2. Direct observation by those associated with the activity or athletic department (activity sponsor, coaches, athletic trainers, team physician, Athletic Director, Coordinator of Student Housing, Coordinator of Facility Management, College Nurse, Vice President of Student Services) of physical and mental deficiency, medically indicated symptomology of drug use, aberrant conduct, or unexplained absenteeism;

3. Observation of, or evidence obtained by, College personnel leading to the common sense conclusion that use has, is, or could be occurring;

4. Common sense conclusions about observed or reliably described human behavior upon which practical people ordinarily rely (e.g., significant changes in behavioral patterns, academic performance, activity, or athletic, with regards to anabolic steroids, significant weight gain and unusually aggressive behavior);

5. Police or court determination (current or past) that the student has used or possessed prohibited drugs;

6. A demonstrated history of use of prohibited drugs, either prior legal convictions or prior positive tests for prohibited drugs through the College’s or any other reliable testing program. Prior positive tests include any positive result including the results that fall into the “zero-tolerance” category. These are tests that fall below the established laboratory criteria for a positive test (e.g. > 15 nanograms/ml for marijuana), but indicate a lower concentration level of the banned substance.

C. Voluntary Disclosure Drug Testing Program – A student may disclose use of a prohibited substance and avoid the College’s first-time offender penalty by participating in the voluntary disclosure program. Disclosure of an activity student drug use may be made to the activity sponsor, College Counselor, College Nurse, and/or Vice President of Student Services. Disclosure of student athlete drug use may be made to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Vice President of Student Services. When voluntary disclosure occurs, the activity sponsor or head coach shall be informed of disclosure by any of the other College personnel receiving disclosure from the student. The College employee informed of the disclosure shall be obligated to inform the other College employees listed above and refer the student for testing and referral to counseling and/or rehabilitation. Test results for activity students shall be reported to the activity sponsor, College Counselor, College Nurse, and/or Vice President of Student Services. Test results for student-athletes shall be reported to the Coach, Athletic Director, Head Athletic Trainer, College Counselor, and/or Vice President of Student Services. If found positive for banned drug(s), the student shall be retested forty (40) days after receipt of the initial positive documentation. If

documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a first-time offender and submit to actions/sanctions indicated in this program. This option is available to the student on a one-time basis during the student's academic/athletic/activity career.

IV. BANNED DRUGS

Drugs banned by Barton include the following as well as all drugs banned by the NCAA (Appendix I):

A. Amphetamines
B. Cocaine
C. Tetrahydrocannabinol – THC (marijuana)
D. Anabolic Steroids

V. CONSENT FORM: All activity students and student athletes shall read and complete the form entitled, *Consent and Authorization Agreement*. This form must be completed before a student is allowed to practice, perform, or compete.

VI. METHODOLOGY

A. Collection and Coding

1. In order to enforce this drug policy, it shall be necessary to acquire a urine specimen from the student.

2. Urine voiding shall be monitored by a member of the testing agency selected by the College or a designated allied health professional.

3. Chain of custody in specimen collection, preparation, and handling shall be followed as prescribed by the testing agency to ensure accurate and confidential results. *A document that explains the* chain of specimen *custody will be provided to each student prior to testing* (Appendix II). Further, prior to testing, each student will be given an opportunity to provide information concerning any medication being taken or other circumstances that might attribute to a positive test.

B. Notification

1. Students requested to provide a urine sample shall not expect to be given notification prior to testing.

2. If a student is selected for testing based on "reasonable suspicion", the student shall be immediately escorted to the testing site by the activity sponsor, a Coach, the Athletic Director, Head Athletic Trainer, College Counselor, College Nurse, and/or Vice President of Student Services.

C. Testing Techniques – The testing agency shall screen each urine sample with the enzyme multiplied immunoassay technique and then perform gas chromatography/mass spectrometry for confirmation. The screen and confirmation

shall be based on levels to be determined by the College in consultation with the testing agency.

D. Results – Test results for activity students shall be returned to the Vice President of Student Services and subsequently reported to the activity sponsor, College Counselor, and College Nurse. Test results for student athletes shall be returned to the Athletic Director and subsequently reported to the Coach, Head Athletic Trainer, College Counselor, and/or Vice President of Student Services. Documentation indicating 6+ confirmation for drug use shall be dated by the College Nurse or Head Athletic Trainer, so subsequent re-tests can proceed after forty (40) days.

E. Positive Test – A positive test will be defined as one that indicates concentration levels consistent with those established by the NCAA. The positive concentration level for THC (marijuana) is 15 nanograms/ml.

F. Confidentiality – Test results shall be known only by the student, activity sponsor or Coach, Athletic Director (when applicable), Head Athletic Trainer (when applicable), College Nurse, College Counselor, and Vice President of Student Services; and, if necessary due to an appeals process, the College's Appeals Committee.

VII. BARTON ACTIONS/SANCTIONS

The following actions/sanctions represent the sanctions established by Barton.

A. Positive Drug Test

If a student tests positive on a drug test administered by Barton, the student shall be subject to the actions/sanctions specified in this policy.

FIRST-TIME OFFENDER

1. The activity student's sponsor, College Counselor, College Nurse, and Vice President of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Vice President of Student Services are informed.
3. The student is encouraged to notify the student's parent(s), legal guardian(s) and/or spouse.
4. If the positive test occurs during the season, the student is suspended immediately from practice, performance, and competition for seven (7) consecutive days including a minimum of 10% of the contests and/or performances scheduled, or two contests/performances (not including exhibition contests) whichever is less. If the positive test occurs outside of the performance or competitive season, the seven-day suspension shall begin six days prior to the first regularly scheduled performance or competition (not including exhibition contests). The student may resume practice after the mandatory seven-day suspension but shall be withheld from a subsequent performance or competition,

if the minimum performance or competition suspension is not met in the seven-day suspension period.

5. Student enters a prescribed counseling and rehabilitation program at their own expense.
6. After forty (40) days, the student re-tests and, should the student return as a scholarship student the following academic year, the student may be subject to testing during the subsequent year(s). (Note: Testing continues during the summer months, if the student is enrolled in summer school). If documentation demonstrates a decrease in the drug(s) metabolite, the student shall continue as a first time offender and continue counseling until released by the counselor. If documentation demonstrates an increase in the drug(s) metabolite, the student shall be declared a second-time offender and submit to actions/sanctions indicated in this program.
7. The activity student may appeal to the Vice President of Student Services. The student athlete may appeal to the Athletic Director. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision. Any appeal must be submitted, in writing to the designated person or committee, within 5 days of receipt of positive result letter.

   An appeal shall be considered for one or more of the following purposes:

   a) To determine whether the drug testing process was conducted fairly and in conformity with prescribed procedures and/or
   b) To consider new information sufficient to potentially alter the results

   Sanctions imposed by this policy are to remain in effect during the appeals procedure unless otherwise directed by the President of the College.

8. Failure to comply will result in immediate and permanent suspension from the activity or team and the loss of financial aid. The student may appeal to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

SECOND-TIME OFFENDER

1. The activity student's sponsor, College Counselor, College Nurse, and Vice President of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Vice President of Student Services are informed.
3. The student is encouraged to notify the student's parent(s), legal guardian(s) and/or spouse.
4. Immediate and permanent suspension from participation in the activity or athletics program.
5. Cancellation of financial aid provided by Barton County Community College.
6. The student may appeal the above conditions to the College's Appeals Committee, should they desire. The Appeals Committee has the authority to make the final decision.

B. <u>Zero-Tolerance</u>

If a student's test result does not reach an established level to count as a positive test but does indicate a smaller concentration level of the banned substance [e.g. 1 to 14 nanograms/ml of THC (marijuana)], the student will be subject to the following actions:

1. The activity student's sponsor, College Counselor, College Nurse, and Vice President of Student Services are informed.
2. The student athlete's Coach, Athletic Director, Head Athletic Trainer, College Counselor, and Vice President of Student Services are informed.
3. The student will be offered counseling by the College Counselor.
4. The student will be subject to monthly retests at their own expense.

VIII. GENERAL POLICIES

A. The conditions of this substance abuse policy and drug-testing program begin when the student reports to the College academic/activity/athletic program and continues for the remainder of the student's academic/activity/athletic career.

B. If a student fails to report for drug testing after notification, the student shall be considered an offender.

C. If a student reports to the testing site and subsequently leaves the site without permission from the drug-testing administrator, the student shall be considered an offender.

D. A student who is required to receive counseling will receive written notification and an appointment time via hand-delivery from the College Counselor. Following the initial counseling session, the College Counselor may refer the student to a community drug counseling service or continue counseling the student. If the student is referred to a community drug counseling service, the student will be financially responsible for services provided.

   The first counseling session must occur no later than two (2) weeks after notification of the positive test. Failure to report for counseling will result in the student being suspended from practice, performance, and competition for one week and until the counseling session is met. Further, after a student misses two counseling sessions, the student will be charged with a positive test result penalty for any subsequent missed counseling session, in addition to being charged for the cost of the missed session.

E. Conviction of a student for the sale, purchase, transfer, or possession of drugs shall result in automatic and immediate dismissal from the student's activity or team and the loss of all related financial aid.

F. Offenders shall be subjected to re-tests to determine continued abuse or non-use. An increase in drug(s) metabolite from the most recent test will indicate drug usage and, therefore, a subsequent offense. A decrease in drug(s) metabolite from the most recent test will not be considered a positive test.

G. The application of all of these general policies may be appealed to the College's Appeals Committee who has final authority.

H. This program and its administration/operation is subject to change or to be modified at any time. However, any change or modification will be implemented only by action of the Vice President of Student Services and/or Athletic Director and will not be applied retroactively if it would adversely affect a student's rights.

APPENDIX 1
NCAA BANNED DRUGS

(a) Stimulants:

Amiphenazole	*ephedrine	pentetrazol
Amphetamine	dimethylamphetamine	phendimetrazine
Bemigirde	Doxapram	phenmetrazine
Benzphetamine	Ethamivan	phentermine
Bromantan	Ethylamphetamine	picrotoxine
caffeine (1)	Fencamfamine	pipradol
Cholphentermine	Meclofenoxate	prolintane
Cocaine	Methamphetamine	strychnine
Cropropamide	Methylphenidate	and related compounds
Crothetamide	Nikethamide	
Diethylpropion	Pemoline	

(b) Anabolic agents:
Anabolic steroids:

Androstenedione	Fluoxymesterone	norandrostenedione
Boldenone	Mesterolone	norethandrolone
Clostebol	other anabolic agents:	oxandrolone
dehydrochlormethyl-testosterone	Clenbuterol	oxymesterone
Dehydroepiandrosterone	Methandienone	oxymetholone
(DHEA)	Methenolone	stanozolol
Dihydrotestosterone	Methyltestosterone	testosterone (2)
Dromostanolone	Nandrolone	and related compounds

(c) Diuretics:

Acetazolamide	Flumethiazide	polythiazide
Bendroflumethiazide	Furosemide	quinethazone
Benzthiazide	Hydrochlorothiazide	spironolactone
Bumetanide	Hydroflumethiazide	triamterene
Chlorothiazide	Methyclothiazide	trichlormethiazide
Chlorthalidone	Metolazone	and related compounds
ethacrynic acid		

(d) Street Drugs:

Heroin	marijuana (3)	THC (3) (tetrahydrocannabinol)

(e) Peptide hormones and analogues:

chorionic gonadotrophin (HCG – human chorionic gonadotrophin)	corticotrophin (ACTH)	Growth hormone (HGH, - somatotrophin)

All the releasing factors of the above mentioned substances also are banned.

Erythropoietin (EPO)

(f) Definition of positive depends on the following:

(1) for caffeine – if the concentration in the urine exceeds 15 micrograms/ml.

(2) for testosterone – if the administration of testosterone or the use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

(3) for marijuana and THC – if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

*Ephedrine (ephedra) is contained in many supplement products

APPENDIX II

CHAIN OF CUSTODY IN SPECIMEN COLLECTION, PREPARATION AND HANDLING

Preserving the integrity of the specimen is of vital importance in screening for drugs of abuse. Strict adherence to reasonable steps in this process is required so that:

- The student knows that the student's specimen is properly identified and sealed.

- The laboratory tests the correct specimen and issues a report on the correct subject, eliminating the possibility of reporting in error.

The process of quality control in any multi-step system will begin with the very first step and be systematically followed through to the last. By observing the regimen outlined below, a chain of custody shall be established.

1. Complete the test requisition form by providing the following:

    - Subject's Code Number
    - Date and Time of Collection
    - Test Number on the Form

2. Have the student observe and confirm the student's code number, sex and date on the test requisition form and document any medication being taken.

3. The student is to remove all outer garments. The student takes a specimen cup. The student and a member of the testing agency are to go to the lavatory. The student is instructed to void into the specimen cup while agency personnel observes.

4. In the presence of the testing agency personnel, the student selects a collection kit and pours the specimen into the student's specimen bottles.

5. In the presence of the agency personnel, the student tightens the cap to the bottles and seals them with the security tape which has the student's code number written on it in ink.

6. The student places the specimen bottles into the specimen envelope and seals each envelope with tape. [Note: No person touches the collection kits or specimen cups other than the student-athlete until after the collection process is completed and containers sealed.]

7. The envelope is placed into the shipping container.

8. The number of specimens being shipped is counted.

9. The shipping container is secured and the testing agency's address label is attached.

10. The courier for pick-up is notified and the testing agency is advised of the shipment.

Acknowledgment: Barton County Community College gratefully acknowledges the permission of Kansas University to utilize its established policies and procedures for substance abuse in the development of the substance abuse policy and drug testing program.

Contact(s)
Vice President of Student Services

Related Form(s)

Relevant Policy or Procedure(s): Policy 1611 – Substance Abuse and Drug Testing

Approved by: President
Date: 6/17/03
Revision(s): 11/16/07; 5/18/09; 5/25/17 (minor revision); 10/1/21 (update); 10/6/21 (change)

2613A – Tuberculosis Prevention and Control

In compliance with Kansas Statute KSA 2009 Supp. 65-129, Barton Community College has instituted a tuberculosis prevention and control policy for students.

All first time students enrolled and entering classroom settings will complete tuberculosis screening questionnaire prior to enrollment and/or starting classes. (Exempt students will include those participating in continuing education programs, seminars, inmates at Correctional Facilities and Fort Riley/Fort Leavenworth students enrolled in Military focused college programs**.) Finalization of initial classes will be placed on "hold" until requirements of screening questionnaire have been completed.

Students determined as "high risk" for tuberculosis as defined by Kansas Department of Health and Environment guidelines will be required to complete a Tuberculosis Risk Assessment. TB testing results are required prior to the start of the student's first course.

Any student who is not in compliance will not be eligible to attend classes, enroll for a subsequent semester or term, and obtain an official academic transcript or diploma until requirements have been met.

All international students (on the Great Bend campus) will be required to report to Student Health Services within 24 hours of arrival on campus or Monday morning, if arrival is through the week-end. Health assessments and TB Risk Assessment will be completed at this time.

Disease Reporting Requirement
State laws and regulations require that cases of tuberculosis be reported to local and state health departments.

Collaboration with Barton County Health Department (BCHD) will insure proper reporting and instigation of treatment plans. The Kansas TB Control Program along with the BCHD provides assistance with medications for the treatment of TB infection and disease.

**(Military focused college programs consist of classes generated by the Army and taught by Barton faculty to provide military training/education.)

Click here for link to Kansas state regulations on Tuberculosis Prevention and Control Policy

Click here for link to the state bill signed in March 2011

Based on policy 1612

Approved by: President
Date: 5/29/12
Revision(s): 11/18/13 (minor revision)

2613 – Immunization

The College's immunization policy is in accordance with the recommendations and regulations of the American College Health Association (ACHA), the Kansas State Department of Health and Environment (KDHE), and the Centers for Disease Control (CDC).

Students residing in Barton residential housing are required by Kansas Law to show documented proof of meningitis immunization, be immunized by the second month of residence, or sign a waiver of declination.

Students residing in Barton residential housing, international students, and those who involved in intercollegiate athletics and/or activities are requested to show documented proof of immunity to tetanus/diphtheria, polio, measles, mumps and rubella, or be immunized.

Students enrolled in a health sciences program, child care program, or education program may be required to demonstrate proof of immunity, or be immunized, and have a Tuberculin (TB) screening.

Based on policy 1612

Approved by: President
Date: 5/29/12
Revision(s):

2614 –Student Wellness Intervention Team

Mission: To provide a timely intervention resource for students, faculty and staff in order to address student behavioral issues and to promote student academic success and safety through appropriate and timely response.

Disclaimer: Barton Community College in no way assumes responsibility for the predictive ability of identifying students or other persons who may be in crisis. Barton's Student Wellness Intervention Team exists solely as a reporting resource for the campus community, and to formalize procedures for sharing that information among various support areas.

While it is the goal of the team to provide threat assessment, early intervention, referral, and assistance to persons on campus, the team operates entirely within the limits of the college's available resources. The existence of the team in no way guarantees that incidents will not happen. Additionally, intervention will be limited with persons involved in Barton programming not held on the Barton County campus, although every effort will be made to provide referral resources.

The team is not a crisis response entity. Should an incident occur, the crisis response procedure would become operational as outlined in our Emergency Operations Plan:

Membership: The Student Wellness Intervention Team is comprised of campus professionals who meet monthly to discuss behavioral incidents and concerns occurring on campus, and discuss, plan, and implement intervention strategies.

Counseling Services -Ext. 295
Health Services – Ext. 233
Student Life – Ext. 271
Housing – Ext. 281
Campus Security – Ext. 217
Student Services – Ext. 226
Student Support Services – Ext. 322
Athletic Director – Ext. 279

Members come to the team with experience in managing health, behavior and safety aspects of the campus experience and may therefore spot trends and set up early intervention services as they evaluate behaviors from a variety of campus perspectives.

Purpose: The team provides an early intervention resource for Barton faculty, staff, and students to consult on student behaviors of: **distressing, disruptive or threatening behaviors of concern.**

Behavior which may require attention by the Student Wellness Intervention Team:

1. Suicidal ideation or attempt or self-injurious behavior.
2. Behavior that is not understood but is concerning or disturbing to others, such as talking incessantly to oneself or to an imaginary person.
3. Erratic behavior (including online activities) that can disrupt the mission and/or normal proceedings of college students, faculty, staff, or others. This would include violence or the threat of violence.
4. Involuntary transportation to the hospital for alcohol and drug use/abuse or mental health crises.

Examples of behaviors that should be brought to the attention of the team:

1. A student submits an English assignment about committing suicide.
2. Two students make a class video about placing bombs on campus.
3. Someone receives an email stating, “I’m going to kill everyone in the Math Dept.”.
4. A student’s web page has links to web pages with information about poisoning others.
5. A student corresponds with a faculty member using language that indicates disordered thinking.
6. A student communicates suicidal/homicidal intent to another.
7. A student displays other odd or threatening behaviors.

You may go to https://bartonccc.edu/supportservices/counseling for more detailed information on recognizing distressed students.

Team Responsibilities

- Receive and gather information -about behavior which appears to be dangerous or threatening to the student or others.
- Facilitate interventions - suggest referrals to appropriate offices, or mandate off-campus mental health assessments if necessary. The Student Wellness Intervention Team is not a crisis response team, but acts in a proactive manner to assist at-risk students to prevent potentially dangerous situations on campus.
- Make recommendations - to college officials on appropriate actions(s) consistent with college policies and procedures
- Coordinate the college response to potentially harmful/disruptive situations.
- Educate - Develop and disseminate information regarding identification and prevention of disruptive behavior.

Report Procedures

When a non-emergency report is submitted (either by phone, hard copy or electronically), the following happens:

1) Report enters a secure site under supervision of the campus counselor
2) Report is also automatically sent to the Vice President of Student Services
3) The report is reviewed, and the Student Wellness Intervention Team is convened if a full inquiry is required.
    a) this situation discussed
    b) the reporting party may be contacted to gather additional information
    c) an online search is conducted and information gathered from faculty, coaches, and advisors to see if the student needs to be interviewed.
4) When appropriate, the student is interviewed to determine a plan of action, provide with internal resources, or refer for evaluation.

5) For persons involved in off-campus programming, appropriate referral resources will be sought.
   For persons involved in Barton programming on Fort Riley, referrals will be made to the Dean of Fort Riley Learning Services and Military Operations, who will coordinate with the military and Education Center with regard to support and response.
- Information for Fort Riley and Fort Leavenworth soldiers and family members is available at

http://www.riley.army.mil/AboutUs/ResiliencyCampus.aspx
https://www.munson.amedd.army.mil/information/information_links.htm
https://www.munson.amedd.army.mil/departments/wellness.htm
http://www.triwest.com/en/behavioral-health/

- Additional information about a variety of mental health issues and resources is available at

  https://bartonccc.edu/supportservices/counseling/resources

6) Possible Resolutions or Outcomes:

   - No action taken – case closed
   - Student remains under continued observation
   - Develop an action plan for assistance
   - Referral to existing on-campus support source
   - Referral to appropriate community resources
   - Referral for Code of Conduct violation
   - Recommendation of parental notification
   - Recommendation for medical leave of absence
   - Recommendation of Involuntary leave of absence
   - Recommendation of interim suspension

A procedural flow chart is attached at the end of this document

Confidentiality

Barton Community College recognizes the importance of maintaining confidentiality, and conforms to the rules of set forth in FERPA. When a student presents as a risk to himself or others, however, there is an obligation to report which overrides that student's right to confidentiality. All campus personnel are bound by FERPA, but this does not restrict information that may affect the safety of our campus. We are obligated to share on a "need to know" basis. The liability of not responding far exceeds that of compromising campus safety….and remember that referrals can literally save lives!

If the student referred to the Student Wellness Intervention Team is already receiving care from the campus counselor, or an outside mental health provider, information about that student's relationship may not be obtained by the team from those agencies without written authorization from the student in question, in accordance with federal and state law.

Meeting minutes, reports and additional information gathered in the course of an investigation will be housed securely with thecounselor.

Referral Process: Remember – When you see something, say something!*

- **If you feel there is an immediate physical threat, call Campus Security at Ext 217 or call 911 (9-911 if using a campus telephone).**

- **Non-Crisis Report Form**https://spreadsheets.google.com/spreadsheet/viewform?formkey=dHJhRzdXSWp4dHpZNEhlZUl3WIc0UkE6MQ

- **Phone** - Contact the counseling office (Ext. 295). You may still be asked to fill out the report form later for documentation. If the counselor is not available, another member of the team may be contacted instead.

Advantages to filing a report:

  - Behaviors that are inappropriate or unusual can be identified.
  - Behaviors will be tracked to see if the behaviors/concerns are recurring
  - A determination can be made as to whether the situation warrants immediate action or a behavioral intervention plan
  - Immediate threats can receive immediate action.

What happens to the student in the Student Wellness Intervention Team process? The Student Wellness Intervention Team provides students with confidential, respectful, proactive support, while offering resources and balancing the educational needs of students with the mission of Barton.

Your support of this process is essential because you are on the "front lines" with the student, often on a daily basis. Together we can help ensure a safe, supportive learning environment.

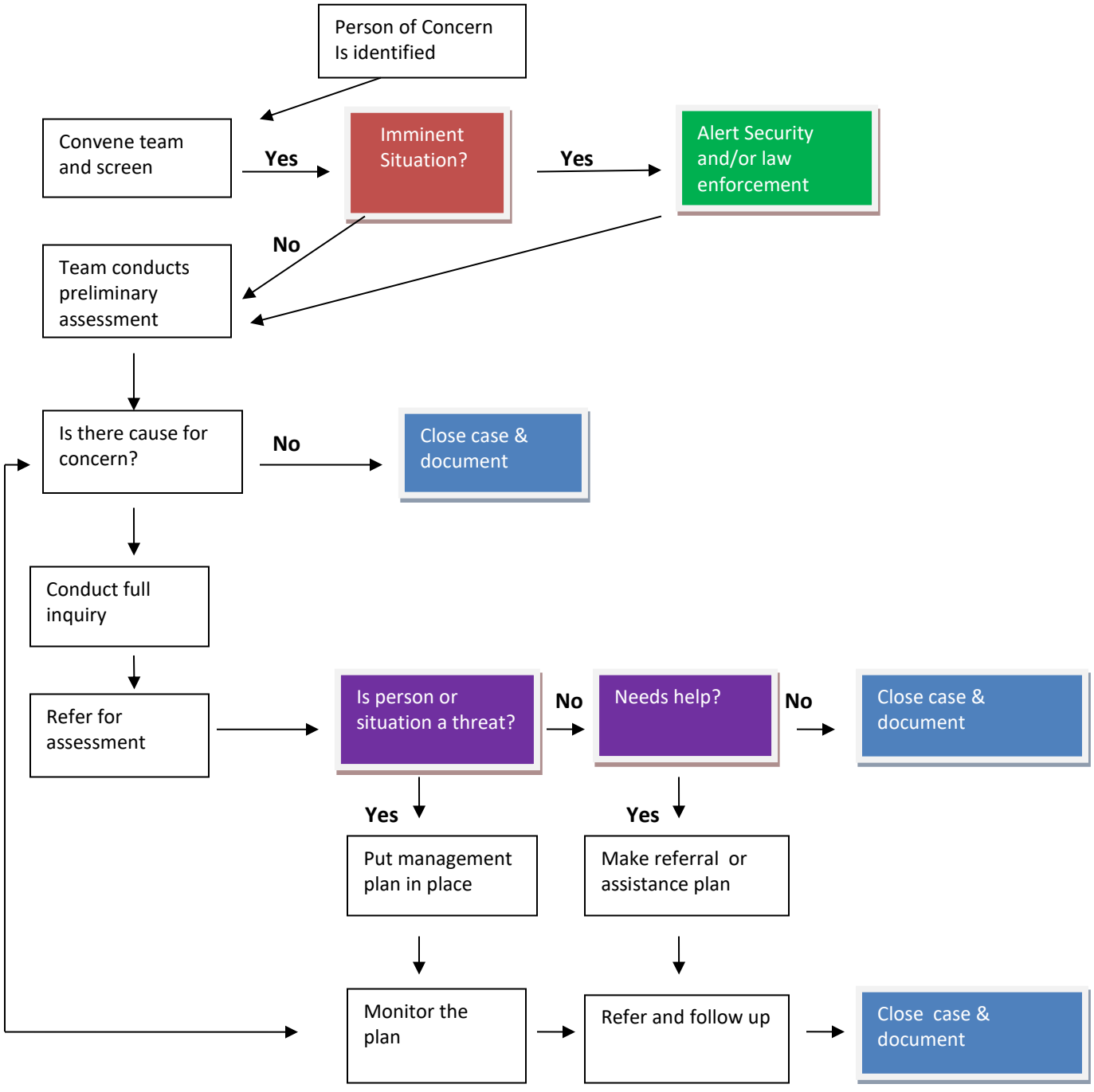
Concept for the Flow Chart was taken from *The Handbook for Campus Threat Assessment and Management Teams* by Gene Deisinger, Ph.D., Marisa Randazzo, Ph.D., Daniel O'Neill and Jenna Savage, Copyright 2008,
*Taken from the New York City Metropolitan Transportation Authority

Contact: Vice President of Student Services

Relevant Policy or Procedure(s): Policy 1613 – Wellness Initiatives

Approved by: President
Date: 10/24/11
Revision(s): 8/28/14 (minor revision); 5/25/17 (minor revision)

STUDENT Wellness Intervention Team Procedural Flow Chart



2615 – Problem Resolution (Students)

The College encourages an open and frank atmosphere in which problems or concerns receive a timely response. If a student disagrees with established policies or practices, and/or if they feel their rights have been infringed on, they may express their concern through the problem resolution procedure. Limitations and acknowledgements include:

- No student will be penalized for using the problem resolution procedure, or for voicing ~~a~~ concern in a timely and professional manner. A student may discontinue this procedure at any step.

- In the event the research required to thoroughly investigate the student's concern extends beyond 10 college business days, the College official researching the problem will notify the student in writing, including the reason for the delay along with the anticipated additional time needed to address the concern. This notification will be maintained as part of the investigative file.

Problem Resolution Steps

1. Within 10 college business days of a student's identification of a concern (concern may not be older than 180 calendar days):

    a. The student is to seek problem resolution informally, at the lowest level possible. For example, if the concern lies with an instructor the student will discuss the concern with the instructor.

    b. If after the discussion, the student remains dissatisfied, the concern may be formalized by proceeding to Step 2.

2. Within 10 college business days of completing Step 1:

    a. The student may advance their concern to the appropriate College Dean or designee.

    b. The Dean or designee will discuss the student's concerns and attempt to assist in formalizing the concern via the **Problem Statement** form (hard-copy or electronic).

    c. Once the completed **Problem Statement** is received by the Dean or designee, the situation will be investigated, and a written resolution will be provided to the student within 10 college business days.

    d. If the student remains dissatisfied following the Dean or designee's written decision, the student may proceed to Step 3.

3. Within 10 college business days of receiving the Dean or their designee's written decision:

    a. The student may appeal to the Vice-President of Administration, Vice-President of Instruction or Vice-President of Student Services if at least one of the following statements is true:
        i. New evidence exists which was not presented to the Dean or designee in Step 2.

ii. Evidence exists of process failure (i.e., the student was treated unfairly by the Dean or designee, etc.).

b. The student meeting at least one of the above criteria submits the following for consideration:
   i. The original Problem Statement as submitted to the Dean or designee.
   ii. The written decision received from the Dean or designee.
   iii. The required additional evidence noted in 3a above.

c. The Vice President will provide a written decision to the student within 10 college business days.

4. Within 10 college business days of receiving the Vice President's written decision:

   a. The student may pursue review by the President if at least one of the following statements is true:
      i. There is new evidence which was not presented to the Vice President in Step 3.
      ii. Evidence exists of process failure (i.e., the student was treated unfairly by the Vice President, etc.).

   b. The student provides all pertinent written documentation to the Administrative Assistant to the President and schedules a meeting with the President (note that meeting may occur in person, via electronic means, or via phone).

   c. The President will review the student's appeal, review available documentation, and present the student with a written determination within 10 college business days. The President's decision is final.

5. If resolution is not reached, the student may address their concerns with the Kansas Attorney General's Office of Consumer Protection:
   i. Consumer Protection Hotline: 1-800-432-2310 or (785) 296-3751
   ii. Fax: (785) 291-3699
   iii. Website

Contact: Vice President of Instruction; Vice President of Administration

Related Form(s): Problem Statement

Relevant Policy or Procedure(s): 1615 – Problem Resolution (Students)

Approved by: President

Date: 11/16/07

Revision(s): 2/23/15; 6/1/15; 5/25/17 (minor revision); 10/19/21; 11/1/21 (minor revision); 8/15/22 (minor revision); 8/7/23 (minor revision); 5/22/25 (minor revision); 9/15/25

2620 – Military Students – Recruitment, Enrollment, and Tuition Assistance (TA)

Barton Community College (Barton) is a military education institution and actively engages and serves military service members seeking higher education. College personnel promote and discuss learning opportunities with eligible members; however, the institution does not support high pressure business approaches, nor offers incentives to college personnel to secure enrollments or federal financial aid.

Service members interested in pursuing education with the College are notified that if their intent is to utilize military tuition assistance to support their educational plans, they must first speak with an Education Services Counselor before enrolling in any coursework with the College.

There are times during a service member's involvement in education when deployment orders are issued, or changes in approved military service obligations occur and these obligations prohibit the student from attendance and/or participation in the course. There are also situations when the military student elects to discontinue their participation in coursework.

In these instances, students must initiate their request and present to the Barton Registrar documentation applicable to their absence.

Once notice is made and applicable documentation is reviewed, students are eligible for the following refund procedures:

- Students with approved TA will be withdrawn from the course and the TA will be returned on a proportional basis through at least 60% based on when the student stops attending. Any remaining balance will be applied to the student account as required and the student will receive the appropriate withdrawal code on their academic transcript. Course withdrawals will not impact the student's grade point average.
- Students without TA who withdraw from courses will receive a refund of tuition and fees applicable to the College's withdrawal guidelines and will receive the appropriate withdrawal code on their academic transcript. Course withdrawals will not impact the student's grade point average.
- Students who enlist for military service while enrolled in a semester will be subject to the college's standard refund policy.
- Campus room and board charges will be prorated per withdrawal date.
- Any military student who is Title IV eligible (federal financial aid) and withdraws due to military deployment will not be required to repay based on the Return to Title IV funds calculation. Barton must perform the Return of Title IV Funds calculation that is required by federal regulations.

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Barton will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. Unearned TA funds are returned to the military service branch. Barton does not bill the military services until the final drop date has passed. This eliminates the need to return funds, for the purpose of withdrawal.

Contact(s): Vice President of Administration

Related Form(s):

References:

Relevant Policy or Procedure(s): 1600-course attendance

Approved by: President

Date: 11/14/11

Revision(s): 12/3/21 (minor revision); 5/1/23 (minor revision); 4/5/24

2620 – Military Students – Recruitment, Enrollment, and Tuition Assistance (TA)

Barton Community College (Barton) is a military education institution and actively engages and serves military service members seeking higher education. College personnel promote and discuss learning opportunities with eligible members; however, the institution does not support high pressure business approaches, nor offers incentives to college personnel to secure enrollments or federal financial aid.

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- Students who enlist for military service while enrolled in a semester will be subject to the college's standard refund policy.
- Campus room and board charges will be prorated per withdrawal date.
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Contact(s): Vice President of Administration

Related Form(s):

References:

Relevant Policy or Procedure(s): 1600-course attendance

Approved by: President

Date: 11/14/11

Revision(s): 12/3/21 (minor revision); 5/1/23 (minor revision); 4/5/24

2622–Service-Related Leave of Absence and Readmission

Barton Community College is proud to serve its military students.

When a student must take a leave of absence from educational pursuits to address military service lasting more than 30 consecutive days, Barton will readmit the student to the academic status in place at the time of the last attendance or acceptance, and to their previous program of study, upon return.

Notification of service-related absence:

The student should notify Registrar/Enrollment Services Office of the impending service-related absence as far in advance of the absence as is reasonable under the circumstances. The student should provide the Registrar/Enrollment Services Office with documentation of military service upon request for readmission. If more than 6 months have passed since the leave began, Barton will require an updated admissions application, to update the student records.

Barton commitments upon service-related absences:

With documentation of the service-related absence and upon the service member's request, the student will be withdrawn from current enrollment and refunded at 100% of the tuition and fees charged for the classes OR receive a one-year extension to complete the required coursework.

Barton commitments upon readmissions request:

At the time of readmission, the student will be admitted into the next program class, unless a later date has been requested by the student. The student will be readmitted to the program even if college or state maximum enrollment limits have been met. The student will be readmitted to the same academic status (same program, enrollment status, credit hours and academic standing) as was in place prior to the service-related absence.

If Barton determines that the student is not prepared to resume the program, Barton will take all reasonable steps to assist the student in getting prepared to continue in the program, with no charge to the student.

For the first academic year upon return, students shall be subject to the tuition and fee charges in effect at the time of the departure. If service-related education benefits are sufficient to cover the published tuition and fee charges in place at time of readmission, Barton may assess those charges as appropriate.

The cumulative length of the absence for military service may not exceed five years.

Students seeking readmission under this policy must not have received a dishonorable or bad conduct discharge, a general court-martial, or a federal or state prison sentence.

Contact(s): Vice President of Student Services

Related Form(s):

Relevant Policy or Procedure(s): 1600 – Course Attendance

Approved by: President
Date: 9/05/24
Revision(s):

2624 – Program Dismissal

Students admitted to specific academic or career technical education programs have responsibilities and requirements including those found in the College's Student Handbook and the respective program's handbook. The responsibilities and requirements are ethical, legal, and/or academic in nature, but also include standards of professionalism.

Dismissal from a program is never arbitrary but results from a clear pattern of behavior or performance that conflicts with a program's policies and values. Typically, a student is dismissed after failing to meet program responsibilities and requirements and then subsequently failing an assigned learning agreement or education plan to remediate the identified concerns.

In the event a student is dismissed from an academic or career technical program, the student may appeal the dismissal decision. The program dismissal action will remain in effect during the dismissal appeal, unless otherwise directed by the Vice-President of Instruction. Additionally, costs associated with and paid are non-refundable in the event a student is dismissed from a program.

Appeal of Academic Dismissal Process

Within five college business days of academic program dismissal, the student is to submit written documentation to the Vice President of Instruction's Office explaining their situation (documentation may be hard-copy or electronic). This written documentation is to include:

- Student's name and Barton ID number
- Name of the academic program and date of dismissal
- Name of the college representative who conveyed the program dismissal information
- Any documentation provided to the student at the time of dismissal
- Student explanation of why re-instatement in the program is warranted and any supporting documentation

The Vice President of Instruction will convene a three-member Appeals Committee to review the appeal and render a decision. The committee will include the Vice President of Instruction, Vice President of Student Services and a third appointed member from Instruction or Student Services. The Appeals Committee shall set a hearing as soon as possible after the appeal has been received. The notice of the hearing shall be shared with the committee membership and the student appealing the program dismissal no less than three (3) College business days prior to the hearing.

- The committee will review the information submitted by the student.
- The committee will contact the program representative who conveyed the dismissal and request additional relevant documentation.
- The committee may request additional information or documentation from the student prior to the hearing. The committee may also request a meeting with the student prior to the hearing and/or during the hearing.
- Within three college business days of the committee meeting, the student will be notified of the appeal determination. Notice of the decision shall be served utilizing Barton's conduct software, from a Barton representative's Barton-issued email account to the student's Barton issued email account, in person, by certified mail, or by regular mail.

Within five college business days of receiving the Appeal Committee's decision, the student may choose to appeal the ruling if one of the following outcomes exist:

- ✓ There is new evidence which was not presented to the Appeal Committee.
- ✓ Evidence exists of a process failure (i.e., the student was treated unfairly by the Appeals Committee, etc.).

If the student chooses to appeal, they should contact the Administrative Assistant to the President and schedule a meeting with the president. All pertinent written documentation must be submitted to the Administrative Assistant in advance of the scheduled meeting.

The President will review the students appeal including available documentation and present the student with a written determination within 10 college business days. The President's decision is final.

Contact(s): Vice President of Instruction; Vice President of Administration

Related Form(s):

Relevant Policy or Procedure(s): 1617-Program Dismissal

Approved by: President
Date: 11/17/2025
Revision(s): 1/14/26 (minor revision)

2626-Standardized Email Signature for Faculty and Staff

As email signatures have become a modern equivalent of a digital business card, a standardized signature plays a role in reinforcing our brand identity. A unified email signature promotes instant brand recognition, ensures consistency across the organization, and conveys professionalism in every communication from employees of the College.

For all faculty and staff to maintain brand consistency, and ensure clear, professional communication, all email signatures must adhere to the approved format. Branding guidelines and templates are available in the T: drive under Brand/EmailSignatures, which include all necessary contact details and instructions for your email signature in Microsoft Outlook.

Contact(s): Chief Communications Officer

Related Form(s):

References:

Relevant Policy or Procedure(s): 1109-Phone and Mail Systems

Approved by: President
Date: 5/18/26
Revision(s):

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
1500	Academic Assessment and Placement	2500	Instruction
2500	Academic Assessment, Placement, and Re-testing	1500	Instruction
2503	Academic Clemency	1503	Instruction
1503	Academic Clemency	2503	Instruction
2520	Academic Freedom and Freedom of Expression	1520	Instruction
1520	Academic Freedom	2520	Instruction
2502	Academic Integrity	1501	Instruction
1501	Academic Integrity, Quality, and Rigor	2502	Instruction
2415	Accrual Chart for Vacation, Sick, and Personal Leave Benefits	1410	Human Resources
2466	Adjunct Faculty/Full-time Faculty Overload Compensation	1476	Human Resources
2492	Alternative Work Location	1470	Human Resources
2326	Allowable Costs - Federal Awards/Sponsored Projects	1305	Fiscal Management
2325	Allowance for Doubtful Accounts	1305	Fiscal Management
2220	Animals in College Facilities and in College Vehicles	1200	Facilities, Equip., & Other
2511	Attendance and Grade Reporting	1511	Instruction
2175	Barton Community College GLBA Required Information Security	1110, 1166, 1170, 2111, 2111A, 2150, 2170	College Operations
2111A	Barton Community College Individual Email Address	1110	College Operations
2180	Barton Community College Missing Student Procedure	1175	College Operations
2435	Barton Distinguished Instructor Awards	1420	Human Resources
1400	Benefit Plans	2400, 2401,2402	Human Resources
2418	Bereavement Leave	1410	Human Resources
2410	Bloodborne Pathogens	1406	Human Resources
1406	Bloodborne Pathogens	2410	Human Resources
2140	Camps/Leagues	1150	College Operations
1175	Campus Safety	2180	College Operations
2320	Capitalization	1305	Fiscal Management
2308	Cash Management for Federal Grant Awards	1305	Fiscal Management
2419	Catastrophic Illness Leave of Absence	1410	Human Resources
2463	Changes in Job Description/Title	1470	Human Resources
2535	Children in the Classroom	1535	Instruction
1535	Children in the Classroom	2535	Instruction
1132	Civil Rights Resolution for all Students, Employees, Guests, and Visitors		College Operations

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
2417	Clarification of Medical Related Leaves	1410	Human Resources
1610	Code of Conduct	2610, 2611	Students & Services
1105	College Closing	2100	College Operations
2100	College Closing - Inclement Weather	1105	College Operations
1106	College Communications	2105, 2105A, 2108	College Operations
1150	College Events	2140	College Operations
2200	College Facilities, Equipment, and Other Resources	1200	Facilities, Equip., & Other
1200	College Facilities, Equipment, and Other Resources	2200, 2203, 2220	Facilities, Equip., & Other
2493	College Issued Cell Phone/Internet Card	1475	Human Resources
2106	College Logos and Other Representations	1108	College Operations
1108	College Logos and Other Representations	2106	College Operations
1170	College Record Retention	2170, 2171	College Operations
2105	College Response to Media Requests	1106	College Operations
2467	Compensation (Personnel Paid with Federal Funds)	1476	Human Resources
2121	Civil Rights Officer	1125	College Operations
2165	Conflict of Interest	1165	College Operations
1165	Conflict of Interest	2165	College Operations
1107	Contracts and Other Institutional Commitments	2107, 2109	College Operations
2109	Contracts, Agreements, MOU	1107	College Operations
1166	Copyright Law	2150	College Operations
2530	Course Attendance	1600	Instruction
1600	Course Attendance	2604, 2620, 2530, 2622	Students & Services
2440	Course Work Grants	1425	Human Resources
2540	Credit Hour Allocation	1502	Instruction
2420	Donated Leave Program	1410	Human Resources
1126	Drug Free Environment		College Operations
1415	Early Retirement	2430	Human Resources
2430	Early Retirement Benefits	1415	Human Resources
1100	Emergency Cessation of Operations		College Operations
1441	Employee Attendance on Committees, Councils, Task Forces, and Teams		Human Resources
2450	Employee Conduct and Discipline	1435	Human Resources
1435	Employee Conduct and Discipline	2450, 2451, 2453	Human Resources

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
1410	Employee Leave	2415, 2416, 2417, 2418, 2419, 2420, 2421, 2421A, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429	Human Resources
1440	Employee Paperwork	2455, 2456, 2457	Human Resources
1476	Employee Pay Schedules	2466, 2467	Human Resources
1420	Employee Recognition	2435, 2436, 2437	Human Resources
1430	Employee Record Confidentiality and Protection	2445	Human Resources
2436	Employee Service Recognition Award	1420	Human Resources
2458	Employee Training	1442	Human Resources
1442	Employee Training	2458, 2459	Human Resources
1425	Employee Tuition Assistance	2440	Human Resources
2486	Employment Reference Checks	1470	Human Resources
1470	Employment/Separation	2460, 2461, 2461A, 2461B, 2462, 2462A, 2463, 2464, 2476, 2485, 2486, 2492	Human Resources
2455	Enrollment of New Employees - Oath	1440	Human Resources
1125	Equal Employment Opportunity and Equal Education Opportunity	2121, 2123	College Operations
2203	Equipment Usage - Federal Awards/Sponsored Projects	1200	Facilities, Equip., & Other
2451	Ethical Behavior	1435	Human Resources
1510	Examinations	2512	Instruction
2606	External Requests for Student Directory and Graduate Lists	1605	Students & Services
2468	Faculty Employment	1451	Human Resources
2465	Faculty Employment Qualifications	1451	Human Resources
2481	Faculty Evaluation Process	1465	Human Resources
1700	Fairness in Women's Sports		Students & Services
2421	Family and Medical Leave	1410	Human Resources
2307	Federal Payments	1305	Fiscal Management
2512	Finals	1510	Instruction
1310	Fiscal Expenditures	2310, 2315	Fiscal Management

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
1305	Fiscal Management	2305, 2306, 2307, 2308, 2320, 2325, 2326	Fiscal Management
2400	Flexible Benefit Plan	1400	Human Resources
2421A	FMLA Leave for Military Service Members' Families	1410	Human Resources
2120	Freedom of Information	1127	College Operations
1127	Freedom of Information	2120	College Operations
2145	Fund Raising and Gift Solicitation	1155	College Operations
1155	Fund Raising and Gift Solicitation	2145, 2146	College Operations
2422	General Leave of Absence	1410	Human Resources
2416	General Leave Requirements and Information	1410	Human Resources
2146	Gifts, Gratuities, and Unrelated Compensation	1155	College Operations
2316	Gifts, Prizes, Awards, Gift Cards/Certificates	1310	Fiscal Management
1511	Grade and Attendance Reporting	2511	Instruction
1505	Grade and Degree Revocation	2505	Instruction
2505	Grade Revocation	1505	Instruction
2459	Hazardous Materials	1442	Human Resources
1407	Health Insurance Portability and Accountability Act (HIPAA)		Human Resources
2401	Health, Dental, and Life Insurance	1400	Human Resources
2461	Hiring Guidelines for Adjunct Faculty	1470	Human Resources
2461A	Hiring Guidelines for Hourly Staff (Temporary) Positions	1470	Human Resources
2460	Hiring Guidelines for Regular (Non-temporary) Faculty and Staff	1470	Human Resources
2428	Holidays and Breaks	1410	Human Resources
2306	Identity Theft	1305	Fiscal Management
2456	Immigration Law Compliance	1440	Human Resources
2613	Immunization	1612	Students & Services
1612	Immunization and Disease Screening	2613, 2613A	Students & Services
2310	Individual Memberships/Certifications/Association Dues, Etc.	1310	Fiscal Management
2171	Information Services Security Procedures	1170	College Operations
2113	Information Services Data Backup	1111	College Operations
1111	Information Technology Purchases and Projects	2112, 2113	College Operations
1102	Institutional Focus and Direction	2102	College Operations
2102	Institutional Planning and Effectiveness	1102	College Operations
1502	Instructional Program	2540	Instruction

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
2470	Intellectual Property	1463	Human Resources
1463	Intellectual Property	2470	Human Resources
2301	Interview Travel Expense Reimbursement	1300	Fiscal Management
2201	Inventory, Fixed Assets, Disposition	1201	Facilities, Equip., & Other
1201	Inventory, Fixed Assets, Disposition	2201	Facilities, Equip., & Other
2330	Investments	1305	Fiscal Management
2112	IT Purchases and Projects	1111	College Operations
2429	Jury Duty	1410	Human Resources
2478	Kansas Mentors: State Employee Mentoring Program	1464	Human Resources
1405	Kansas Public Employees Retirement System (KPERS)	2405	Human Resources
2405	KPERS	1405	Human Resources
1480	Loss of Personal Property		Human Resources
2423	Military Leave	1410	Human Resources
2620	Military Students – Recruitment, Enrollment, and Tuition Assistance (TA)	1600	Students & Services
2202	Naming of College Buildings and Facilities	1202	Facilities, Equip., & Other
1202	Naming of College Buildings and Facilities	2202	Facilities, Equip., & Other
1461	Nepotism		Human Resources
1450	Non-temporary Position Additions and Staff Selection		Human Resources
2491	Office Hours	1475	Human Resources
2305	Online Payments	1305	Fiscal Management
2402	Optional Benefits	1400	Human Resources
2107	Partnership Relations	1107	College Operations
2490	Payroll	1475	Human Resources
1475	Payroll	2490, 2491, 2493	Human Resources
2480	Performance Evaluation	1465	Human Resources
1465	Performance Evaluation	2480, 2481	Human Resources
2424	Personal Leave	1410	Human Resources
1131	Personal Relationships		College Operations
2425	Personal Sick Leave	1410	Human Resources
2457	Personnel Data Changes	1440	Human Resources
2445	Personnel Files	1430	Human Resources
2110	Phone and Mail Systems	1109	College Operations
1109	Phone and Mail Systems	2110	College Operations
1460	Policies and Procedures/At-will		Human Resources

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
2101	Policies/Procedures	1101	College Operations
1101	Policies/Procedures	2101	College Operations
2475	Political Activities of Employees	1464	Human Resources
1464	Political and Volunteer Activities of Employees	2475, 2477, 2478	Human Resources
1451	Position Requirements	2465, 2468	Human Resources
2210	Posters, Handbills, Solicitation and Other Activities	1215	Facilities, Equip., & Other
1215	Posters, Handbills, Solicitation and Other Activities	2210	Facilities, Equip., & Other
2476	Presence of Children, Other Family Members, or Friends in the Workplace	1470	Human Resources
2452	Problem Resolution (Employee)	1436	Human Resources
1436	Problem Resolution (Employee)	2452	Human Resources
2615	Problem Resolution (Students)	1615	Students & Services
1615	Problem Resolution (Students)	2615	Students & Services
2315	Procurement	1310	Fiscal Management
2454	Professional Dress	1435	Human Resources
1115	Professional Liability Protection		College Operations
1617	Program Dismissal	2624	Instruction
2624	Program Dismissal	1617	Instruction
2105A	Public Relations-Use of Photos/Video in Print and Electronic Media	1106	College Operations
1145	Purchasing	2130	College Operations
2461B	Quick Rehire (Adjunct Faculty and Part-time Hourly Staff (Temp) Positions))	1470	Human Resources
2462A	Quick Rehire of Student Employees	1470	Human Resources
2170	Record Retention	1170	College Operations
2130	Requisitions	1145	College Operations
2437	Retirement Recognition	1420	Human Resources
2426	Sabbatical Leave	1410	Human Resources
2205	Security Monitoring and Recording	1205	Facilities, Equip., & Other
1205	Security Monitoring System	2205, 2206	Facilities, Equip., & Other
2485	Separation from Employment for Regular Faculty and Staff Positions	1470	Human Resources
2215	Service of Alcoholic Beverages for Special Events	1220	Facilities, Equip., & Other
1220	Service of Alcoholic Beverages for Special Events	2215	Facilities, Equip., & Other
2622	Service Related Leave of Absence and Readmission	1600	Students & Services
2108	Social Media	1106	College Operations
2125	Solicitation of Employees/Students	1140	College Operations
1140	Solicitation of Employees/Students	2125	College Operations

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or	Policy/Procedure Manual Section
2626	Standardized Email Signature for Faculty and Staff	1109	College Operations
2611	Student Code of Conduct	1610	Students & Services
2176	Student E-mail Account Retention	1170	College Operations
2462	Student Employees/Supervision	1470	Human Resources
1605	Student Privacy Rights	2605, 2606	Students & Services
2605	Student Privacy Rights (Family Education Rights and Privacy Act [FERPA])	1605	Students & Services
2614	Student Wellness Intervention Team	1613	Students & Services
1611	Substance Abuse and Drug Testing	2612	Students & Services
2612	Substance Abuse and Drug-Testing Program (Temporarily pulled for review)	1611	Students & Services
2604	The Ability to Benefit	1600	Students & Services
2522	The Kansas Intellectual Rights and Knowledge Act	1520, 2200, 2520	Instruction
2123	Title IV Student Aid Fraud	1125	College Operations
1210	Tobacco Use		Facilities, Equip., & Other
2300	Travel	1300	Fiscal Management
1300	Travel	2300, 2301	Fiscal Management
2613A	Tuberculosis Prevention and Control	1612	Students & Services
2115	Tuition Scholarships	1120	College Operations
1120	Tuition Scholarships	2115	College Operations
2464	Unsolicited Application Materials	1470	Human Resources
2111	Use of Computers/College Computing and Information Systems	1110	College Operations
1110	Use of Computers/College Computing and Information Systems	2111	College Operations
2150	Use of Copyright Materials	1166	College Operations
2427	Vacation Leave	1410	Human Resources
2206	Video Surveillance	1205	Facilities, Equip., & Other
2477	Volunteer Activities	1464	Human Resources
1160	Weapons		College Operations
1613	Wellness Initiatives	2614	Students & Services
2453	Whistleblower	1435	Human Resources
1129	Worker's Compensation and General Liability Insurance		College Operations