

# EMPLOYEE HANDBOOK

Latest Revision Date: November 2022



**Butler**  
Community College

Approved by Board of Trustees 8/10/99  
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Office of the President

Dear Colleagues,

I'm grateful to work alongside all of you who are so dedicated to our students and their success each day. Our "Timeless Institutional Values" of **Quality, Integrity, Service and Caring** are embedded in our daily work and set the stage for the college mission and vision which are more vital and vibrant than ever before. Butler's commitment to excellence and student success begins with all of us. While we're in the midst of significant transformations in higher education following the pandemic, let's remain deeply focused on our strategic goals and priorities to:

- Support Students and their Success
- Advance Communities and Partnerships
- Enhance Employee Success and Excellence
- Drive Institutional Sustainability and Growth
- Champion Excellence in Innovation
- Inspire Values of Equity and Access

This handbook is designed to provide clear understanding and support of current policies and procedures which allows us all to better fulfill our responsibilities. It is a constantly evolving document but one intended to identify the framework for College organizational and administrative functions as well as Board and personnel policies. The handbook should help support a positive working environment, empower you as employees to excel, and validate the importance of your daily work and each of you as individuals.

Because we have the ability to impact our students' lives each day and often in ways we don't even realize, I make a personal commitment each day to offer my very best to our students and to each of you. I am dedicated to offering you the flexibility and assistance to create innovative and unique learning environments, supporting your individual strengths and abilities to fulfill our mission, and expanding our capacity in strategic ways as we serve our students and communities.

We are all "difference makers" for our students. Whether it's in class, in our offices, through student organizations, visiting with them on campus, or at college events, we are all part of a team that helps guide them and helps ensure their success. Thank you for your commitment each day to make Butler the very best place to learn, teach, and work.

A handwritten signature in black ink, appearing to read 'Kim'.

Dr. Kimberly Krull  
President

## Introduction

This handbook is prepared and distributed to employees for informational purposes. It is not a contract and should not be construed as such.

Knowledge of the organizational and administrative functions of the college and a clear understanding of the Board policies and personnel policies and procedures in force are highly desirable for cooperation and staff morale.

Technology is integral to the operation of the College. As such, the Information Services policies included in this Employee Handbook identify appropriate use of all college technology and resources.

The policies of Butler Community College, as adopted by the Board of Trustees, supersede anything contained in this handbook. Changes in policy are automatically implemented as part of the handbook. The College, at all times, reserves the right to change, delete from, alter, amend or waive the provisions contained in the handbook. Suggestions for changes, additions, and deletions should be made in writing to the President or Vice-Presidents.

#### **Process for Revision of Policies and Procedures**

All policy and procedure statements will be in writing and accessible to all college personnel, either in the employee handbook or the negotiated agreement for Butler professional employees. All matters that require a policy or procedure decision will be communicated in writing with a "policy announcement", "new policy" or "change in policy" notice to all college personnel.



# ABOUT BUTLER COMMUNITY COLLEGE

Butler has embarked on a journey, which places Learning at the heart of our institution. This is the journey an institution driven by quality and dedicated to engaging its students in learning experiences which expand their minds and spirit. Butler is driven by the desire change students' lives

Established in 1927 in El Dorado, Kansas, Butler now stands as the second largest community college in Kansas, serving more than 10,000 credit students a year through its numerous community-based sites located within a state designated five-county service area, of Butler, Chase, Greenwood, Marion and Morris counties. Building on the College's rich history of student-centered and teaching-centered values, at any given moment students are learning at six (6) locations and number of high school and community sites as well as around the globe online. In addition, Butler works collaboratively with area private and public universities to enhance learning opportunities for South Central Kansas.

In alignment with Butler's mission, academic instruction, career and technical training, non-credit training, and life enrichment opportunities are offered for the citizens of south-central Kansas.

## **Butler Mission**

Butler Community College inspires and prepares students for lifetime success through inclusive, innovative, affordable, quality education while advancing community vitality. (Rev. 1/23)

## **Butler Vision**

Butler Community College will be an innovator in shaping the future for students, faculty, staff, and the community in a caring environment through dynamic instruction, programs, and support services. (Rev. 1/23)

## **Strategic Goals and Priorities**

### **Support Students and their Success**

- Maximize equitable access for students
- Improve student outcomes including retention, persistence and completion of student goals
- Address strategic enrollment

### **Advance Communities and Partnerships**

- Strengthen partnerships with business and industry, advisory committees, and stakeholders

### **Enhance Employee Success and Excellence**

- Attract, retain, and develop the best employees

- Promote internal and external opportunities for professional development and educational advancement
- Enhance staffing and capacity levels

### **Drive Institutional Sustainability and Growth**

- Strengthen internal and external partnerships to develop new funding sources
- Ensure institutional accountability and compliance

### **Champion Excellence in Innovation**

- Enhance digital literacy and fluency for students and staff
- Strengthen competency-based education (CPL, Military credit, apprenticeships, etc.)

### **Inspire Values of Equity and Access**

- Maximize a diverse, equitable, and inclusive organizational environment by encouraging engagement, input, communication and respect toward others' ideas and experiences
- Increase access and achievement for underrepresented populations through internal and external partnerships and student support
- Enhance recruiting and hiring practices to support a diverse workforce

### **Butler Learning Principles**

As a dynamic institution, Butler faculty, staff and administration:

#### **Focus on Learning**

We seek student and stakeholder feedback and use that feedback to shape programs and services that are directly related to their learning needs. We rely upon documented evidence to determine that improved and expanded learning takes place.

#### **Assume Personal Responsibility**

We assume responsibility and ownership in helping to achieve and maintain performance standards that contribute to the college's mission and key performance indicators.

#### **Advance Active Engagement in Learning**

We act as learning facilitators, engaging students and co-workers in a variety of learning experiences inside and outside the classroom setting.

#### **Provide Multiple Learning Opportunities**

We sustain safe, functional and inviting learning environments to offer a variety of programming and services options that meet the learning needs of students and other stakeholders.

### Value Our Human Resources

Through our active engagement in systematic institutional and personal growth and development, we foster a climate of excellence in which all employees are empowered to contribute to the advancement of the college's mission, vision and learning college principles.

### Make Decisions Based on Facts

We use the best available integrated data, information and performance measures to facilitate student learning, to guide our continuous improvement efforts at the department, division and college-wide levels, and to guide our daily planning and decision-making.

### Plan Strategically for The Future

We plan with the future in mind, using a strategic planning model that allocates limited resources for optimum effectiveness, productivity and efficiency in meeting student and other stakeholder needs.

### Respond with Agility

We effectively respond to opportunities, changes and threats in our environment, continually seeking new or adapted ways to respond to the learning needs of our students and other stakeholders.

### Link with External Communities

We foster mission-related linkages and partnerships to address student and stakeholder needs and to contribute to the economic and social well-being of our region.

### Model Our Principles and Timeless Values

Butler's culture inspires administration, faculty, staff and students to model the Learning Principles and the College's "Timeless Institutional Values" of Quality, Integrity, Service and Caring.

### **Timeless Institutional Values**

- Quality
- Integrity
- Service
- Caring

### **Butler Learning PACT**

Butler prepares students to be principled, productive individuals who are responsible, involved lifelong learners.

To accomplish this goal, Butler has established a Learning PACT for the skills learners acquire during their career.

The Learning PACT Skills are vital for any adult to function successfully in the ever- changing world of the 21<sup>st</sup> century. The Butler Learning PACT consists of:

P = Personal Development

A = Analytical Thinking Skills

C = Communication Skills

T = Technological Skills

A productive future in the global marketplace depends upon having developed these skills.

The Butler Learning PACT is integrated throughout all of the college's academic and vocational programs in:

- Coursework
- Extra-curricular activities
- All other learning opportunities

Butler students' work will demonstrate:

P = Personal Development

- Make smart personal life choices
- Interpersonal interaction
- Interact with respect for others in a diverse world

A = Analytical Thinking Skills

- Problem Solving
- Find workable solutions for real life problems
- Critical Thinking
- Make informed decisions for challenging situations

C = Communication Skills

- Creation and delivery of messages
- Write and speak effectively
- Reception and interpretation of messages
- Observe, listen and read effectively

T = Technological Skills

- General computer use
- Use computers and the internet proficiently
- Discipline-specific technology
- Use specialized technology effectively

(Revised 7/15; Reviewed 9/22)

# BUTLER BUILDINGS AND LOCATIONS

## **Butler of El Dorado 901 South Haverhill Rd**

100 Building: Information Services, Institutional Research, Mass  
Communications  
Vice President of Digital Transformation  
Associate Vice President of Institutional Research  
Secretarial Center  
BCTV  
Butler Lantern Newspaper  
Radio  
Sports Media

200 Building: Communications & Chemistry  
Humanities, Social & Behavioral Sciences Division  
Business Systems Technology  
English

300 Building: Art & Welding  
Art Program  
Welding Program

400 Building: Automotive & Diesel  
Automotive Technology  
Diesel Technology  
Volvo Car University Program  
Resource Development

500 Building: Athletics  
Athletic Director  
Assistant Athletic Director  
Gymnasium  
Athletic Offices  
Athletic Hall of Fame  
Human Performance

600 Building: Hubbard Center; L.W. Nixon Library  
Vice President of Student Services  
Associate Vice President of Student Services  
L.W. Nixon Library  
Online, High School & Community Learning Division  
Accounts Receivable  
Admissions

Adult Basic Education  
Advising  
Career Services  
Financial Aid  
High School Partnerships  
Disability Services  
Registrar  
Testing Center  
Veteran's Services

700 Building: Fine Arts & E.B. White Gallery  
Fine Arts & Communications Division  
Vocal Music  
Theatre  
Instrumental Music  
Dance  
Erman B. White Gallery of Art  
Box Office

800 Building: Business  
BEST Program (Emporia State University)  
Accounting  
Business Administration  
Economics

900 Building: Walbourne Administration Building  
Vice President of Academics  
Vice President of Finance  
Associate Vice President of Human Resources  
Accounting  
Finance  
Human Resources

1000 Building: Student Union  
Bookstore  
Cafeteria  
Service Desk  
Student Government Association  
Student Involvement

1100 Building: West Hall  
Residence Hall  
College Health  
Counseling

1200 Building: Facilities Management

Director of Facilities Management  
Assistant Director of Facilities Management

1300 Building: East Hall  
Director of Residence Life  
Residence Hall

1400 Building: Agriculture  
Agriculture Program  
Livestock Judging

1500 Building: Health, Sciences, Math & Education  
Academic Support & Effectiveness Division  
Health, Education & Public Services Division  
STEM Division  
Nursing  
Math Lab  
Tutoring  
Kansas Room

1600 Building: Public Safety & Criminal Justice  
Public Safety (Butler Police Department)  
Criminal Justice

1700 Building: Facilities Management Shop

1800 Building: Cummins Hall  
Residence Hall

1900 Building: Hubbard Champions Training Center  
Football Offices  
Athletic Weight Room

2000 Building: Hubbard Welcome Center  
Office of the President  
Foundation & Alumni  
College Relations and Marketing  
Clifford/Stone Room  
Project SEARCH

2600 Building: Fire and EMS Education/El Dorado Fire Station #2  
Fire Science  
EMS  
Fire Science Training Tower  
Fire Science Residence Hall

**Butler of Andover**  
**715 East 13<sup>th</sup>**

5000 Building: Butler of Andover  
Science, Technology, Engineering and Math (STEM) Division  
Humanities, Social and Behavioral Sciences Division  
Director of Early College Academy  
Student Services  
Bookstore  
Library  
BETA (Business, Education & Training Analysis)  
Math Lab  
Tutoring Center  
Disability Services  
Tech Hub  
Student Life Center  
Kanza Room  
Butler Bistro  
Grizzly Den

4500 Building: Facilities Management, Engineering & Construction Technology  
Supervisor of Facilities Management  
Engineering  
Construction Technology

**Redler Institute of Culinary Arts**  
**633 Cloud Avenue, Andover**  
Culinary Arts  
Pastry Arts  
Hospitality Management

**Butler of McConnell**  
**53474 Lawrence Court, McConnell AFB**  
Director, Butler of McConnell  
Counseling/Advising  
Registration/Enrollment  
Accounts Receivable  
Classrooms

**Butler Service Center**  
**2626 S Rock Rd, Ste #116, Wichita**  
Admissions  
Advising  
Adult Education  
Registration/Enrollment  
Base Security Clearance



**Butler of Rose Hill**

**712 S Rose Hill Rd, Rose Hill**

Director of Early College Academy

Registration/Enrollment

Advising

Classrooms and labs

Tutoring

**Butler of Marion**

**701 E Main, Hill Building, Marion**

Director, Butler of Flint Hills

Advising/Placement Testing

Financial Aid

Registration/Enrollment

Computer Lab

Classrooms

**Butler of Council Grove**

**131 W Main, Council Grove**

Advising

Registration/Enrollment

Financial Aid

Classrooms

Computer Lab

**El Dorado Correctional Facility**

**1737 US-54, El Dorado**

Adult Education

Classrooms

(Revised: 11/16, 10/22)

# **BOARD OF TRUSTEES**

# GOVERNANCE AND ADMINISTRATION

## BOARD OF TRUSTEES BYLAWS

### ARTICLE I – LEGAL AUTHORITY

The legal name of the governing body of the community college is the Board of Trustees of Butler Community College. The Board is organized and operates under the authority granted under KSA 71-201.

### ARTICLE II - MEMBERSHIP

#### 2.01 Membership

The Board of Trustees of Butler Community College is comprised of seven (7) members elected to four-year terms in November of each odd numbered year. (Starting November 2017.) Trustees shall have such duties and qualifications as defined by KSA 71-201.

Pursuant to K.S.A. 71-201, the Board will have the power to fill any vacancy which may occur in its membership for the balance of the unexpired term. The Board will publish a notice one time in a newspaper having general circulation in the college district that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than 15 days after such publication.

#### 2.02 Positions

The terms of the positions are for four (4) years and elections are held every two (2) years. The seven Board members will have numbered positions:

- District 1 – Benton, Towanda, Bruno, Pleasant, and Richland Townships
  - District 1 – Position 1
  - District 1 – Position 4
- District 2 – Augusta, Walnut, Douglass, Spring, Bloomington, Rock Creek, Clay, Logan, Little Walnut, Prospect, Rosalia, Glencoe, Hickory, and Union Townships
  - District 2 – Position 2
  - District 2 – Position 5
- District 3 – Fairmount, Milton, Murdock, Clifford, Plum Grove, Fairview, El Dorado, Lincoln, Sycamore, and Chelsea Townships
  - District 3 – Position 3
  - District 3 – Position 6
- At Large Position

## ARTICLE III - MEETINGS

### 3.01 Meeting Times

The Board of Trustees meets the second Tuesday of each month. All employees and officially designated media will receive notification of the meeting and the agenda. All Board Meetings are subject to the Kansas Open Meetings Act.

### 3.02 Special Meetings

Special meetings may be called by the Chairperson or by joint action of any three members of the Board. All notices will include the time and place of such meetings, the purpose for which the meeting is called, and the official agenda. Board action will take place only on items of business listed in the meeting notice and agenda. All Special Board Meetings are subject to the Kansas Open Meetings Act.

### 3.03 Work Sessions

Work sessions may be held on a periodic basis to facilitate thorough discussion on key Board agenda items prior to their formal presentation for Board action. All Board Work Sessions are subject to the Kansas Open Meetings Act.

### 3.04 Public Meetings

All Regular and Special meetings of the Board of Trustees are open to the public. When allowed by law, the Board reserves the right to go into an Executive Session.

### 3.05 Adjourned Meetings

Regular or Special Meetings which are adjourned before agenda completion may be held at such time and place as the Board determines in the motion to adjourn.

### 3.06 Quorum

A quorum of four members must be present to transact business at a Regular or Special Board Meeting and minutes must be kept.

The affirmative vote of a majority of the full membership of the Board will be required for the passage of any motion or resolution.

### 3.07 Order of Business

In all Regular Meetings of the Board, the following items of business shall be observed:

- Call to Order
- Approval of Agenda
- Recognitions
- Public Comment(s)
- Reports
- Monitoring Reports

- Board Strategic Discussion
- Board Action Items
- Consent Agenda
- Supplemental Information
- Adjournment

### 3.08 Agenda

The Board Chairperson and the College President will prepare an agenda for all regular and special meetings of the Board and submit an agenda to each Board member in advance of each Regular Board Meeting. Board action will take place only on items on the agenda. Trustees desiring to have an item placed on the agenda will submit that item in writing to the Board Chair and President at least seven (7) working days prior to the meeting with proposed additions subject to approval by the Board Chairperson and College President. Any member of the Board may ask that an item be added to the agenda based on Robert's Rules of Order. Individuals or organizations wanting items added to the Board Agenda shall submit them to the President's Office by the last Friday of the month preceding the next month's Board Meeting and are subject to approval by the Board Chairperson and College President. The agenda and related Board packet for each regular Board meeting will be provided to Trustees at least four (4) days prior to the meeting and subsequent changes to the agenda will be communicated as soon as reasonably possible. The agenda and related Board packet for special meetings will be made available to Trustees at or prior to the Board meeting as time permits.

### 3.09 Motions

All motions will be recorded in the minutes as passed or failed. If a roll call vote is requested by a member, the recorder will call the vote of each member and it shall be recorded in the minutes.

### 3.10 Public Comment

The general public is welcome to address the Board of Trustees under the public comment section of the Regular Board Meeting Agenda. Public Comment should be germane to the business and activities of the Board of Trustees. The public is also welcome to address the Board of Trustees during the public comment portion of any Special Meeting agenda, but the public comment at the Special Meeting should be related to an agenda item of that Special Meeting. Personnel issues are prohibited from Public Comment. The Board Chairperson will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. If several members of one group or organization wish to speak to the Board concerning the same item, the Board Chairperson may ask the group to identify a single spokesperson.

A time limit of five minutes has been set for each recognized member or spokesperson of the audience to speak to the Board.

The Board will take no action during the Public Comment period of the Board Meetings. However, it will take the matter under deliberation and, if appropriate, direct the President to follow up with a written response and report at the next Regular Board Meeting.

### 3.11 Executive Session

Upon formal motion made, seconded, and carried, the Board may recess, but not adjourn, to a closed or executive session for the purposes authorized by and in accordance with the Kansas Open Meetings Act. Any motion to recess for a closed or executive meeting will include: 1) a statement describing the subjects to be discussed during the closed or executive meeting; 2) the justification listed in subsection (b) of K.S.A. 75-4319 for closing the meeting; and 3) the time and place at which the meeting shall resume. The complete motion will be recorded in the minutes of the meetings and will be maintained as part of the permanent records of the Board. Discussion during the closed or executive meeting will be limited to those subjects stated in the motion. No binding action will be taken during a closed or executive session.

## ARTICLE IV - BOARD OFFICERS

4.01 Officers and Terms of Office The Officers of the Board of Trustees will be the Chairperson, Vice Chairperson, and Secretary/ Treasurer. All Officers of the Board are elected at the first meeting in January of each year and serve a term of one year. Except for extenuating circumstances, as identified by the Board, the normal progression of officers is from Secretary/Treasurer to Vice Chairperson to Chairperson. An Officer may not serve more than two consecutive terms for a specific elected office.

### A. Chairperson

The presiding member of the Board of Trustees is known as the Chairperson. The Chairperson presides at all meetings of the Board, represents the Board at all official functions unless the Board designates some other member, signs or stamps vouchers and warrants, works with the President to ensure that the full Board is apprised on appropriate college matters, and performs other duties as the Board assigns.

### B. Vice Chairperson

The Vice Chairperson of the Board performs the duties of the Chairperson when he/she is absent. In the event of the removal or inability of the Chairperson to serve, the Vice Chairperson becomes Chairperson of the Board for the unexpired term. In addition, the Vice Chairperson serves on the Board Finance Committee.

### C. Secretary/Treasurer

The Secretary/Treasurer is responsible for and signs minutes, has access to the official minutes of the Board, acts as record keeper for the Board, and performs other duties as the Board assigns. The Secretary/Treasurer's name is stamped

on all checks and is responsible for signing all applicable checks and documents for the Board.

## ARTICLE V - COMMUNITY RELATIONS

### 5.01 Board Committees

The Board transacts business that is binding on the college only when it is in session, a quorum is present and minutes are kept. Committees may be appointed by the Chairperson for specific purposes. Such Committees may transact business binding on the college only within the authority specifically granted to them, and all business thus transacted must be approved by the Board in the next Regular or Special Board Meeting and will be entered in the minutes as a matter of public record.

### 5.02 Interaction with Citizens

Citizens of the community may bring issues which deserve the attention of the full Board to individual Board members. Board members should avoid commitments until the entire Board has had an opportunity to thoroughly discuss the matter. The following should govern the Board member in such actions:

- Listen courteously
- Inform the citizen the matter will be given careful consideration
- Pass information on through appropriate channels

### 5.03 Handling Complaints

Individual Board members or the Board may receive complaints. The following action should be taken in such cases:

- Suggest the complainant seek a remedy from the proper college official (i.e. Faculty member, Dean, Vice President, Associate Vice President of Human Resources).
- Submit the complaint to the President, preferably in writing, to allow facilitation of approved complaint and grievance policy and process.
- Complaints regarding the President should be submitted to the Board Chair
- The college's approved policies and process will guide action the Board may take.

## ARTICLE VI - PROFESSIONAL BOARD DEVELOPMENT AND MEETINGS

Members of the Board of Trustees are expected to participate in professional development activities related to the College at least once per year which could include national, state, regional, and local programs as well as webinars, podcasts, papers and books available through ACCT and AACC.

### 6.01 Board Participation

In accordance with KSA 71-201, Power of Trustees, members of the Butler Community College Board of Trustees shall be paid mileage and other actual

necessary expenses incurred in the performance of their official duties including travel to and from Regular and Special Board Meetings. Mileage shall be at the set college rate and reimbursed on a quarterly basis.

#### 6.02 Reimbursement Guidelines

Travel expenses and other expenses incurred will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

Board members will not be reimbursed for travel expenses incurred by their spouse or other members of their family.

The college will not reimburse any official for expenses incurred for the purchase of alcoholic beverages. Additional non-reimbursable expenses include dry cleaning, personal entertainment expenses, tobacco products, traffic and/or parking fines, and tips to porters, maids, bellhops.

All requests for reimbursement must be supported by original itemized, dated receipts. All receipts for allowable meals, transportation, lodging and other allowable expenses must be attached to the Expense Report and submitted to the President's Executive Assistant within ten (10) days after the last official day of travel.

### ARTICLE VII - MEMBER BENEFITS

#### 7.01 Tuition Assistance Policy

Board members, their spouses, and children are eligible for scholarships to cover the cost of their tuition for credit classes taught by Butler Community College. These scholarships will be granted under the following conditions:

- Children will not be over the age of 23 at the time of enrollment.
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the Trustee and is wholly supported by the parent.
- The term "child" will be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian.

#### 7.02 YMCA Membership

Board members are eligible for membership at the YMCA at a discounted rate. Board members may enroll in the Butler Corporate Membership at any YMCA Branch. The college will pay the \$50 annual membership fee.

#### 7.03 Additional Fringe Benefits

Board members are eligible to receive a twenty percent (20%) discount on gift items and clothing purchased in the college owned campus bookstores. In addition, Board members may also attend all regularly scheduled, college-related



activities\* free. (\*Jayhawk Conference rules prohibit free admission to regional or conference playoffs.

(Revised 7/05, 7/06, 7/10, 7/11, 11/16, 11/12/19, 9/8/20, 12/22)

## **CODE OF CONDUCT AND RESPONSIBILITIES**

The Board of Trustees retains full legislative authority in accordance with the state laws, the Board of Regents and the expressed will of the electorate. The Board delegates authority to the President of the college subject to Board approval in accordance with Higher Learning Commission accreditation criterion, over all personnel, educational, financial and business matters pertaining to the operation of the college.

In carrying out the functions as a member of the Butler Community College

Board of Trustees:

- Trustees recognize that to serve on the Board of Trustees for Butler Community College is to commit oneself to achieving the stated college mission and vision with perspective and supporting the community college system in general.
- Trustees will devote time, energy, thought, and study to the duties and responsibilities of this elected office so effective and credible service may be rendered to the employees, students and college stakeholders.
- Trustees' conduct will be guided by integrity, civility, and mutual respect in working with other Trustees, college employees, and students. Board members will not support or engage in personal attacks on fellow Trustees, college administrators, college employees, or students through direct conversation, in writing, or through social media.
- Trustees will promote mutual respect among one another and among all college employees and will not use their position to embarrass, intimidate, or threaten employees or students through direct conversation, in writing, or through social media.
- Trustees or members of their immediate family shall comply with K.S.A. 75-4304 regarding conflict of interest. All Board members are considered public officers.
- Trustees will not apply for or be considered for employment in any capacity with the college
- Trustees will participate in New Board Member Orientation planned by the Board Chairperson and the President. New Board members will be mentored by existing Board members.
- The Board of Trustees will conduct self-evaluations annually in conjunction with the evaluation of the President.
- Trustees will base personal voting decisions on all available facts in each situation and abide by and uphold the final majority decision of the Board
- Trustees understand the decisions and actions of a single member cannot be binding on the entire Board.

- Trustees understand the Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum and therefore must conduct relationships with College employees, stakeholders and the press on the basis of this fact and engage in no private action that will compromise the Board
- Trustees understand the primary function of the Board is to concern itself with broad questions of policy, establish effective policies for the College and delegate authority for the day-to-day operations and administration of the educational programs and conduct of College business to the President and employees.
- Trustee questions and/or requests for assistance and information from College Administrators, faculty, staff, and/or students will be first directed to the College President. Requests will be evaluated and appropriate College personnel will be engaged as needed. Requested information will then be provided to all the Trustees. If requests are deemed to potentially create undue time constraints and/or workflow disruptions, the Board majority will determine the necessity of the request.
- Trustees will use care and discretion when communicating, including on social media, so as not to convey the perception personal opinions and ideas represent those of Butler Community College and/or Butler Community College Trustees as a whole
- Trustees will follow all applicable College Policies, Procedures and Board of Trustees Bylaws, policies, and guidelines.
- Trustees will adhere to the Code of Ethics Policy in addition to the Code of Values and Ethics for Kansas Community Colleges and the ACCT Standards of Good Practice.
- Trustees will keep confidential all information of a confidential or sensitive nature provided to the Board, including information received during executive session, the disclosure of which would be contrary to fiduciary obligations of a Board member, compromise attorney-client privilege, or violate any law or court order. All executive session material, discussion, and correspondence with College legal counsel shall remain confidential. No Trustee will disclose confidential or sensitive information to any non-Board Member. (K.S.A. 45-221(a)(2), K.S.A. 60-426)

### Functions

Since the Board of Trustees is the governing body of the College, its attention is necessarily directed to planning, evaluating and policy-making.

### Personnel

- Direct the Administration to negotiate with any appropriate representatives of professional employees utilizing the Mutual Gains Bargaining (MGB) process

- Employ President, negotiators, attorneys, auditors and other necessary consultants
- Ratify employment of all other personnel upon recommendation of the administration
- Agree upon and/or adopt any and all appropriate wages and working conditions
- Take all actions necessary or desirable to carry out responsibilities of the Board

#### Curriculum

- Make decisions relating to the general scope and nature of the educational offerings
- Enforce the rules and regulations of the Board of Regents and the state laws as they pertain to the instructional program

#### Financial

- Approve and adopt an annual budget
- Approve current expenditures above President's authority
- Adopt regulations concerning accounting for college funds
- Make decisions as to time, size and sale of bonds and to the investment of monies

#### Facilities

- Determine where, what and how to build
- Employ an architect
- Purchase, hold and sell sites
- Employ contractors

#### Public Relations

- Represent the college to the community and the community to the college
- Represent the college before individuals and groups
- Work for adequate financial support from all sources
- Provide for public use of college facilities

#### Students

- Determine policies concerning admission, graduation requirements, health and personnel services and other provisions as recommended by faculty and administrators
- Set tuition and fees
- Provide for scholarships and other grant-in-aid as recommended by the appropriate personnel

#### Operations

- Approve annual Board calendar
- Delegate the interpretation of policy and the management of regulations to the President
- Require reports on the management and operation of the college
- Ratify contracts

(Revised 6/04; 7/05; 7/10; 10/13/20; Reviewed 11/22)

## **CODE OF ETHICS**

The Board of Trustees believes it should exercise a leadership role with respect to governmental ethics and public confidence in the integrity of its Board and employees. While the College acknowledges that its leaders may be involved in the affairs of other organizations, it remains crucial to avoid even the appearance of a conflict of interest. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

### **Definitions:**

“Conflict of Interest” – An actual Conflict of Interest occurs when financial or personal considerations compromise an individual’s objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential Conflict of Interest can occur when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College.

Substantive relationships maintained by trustees and designated administrators, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility could be considered a Conflict of Interest or potential Conflict of Interest.

“Family Member” – For the purposes of this Policy and the Disclosure Form for Trustees and Institutional Officers, a Family Member includes a spouse, parent, sibling, child, or any other relative who resides in the same household as the Trustee or designated officer.

The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest.

A Trustee or Designated Officer or member of his/her family as defined above:

- Serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college; substantial business would be one that received more than \$10,000 from the College in the previous fiscal year
- Is the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college
- Has other direct or indirect dealings with such an organization from which there are direct, indirect, or potential benefits from cash or property receipts totaling \$10,000 or more annually
- Is employed by the College or receives fees, benefits or other compensation from the college

- Receives significant salary or other compensation from an entity/individual with which/whom the College does business
- Receives personal gifts or individual discounts from an entity/individual with which/whom the College does business

#### Fiduciary Responsibilities:

Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The College's integrity must be protected and advanced at all times.

#### Disclosure of Substantial Interests:

All Trustees and the designated officers are required to annually review the Code of Ethics and complete the Disclosure Form for Trustees and Institutional Officers identifying any substantive relationships that he or she maintains or members of his or her family maintain with the College or with organizations that do business with the College or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility. It will also be acknowledged by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy.

Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

If a Trustee or designated officer is uncertain whether to disclose a particular interest or relationship, the Chairman of the Board of Trustees, the College President or College Counsel should be consulted.

Trustees and Designated Officers have an ongoing responsibility to timely update the Disclosure Form during the year upon the development of a new substantial interest or potential Conflict of Interest.

It is the declared policy of the Board that Trustees will not participate in board discussions or vote on items or transactions where Trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the board concerning a matter in which a conflict of interest exists.

#### Restraint on Participation:

Trustees or Designated Officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the Board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.

#### Ineligibility in Employment:

In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees of a community college shall be an employee of the community college.

#### Violations:

A Trustee found to be in violation of this Code of Ethics may be subject to a Resolution of Censure. A Designated Officer found to be in violation of this Code of Ethics may be subject to discipline, up to and including termination of employment.

#### Scope:

This policy applies to each member of the Board of Trustees and to designated officers of the Butler Community College:

- President
- Vice President for Academics
- Vice President for Student Services
- Vice President for Finance
- Vice President of Digital Transformation
- Associate Vice President for Student Services
- Associate Vice President of Human Resources
- Associate Vice President of Institutional Research and Effectiveness
- Vice President of Advancement
- Internal Auditor

All other employees are subject to the Conflict of Interest Policy for employees

(Adopted 7/14)

(Revised 9/8/20; Reviewed 10/22)

### **Disclosure Form for Trustees and Institutional Officers**

Please complete the disclosure form and return to the chairman of the board no later than January 31.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Trustees Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes\_\_\_\_\_No\_\_\_\_\_

If yes, please list each such relationship and the details of annual or potential financial benefit if any, as you can best estimate them.

- a.
- b.
- c.
- d.

2. Did you or a member of your family receive any gifts during the past 12 months from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please list such fees, loans or goods/services, their source, and their approximate value.

- a.
- b.
- c.
- d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Trustees Code of Ethics?

es\_\_\_\_\_ No\_\_\_\_\_

If yes, please list each such business relationship.

- a.
- b.
- c.
- d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name \_\_\_\_\_

Date \_\_\_\_\_

## **RESOLUTION OF CENSURE**

In accordance with Robert's Rules of Order, the Board of Trustees may, after investigation and upon adoption of written findings of fact, adopt, by majority vote, a resolution of censure with respect to any Trustee who violates the provisions of Board policy including the Code of Ethics or Code of Conduct and Responsibilities.

(Adopted 10/13/20)

(Reviewed 10/22)

## **PHILOSOPHY OF COMPENSATION**

The members of the Board of Trustees at Butler Community College support a personnel policy, one which allows the college to recruit and retain highly qualified employees. The Board subscribes to a philosophy of compensation that recognizes the value and contributions of each employee to the overall success and purpose of our college in meeting student and community needs.

Toward that end, the Board:

- defines and supports policies that promote fairness, recognition of achievement, responsibility, and accountability of all college employees.
- believes the working environment should encourage creativity and exploration of new ideas based on the premise that risks must and can be taken safely – if progress is to be made.
- acknowledges that while monetary compensation and tangible benefits are basic to the well-being of employees, other mechanisms for recognition of achievement must also be utilized as part of a total employee valuing process.

The Board of Trustees has historically supported and will continue to support compensation that has the following components: salary, a comprehensive benefits package and professional development opportunities.

(Adopted 7/06)

(Revised 9/8/20; Reviewed 10/22)

## **PROFESSIONAL DEVELOPMENT**

Members of the Butler Board of Trustees are expected to participate in professional development activities related to the College at least once per year which could include national, state, regional and local programs as well as webinars, podcasts, papers, and books available through ACCT and AACC.

Travel expenses and other expenses reasonably incurred in connection with College business will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

(Adopted 9/8/2020)

(Revised 10/11/22)



## **VIOLATION OF BOARD POLICY**

The Board and its members are committed to faithful compliance with provisions of the Board's governing policies. To uphold the Board's integrity, the Board will constructively address perceived violations of Board policies.

Concerns that a Board member has violated Board policy, including the Code of Ethics or Code of Conduct and Responsibilities, will be directed to the Board Chair. The Board Chair or a special committee appointed by the Board Chair will review any charge of any Board Member having violated Board policy once submitted in writing.

If the charge states that the Board Chair committed the violation, the Board Vice Chair will assume the role of the Board Chair for purposes of resolution of the charge.

The accused Board member will be informed of the charge.

If the Board Chair determines a violation of policy is contained in the charge, the Board Chair will request from any party any relevant, available evidence, including documents, statements, recordings or other items that tend to show facts that constitute whether the violation did or did not occur. The accused Board member will have the right to present any evidence relevant to a determination of whether a violation did or did not occur, including the right to face and question any accuser.

Once the Board Chair has assembled the evidence, the charge and the evidence will be presented to the Board for action at the next regularly scheduled Board meeting occurring at least 30 days from when the written charge was received. The Board members not subject to the charge will determine whether or not

- the charge is a violation of Board policy and
- if evidence proves the facts constituting a charge did occur.

If a majority vote of the Board members not subject to the charge determines evidence doesn't support both of the above, the issue will be considered resolved.

If a majority vote of the Board members not subject to the charge, determines both of the above in the affirmative, the accused Board member will be deemed in violation of Board policy. The Board will then, by majority vote of those Board members not subject to the charge, determine what further action to take, if any.

Possible courses of action include, but are not limited to:

- Public reminder of the accused Board member of the expectation and fiduciary duty to cease such actions and/or behaviors

- Limiting any authority that has been delegated to the accused Board member to represent the Board
- Removal as a Board officer if the accused Board member was an officer
- Removal as a Board committee member if the accused Board member was a committee member
- Removal as a representative of a state, KACCT, regional, national or other organization related to Board membership if the accused Board member was a representative
- Denial of travel to state, regional, or national meetings as a representative of the Board
- Public comment admonishing the accused Board member actions and/or behaviors
- Resolution of censure of the accused Board member actions and/or behaviors

If after the accused Board member is deemed to have committed a violation of Board policy, the Board Chair or special committee determines the charge may contain a criminal or civil violation under Kansas law, the Board members not subject to the charge will consult legal counsel for a professional opinion whether the violation of policy constitutes a criminal or civil violation, the Board may refer the charge and evidence to the appropriate County Attorney upon majority vote of the Board members not subject to the charge.

(Adopted 10/13/20)  
(Reviewed 10/22)

### **ACCT STANDARDS OF GOOD PRACTICE**

In support of effective community college governance, the Board believes:

- That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community;
- That it must clearly define and articulate its role;
- That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
- That it always strives to differentiate between external and internal processes in the exercise of its authority;
- That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
- That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
- That its trustee members vote their conscience and support the decision or policy made;
- That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
- That it endeavors to remain always accountable to the community;

- That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

(Adopted 6/04)

(Reviewed 10/22)

## **CODE OF VALUES AND ETHICS FOR KANSAS COMMUNITY COLLEGES**

### Preamble

The Board of Trustees and the chief executive officers of Kansas Community Colleges set the ethical tone of their institutions through both their personal conduct and their institutional leadership. Therefore, each Kansas Community College agrees to adhere to the highest ethical standards in its relationships with the public, students, business, industry, and other educational institutions. The purpose of this document is to raise consciousness concerning ethical responsibilities and pledge acceptance of these responsibilities.

### Values

To promote ethical conduct, individual development, and the common good, each Kansas community college will strive to prompt basic values about how to conduct itself when dealing with the public, students, business, industry, and other educational institutions. These values represent a shared ideal which will permeate each community college and become a primary responsibility for its trustees and chief executive officer to uphold and honor.

These values include but are not limited to:

1. Trust and respect for all persons and constituencies within and outside of the college.
2. Honesty in actions and advertising/marketing.
3. Equity in treatment of all constituencies within and outside of the college.
4. A pervasive sense of integrity and promise.
5. A commitment to:
  - Intellectual and moral development
  - Quality instruction and services
  - Honesty and integrity in dealing with students, governmental agencies, other institutions and the community at large.
6. Honesty and openness in communication.
7. Belief in diversity within an environment of collegiality and professionalism.

### Ethics

The Kansas Community Colleges pledge:

1. To promise only what is realistic and keep promises that have been made.
2. To ensure equal opportunity for all individuals/groups to take part in college programs.
3. To avoid conflict of interest in contracts, services, or sharing of information.

4. To honor all state and federal laws pertaining to the operations of the college.
5. To respect the integrity of programs offered by other institutions and to promote collaboration among institutions.
6. To ensure that the college responsibly meets changing needs in our state and our community.
7. To represent accurately the college's position in public statements.
8. To foster teamwork and common purpose among Kansas educational institutions.
9. To be honest in reporting of college operations and needs.
10. To honor agreements between the college and other individuals and groups.
11. To promote the highest standards of excellence in teaching and services.
12. To ensure that all students are treated fairly and with mutual respect.
13. To provide quality education and equal access to educational opportunities.
14. To provide accurate and complete descriptions of available educational programs and services.
15. To ensure that there is not discrimination, harassment or exploitation of students, college employees and external constituencies.

(Adapted from document of AACJC Presidents' Academy, 1990)

**Statute 75-4304 Chapter 75. -- State Departments; Public Officers and Employees Article 43. – Public Officers and Employees**

**75-4304. Same; making or participating in certain contracts prohibited; exceptions; abstaining from action.**

- a. No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has a substantial interest.
- b. No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.
- c. A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.
- d. This section shall not apply to the following:
  - i. Contracts let after competitive bidding has been advertised for by published notice; and
  - ii. Contracts for property or services for which the price or rate is fixed by law.

- e. Any local governmental officer or employee who is convicted or violating this section shall forfeit the office or employment.

**History:** L. 1970, ch. 366, 4; L. 1974, ch. 397, 1; L. 1990, ch. 306, 17; May 31.

**Statute 45-221. –Public Records, Documents and Information Article 2. —  
Records Open to Public**

**45-221. Certain records not required to be open; separation of open and closed information required; statistics and records over 70 years old open.**

- A. Except to the extent disclosure is otherwise required by law, a public agency shall not be required to disclose:
  - 1. Records the disclosure of which is specifically prohibited or restricted by federal law, state statute or rule of the Kansas supreme court or rule of the senate committee on confirmation oversight relating to information submitted to the committee pursuant to K.S.A. 2008 Supp. 75-4315d, and amendments thereto, or the disclosure of which is prohibited or restricted pursuant to specific authorization of federal law, state statute or rule of the Kansas supreme court or rule of the senate committee on confirmation oversight relating to information submitted to the committee pursuant to K.S.A. 2008 Supp. 75-4315d, and amendments thereto, to restrict or prohibit disclosure.
  - 2. Records which are privileged under the rules of evidence, unless the holder of the privilege consents to the disclosure.
  - 3. Medical, psychiatric, psychological or alcoholism or drug dependency treatment records which pertain to identifiable patients.
  - 4. Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries or actual compensation employment contracts or employment-related contracts or agreements and lengths of service of officers and employees of public agencies once they are employed as such.
  - 5. Information which would reveal the identity of any undercover agent or any informant reporting a specific violation of law.
  - 6. Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual, except documents relating to the appointment of persons to fill a vacancy in an elected office.
  - 7. Library, archive and museum materials contributed by private persons, to the extent of any limitations imposed as conditions of the contribution.

8. Information which would reveal the identity of an individual who lawfully makes a donation to a public agency, if anonymity of the donor is a condition of the donation, except if the donation is intended for or restricted to providing remuneration or personal tangible benefit to a named public officer or employee.
9. Testing and examination materials, before the test or examination is given or if it is to be given again, or records of individual test or examination scores, other than records which show only passage or failure and not specific scores.
10. Criminal investigation records, except as provided herein. The district court, in an action brought pursuant to K.S.A. 45-222, and amendments thereto, may order disclosure of such records, subject to such conditions as the court may impose, if the court finds that disclosure:
  - a. Is in the public interest;
  - b. would not interfere with any prospective law enforcement action, criminal investigation or prosecution;
  - c. would not reveal the identity of any confidential source or undercover agent;
  - d. would not reveal confidential investigative techniques or procedures not known to the general public;
  - e. would not endanger the life or physical safety of any person; and
  - f. would not reveal the name, address, phone number or any other information which specifically and individually identifies the victim of any sexual offense in article 35 of chapter 21 of the Kansas Statutes Annotated, and amendments thereto.

If a public record is discretionarily closed by a public agency pursuant to this subsection, the record custodian, upon request, shall provide a written citation to the specific provisions of paragraphs (A) through (F) that necessitate closure of that public record.
11. Records of agencies involved in administrative adjudication or civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a prospective administrative adjudication or civil litigation or reveal the identity of a confidential source or undercover agent.
12. Records of emergency or security information or procedures of a public agency, or plans, drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility or which is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of the public agency, building or facility.

13. The contents of appraisals or engineering or feasibility estimates or evaluations made by or for a public agency relative to the acquisition of property, prior to the award of formal contracts therefor.
14. Correspondence between a public agency and a private individual, other than correspondence which is intended to give notice of an action, policy or determination relating to any regulatory, supervisory or enforcement responsibility of the public agency or which is widely distributed to the public by a public agency and is not specifically in response to communications from such a private individual.
15. Records pertaining to employer-employee negotiations, if disclosure would reveal information discussed in a lawful executive session under K.S.A. 75-4319, and amendments thereto.
16. Software programs for electronic data processing and documentation thereof, but each public agency shall maintain a register, open to the public, that describes:
  - a. The information which the agency maintains on computer facilities; and
  - b. the form in which the information can be made available using existing computer programs.
17. Applications, financial statements and other information submitted in connection with applications for student financial assistance where financial need is a consideration for the award.
18. Plans, designs, drawings or specifications which are prepared by a person other than an employee of a public agency or records which are the property of a private person.
19. Well samples, logs or surveys which the state corporation commission requires to be filed by persons who have drilled or caused to be drilled, or are drilling or causing to be drilled, holes for the purpose of discovery or production of oil or gas, to the extent that disclosure is limited by rules and regulations of the state corporation commission.
20. Notes, preliminary drafts, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting.
21. Records of a public agency having legislative powers, which records pertain to proposed legislation or amendments to proposed legislation, except that this exemption shall not apply when such records are:
  - a. Publicly cited or identified in an open meeting or in an agenda of an open meeting; or

- b. distributed to a majority of a quorum of any body which has authority to take action or make recommendations to the public agency with regard to the matters to which such records pertain.
- 22. Records of a public agency having legislative powers, which records pertain to research prepared for one or more members of such agency, except that this exemption shall not apply when such records are:
  - a. Publicly cited or identified in an open meeting or in an agenda of an open meeting; or
  - b. distributed to a majority of a quorum of any body which has authority to take action or make recommendations to the public agency with regard to the matters to which such records pertain.
- 23. Library patron and circulation records which pertain to identifiable individuals.
- 24. Records which are compiled for census or research purposes and which pertain to identifiable individuals.
- 25. Records which represent and constitute the work product of an attorney.
- 26. Records of a utility or other public service pertaining to individually identifiable residential customers of the utility or service, except that information concerning billings for specific individual customers named by the requester shall be subject to disclosure as provided by this act.
- 27. Specifications for competitive bidding, until the specifications are officially approved by the public agency.
- 28. Sealed bids and related documents, until a bid is accepted or all bids rejected.
- 29. Correctional records pertaining to an identifiable inmate or release, except that:
  - 2. The name; photograph and other identifying information; sentence data; parole eligibility date; custody or supervision level; disciplinary record; supervision violations; conditions of supervision, excluding requirements pertaining to mental health or substance abuse counseling; location of facility where incarcerated or location of parole office maintaining supervision and address of a releasee whose crime was committed after the effective date of this act shall be subject to disclosure to any person other than another inmate or releasee, except that the disclosure of the location of an inmate transferred to another state pursuant to the interstate corrections compact shall be at the discretion of the secretary of corrections;
  - 3. the ombudsman of corrections, the attorney general, law enforcement agencies, counsel for the inmate to whom the



record pertains and any county or district attorney shall have access to correctional records to the extent otherwise permitted by law;

4. the information provided to the law enforcement agency pursuant to the sex offender registration act, K.S.A. 22-4901 et seq., and amendments thereto, shall be subject to disclosure to any person, except that the name, address, telephone number or any other information which specifically and individually identifies the victim of any offender required to register as provided by the Kansas offender registration act, K.S.A. 22-4901 et seq. and amendments thereto, shall not be disclosed; and
5. records of the department of corrections regarding the financial assets of an offender in the custody of the secretary of corrections shall be subject to disclosure to the victim, or such victim's family, of the crime for which the inmate is in custody as set forth in an order of restitution by the sentencing court.
30. Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
31. Public records pertaining to prospective location of a business or industry where no previous public disclosure has been made of the business' or industry's interest in locating in, relocating within or expanding within the state. This exception shall not include those records pertaining to application of agencies for permits or licenses necessary to do business or to expand business operations within this state, except as otherwise provided by law.
32. Engineering and architectural estimates made by or for any public agency relative to public improvements.
33. Financial information submitted by contractors in qualification statements to any public agency.
34. Records involved in the obtaining and processing of intellectual property rights that are expected to be, wholly or partially vested in or owned by a state educational institution, as defined in K.S.A. 76-711, and amendments thereto, or an assignee of the institution organized and existing for the benefit of the institution.
35. Any report or record which is made pursuant to K.S.A. 65-4922, 65-4923 or 65-4924, and amendments thereto, and which is privileged pursuant to K.S.A. 65-4915 or 65-4925, and amendments thereto.
36. Information which would reveal the precise location of an archeological site.
37. Any financial data or traffic information from a railroad company, to a public agency, concerning the sale, lease or rehabilitation of the railroad's property in Kansas.

38. Risk-based capital reports, risk-based capital plans and corrective orders including the working papers and the results of any analysis filed with the commissioner of insurance in accordance with K.S.A. 40-2c20 and 40-2d20 and amendments thereto.
39. Memoranda and related materials required to be used to support the annual actuarial opinions submitted pursuant to subsection (b) of K.S.A. 40-409, and amendments thereto.
40. Disclosure reports filed with the commissioner of insurance under subsection (a) of K.S.A. 40-2,156, and amendments thereto.
41. All financial analysis ratios and examination synopses concerning insurance companies that are submitted to the commissioner by the national association of insurance commissioners' insurance regulatory information system.
42. Any records the disclosure of which is restricted or prohibited by a tribal-state gaming compact.
43. Market research, market plans, business plans and the terms and conditions of managed care or other third-party contracts, developed or entered into by the university of Kansas medical center in the operation and management of the university hospital which the chancellor of the university of Kansas or the chancellor's designee determines would give an unfair advantage to competitors of the university of Kansas medical center.
44. The amount of franchise tax paid to the secretary of revenue or the secretary of state by domestic corporations, foreign corporations, domestic limited liability companies, foreign limited liability companies, domestic limited partnership, foreign limited partnership, domestic limited liability partnerships and foreign limited liability partnerships.
45. Records, other than criminal investigation records, the disclosure of which would pose a substantial likelihood of revealing security measures that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; or (C) private property or persons, if the records are submitted to the agency. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments.
46. Any information or material received by the register of deeds of a county from military discharge papers (DD Form 214). Such papers shall be disclosed: To the military dischargée; to such

dischargee's immediate family members and lineal descendants; to such dischargee's heirs, agents or assigns; to the licensed funeral director who has custody of the body of the deceased dischargee; when required by a department or agency of the federal or state government or a political subdivision thereof; when the form is required to perfect the claim of military service or honorable discharge or a claim of a dependent of the dischargee; and upon the written approval of the commissioner of veterans affairs, to a person conducting research.

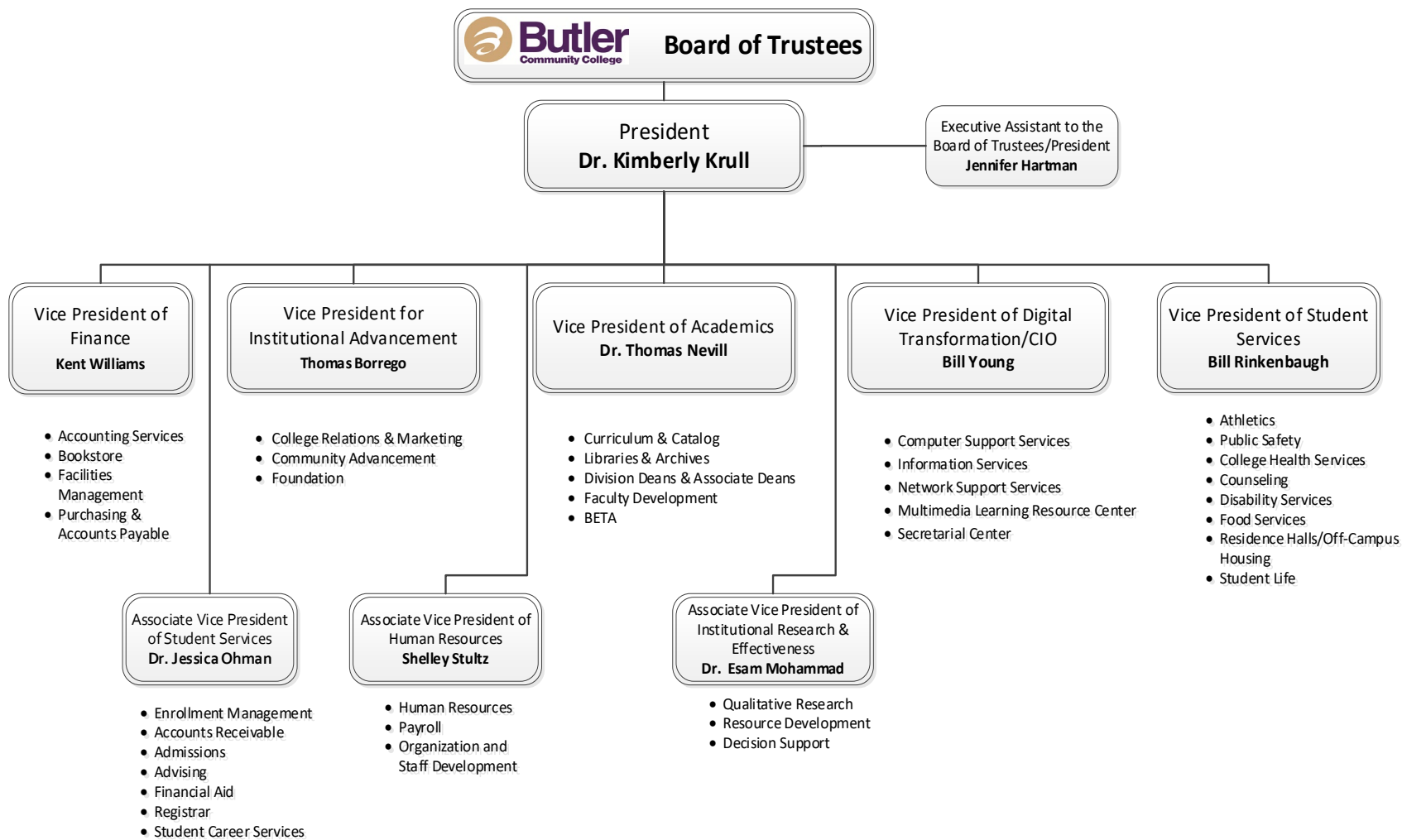
47. Information that would reveal the location of a shelter or a safehouse or similar place where persons are provided protection from abuse or the name, address, location or other contact information of alleged victims of stalking, domestic violence or sexual assault.
- b. Except to the extent disclosure is otherwise required by law or as appropriate during the course of an administrative proceeding or on appeal from agency action, a public agency or officer shall not disclose financial information of a taxpayer which may be required or requested by a county appraiser or the director of property valuation to assist in the determination of the value of the taxpayer's property for ad valorem taxation purposes; or any financial information of a personal nature required or requested by a public agency or officer, including a name, job description or title revealing the salary or other compensation of officers, employees or applicants for employment with a firm, corporation or agency, except a public agency. Nothing contained herein shall be construed to prohibit the publication of statistics, so classified as to prevent identification of particular reports or returns and the items thereof.
  - c. As used in this section, the term "cited or identified" shall not include a request to an employee of a public agency that a document be prepared.
  - d. If a public record contains material which is not subject to disclosure pursuant to this act, the public agency shall separate or delete such material and make available to the requester that material in the public record which is subject to disclosure pursuant to this act. If a public record is not subject to disclosure because it pertains to an identifiable individual, the public agency shall delete the identifying portions of the record and make available to the requester any remaining portions which are subject to disclosure pursuant to this act, unless the request is for a record pertaining to a specific individual or to such a limited group of individuals that the individuals' identities are reasonably

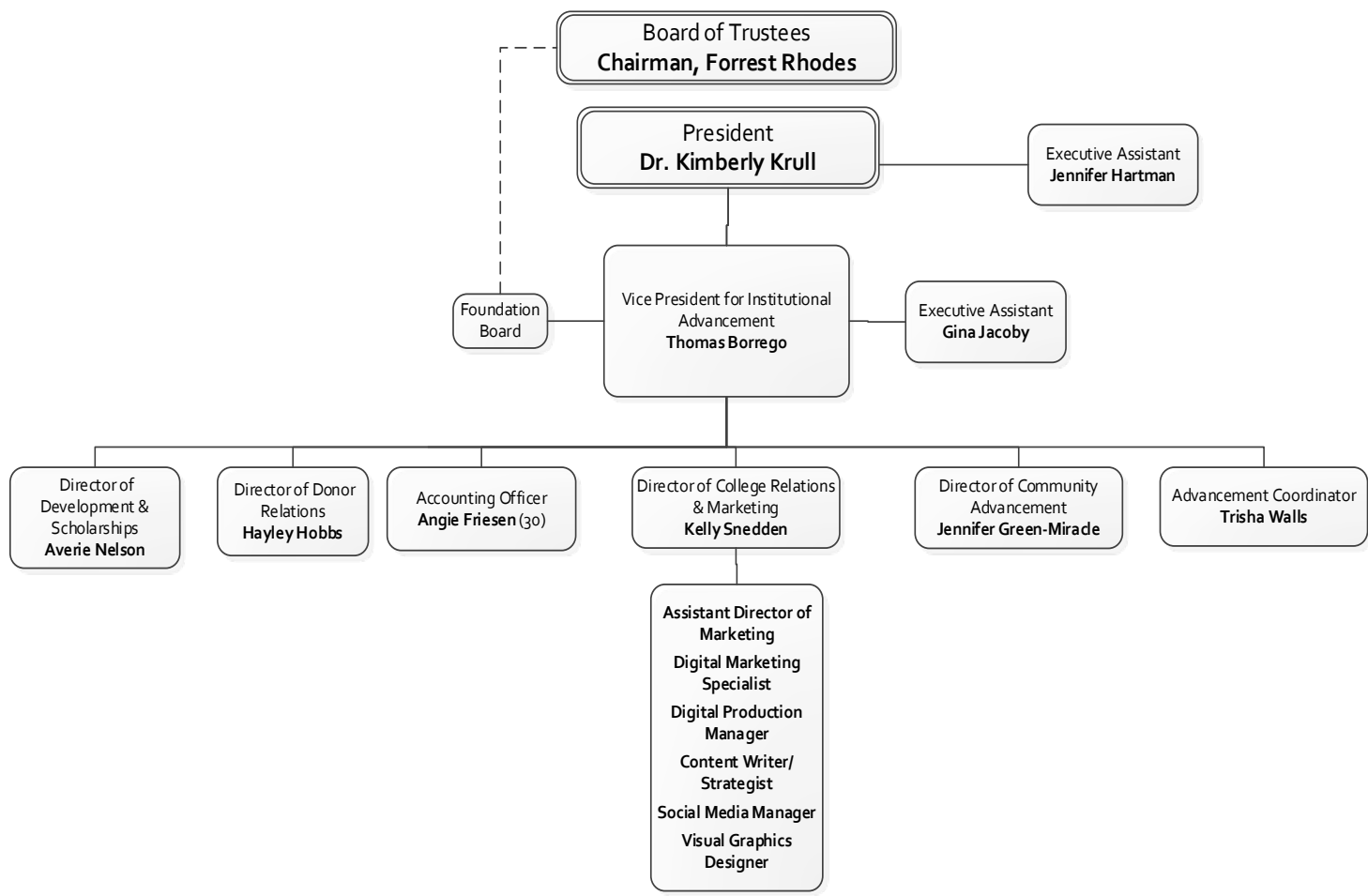
ascertainable, the public agency shall not be required to disclose those portions of the record which pertain to such individual or individuals.

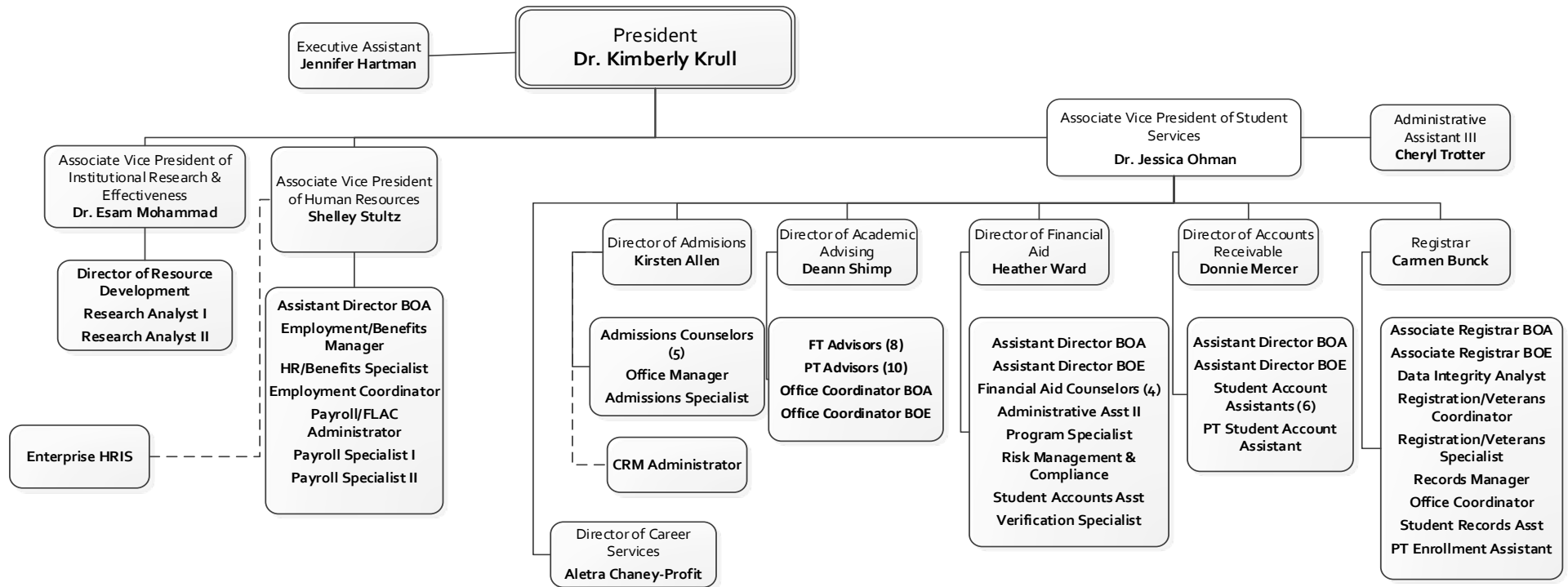
- e. The provisions of this section shall not be construed to exempt from public disclosure statistical information not descriptive of any identifiable person.
- f. Notwithstanding the provisions of subsection (a), any public record which has been in existence more than 70 years shall be open for inspection by any person unless disclosure of the record is specifically prohibited or restricted by federal law, state statute or rule of the Kansas supreme court or by a policy adopted pursuant to K.S.A. 72-6214, and amendments thereto.
- g. Any confidential records or information relating to security measures provided or received under the provisions of subsection (a) (45) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.

**History:** L. 1984, ch. 187, § 7; L. 1984, ch. 282, § 4; L. 1986, ch. 193, § 1; L. 1987, ch. 176, § 4; L. 1989, ch. 154, § 1; L. 1991, ch. 149, § 12; L. 1994, ch. 107, § 8; L. 1995, ch. 44, § 1; L. 1995, ch. 257, § 6; L. 1996, ch. 256, § 15; L. 1997, ch. 126, § 44; L. 1997, ch. 181, § 15; L. 2000, ch. 156, § 3; L. 2001, ch. 211, § 13; L. 2002, ch. 178, § 1; L. 2003, ch. 109, § 22; L. 2004, ch. 171, § 30; L. 2005, ch. 126, § 1; L. 2008, ch. 121, § 4; July 1.

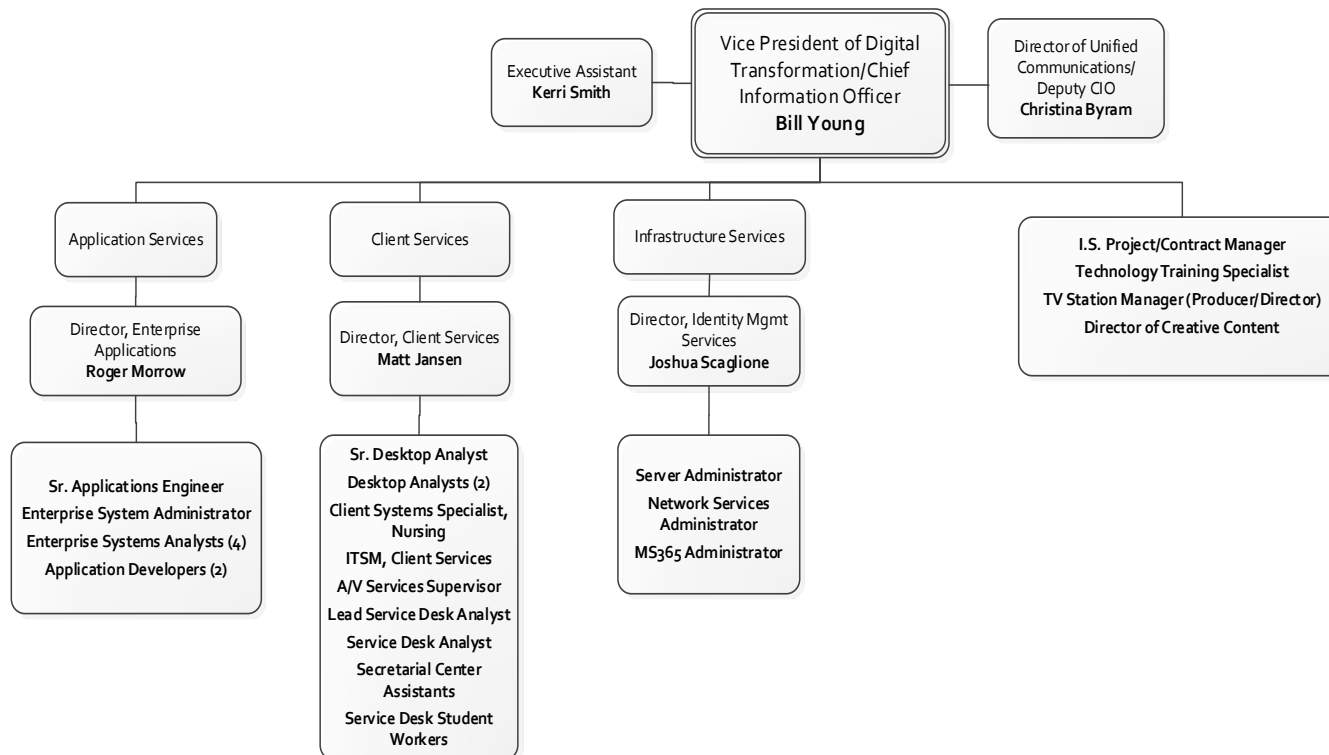
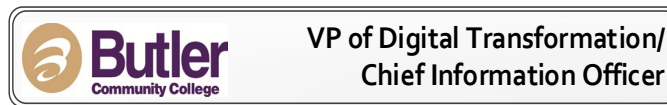
# ORGANIZATION







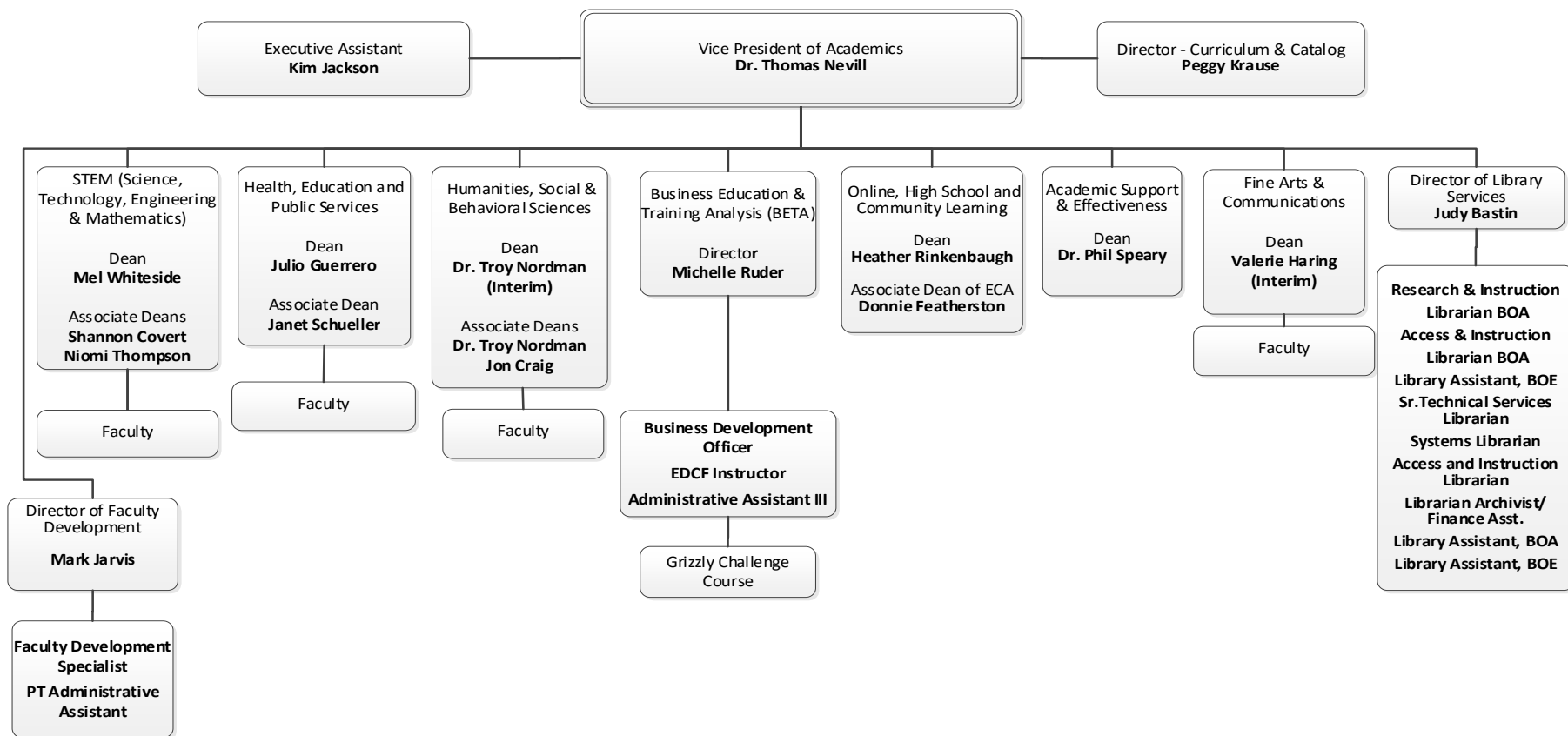






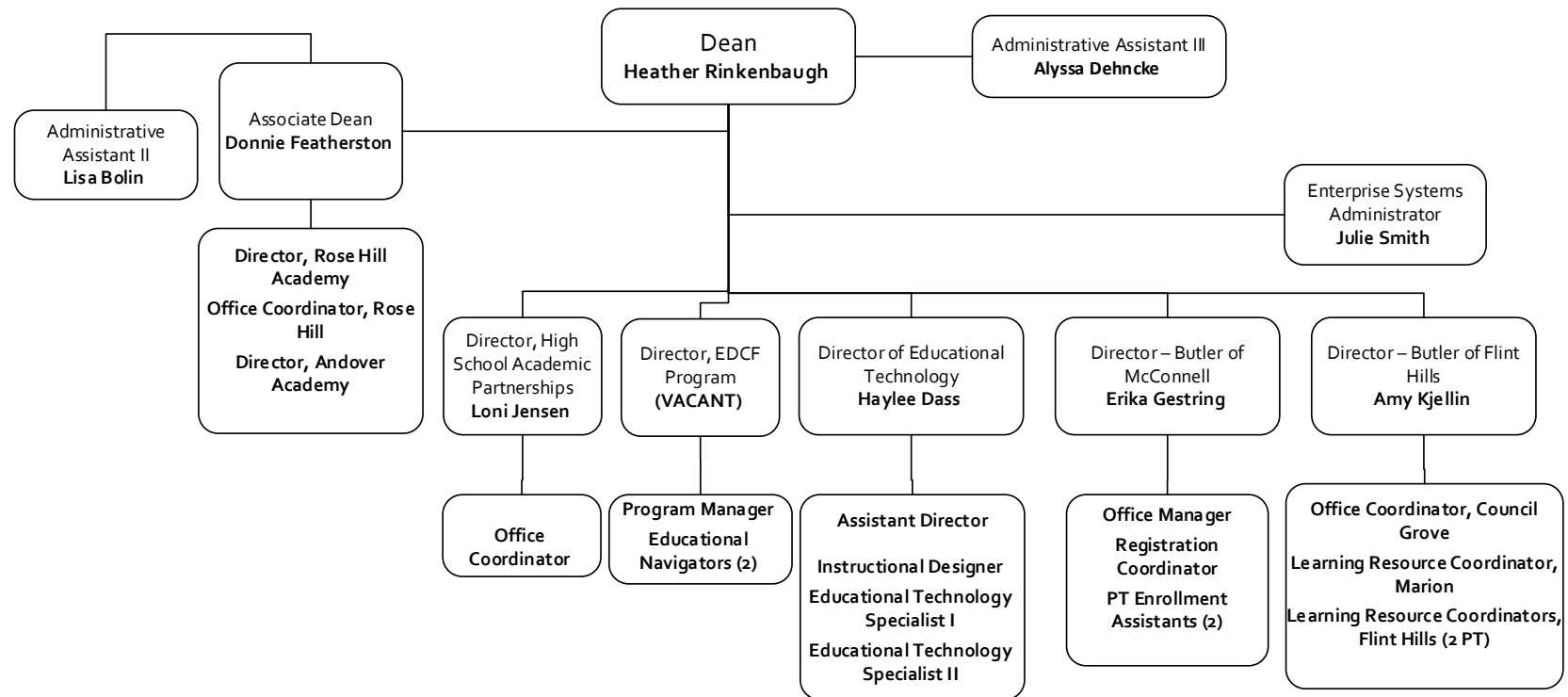
**Butler**  
Community College

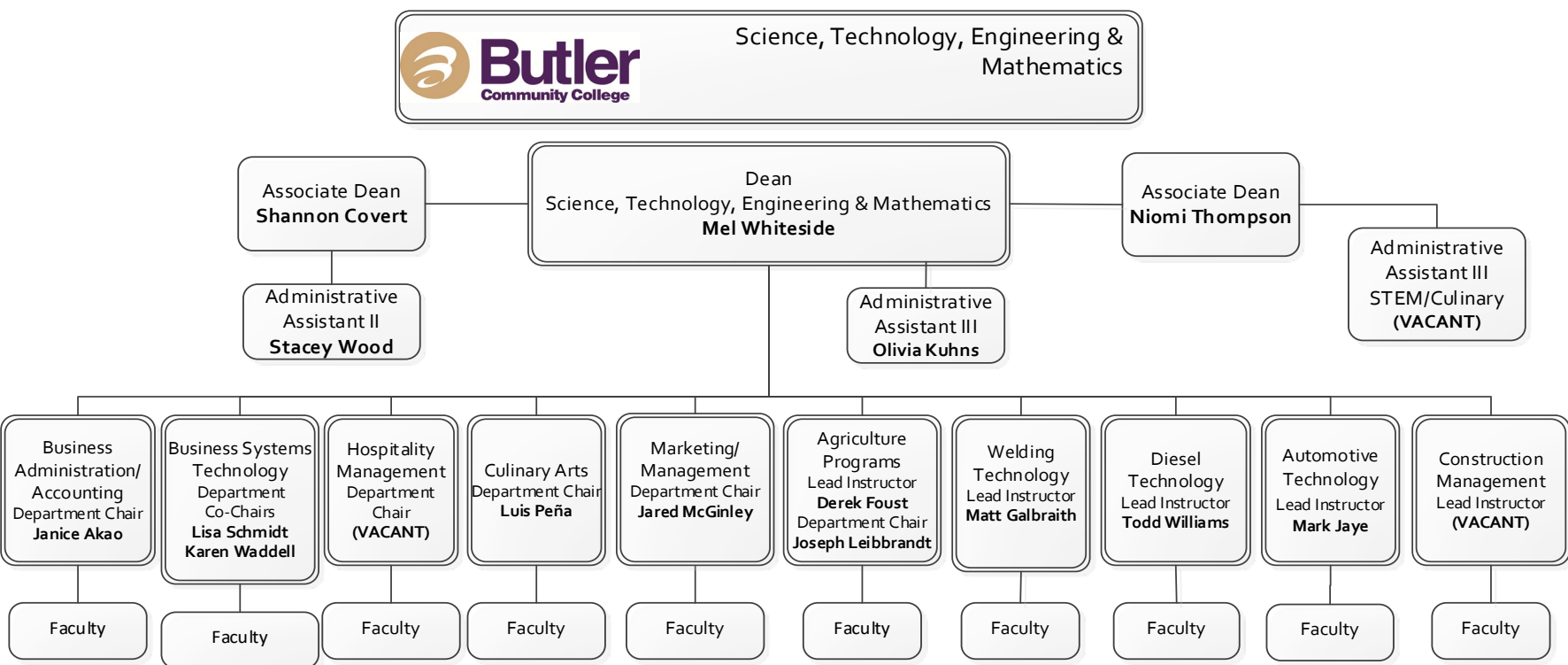
## Vice President of Academics

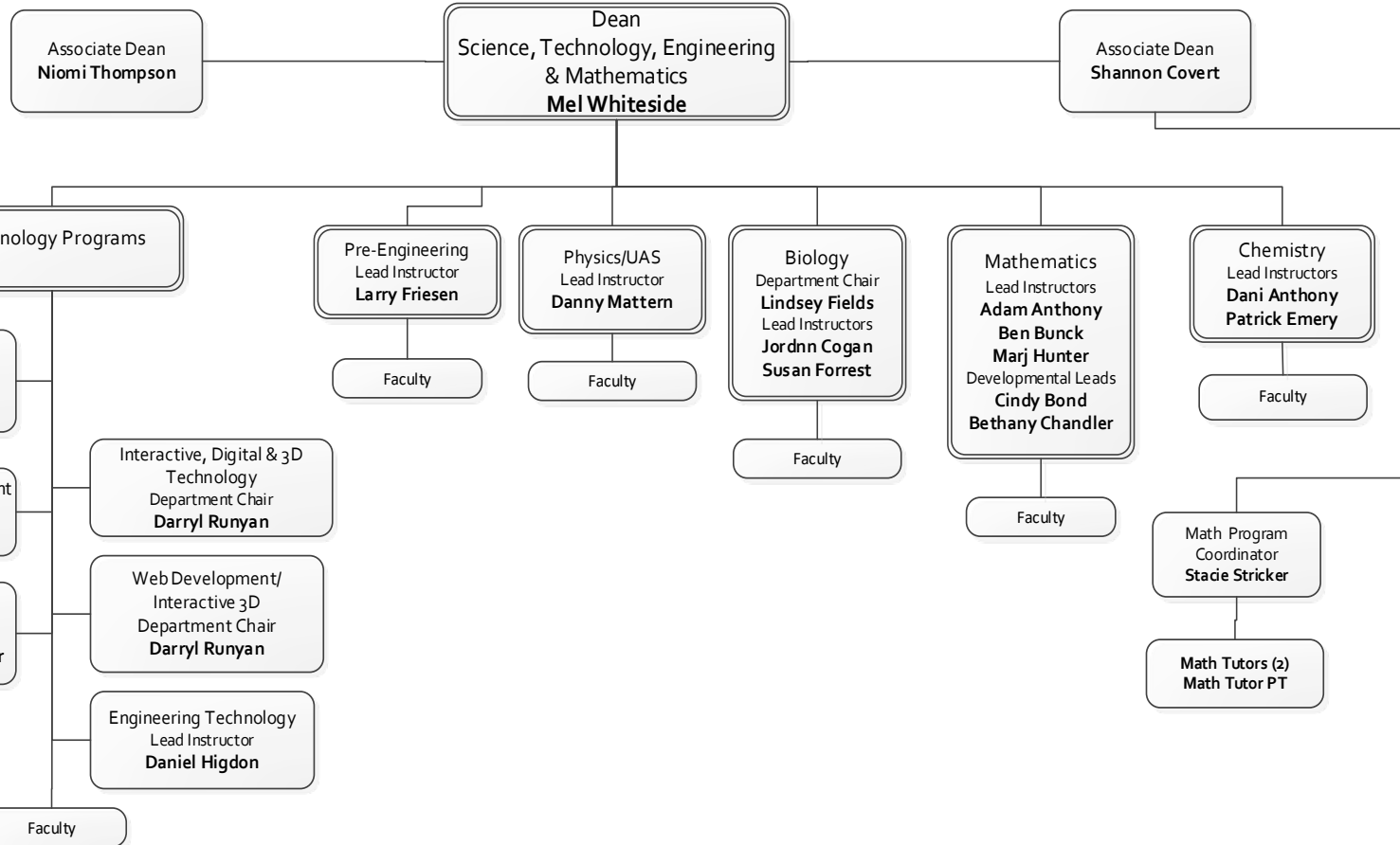


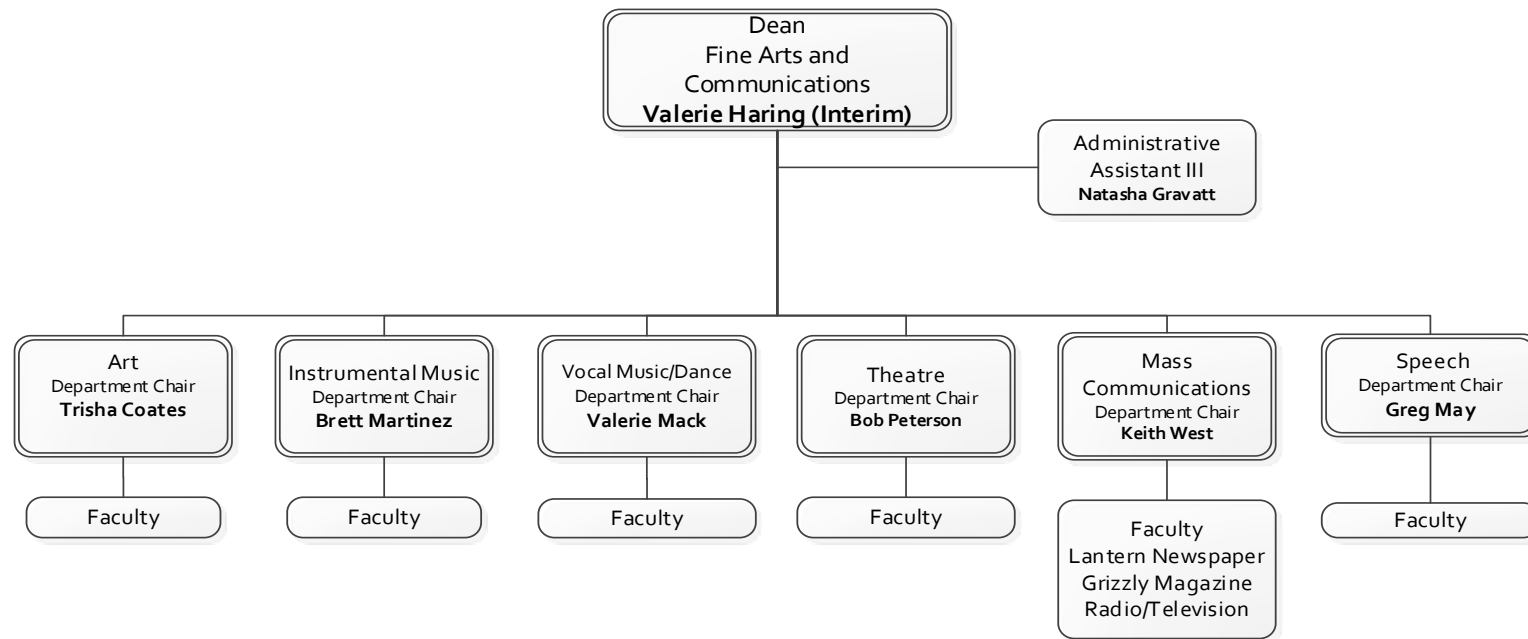


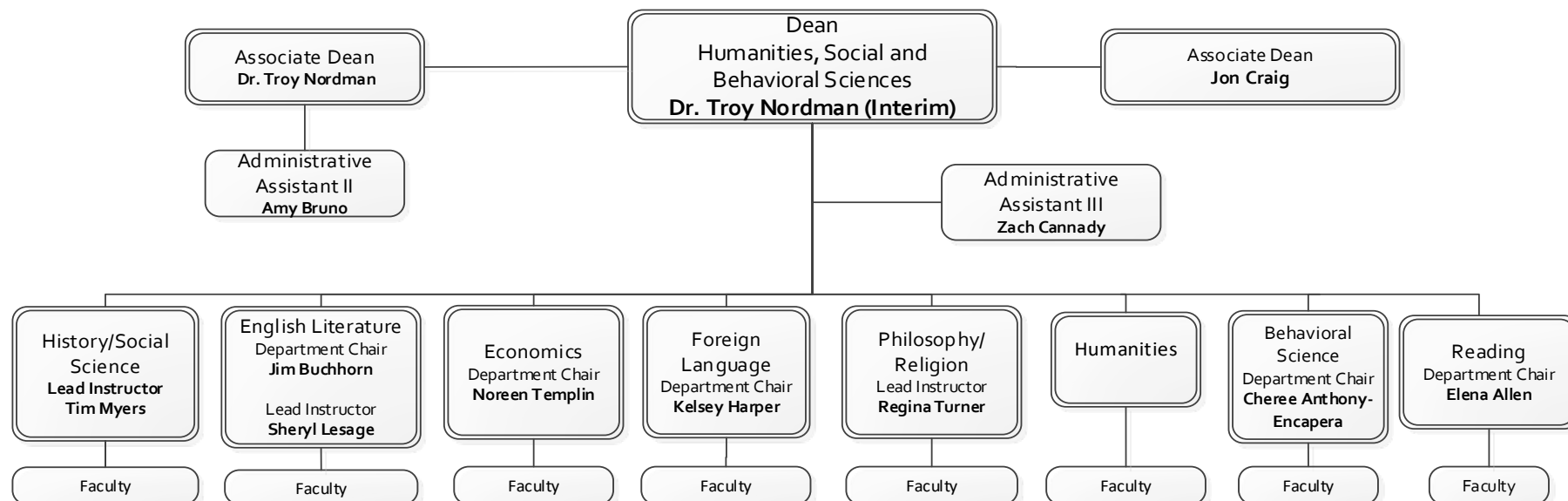
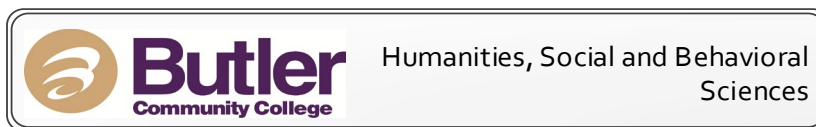
## Online, High School and Community Learning

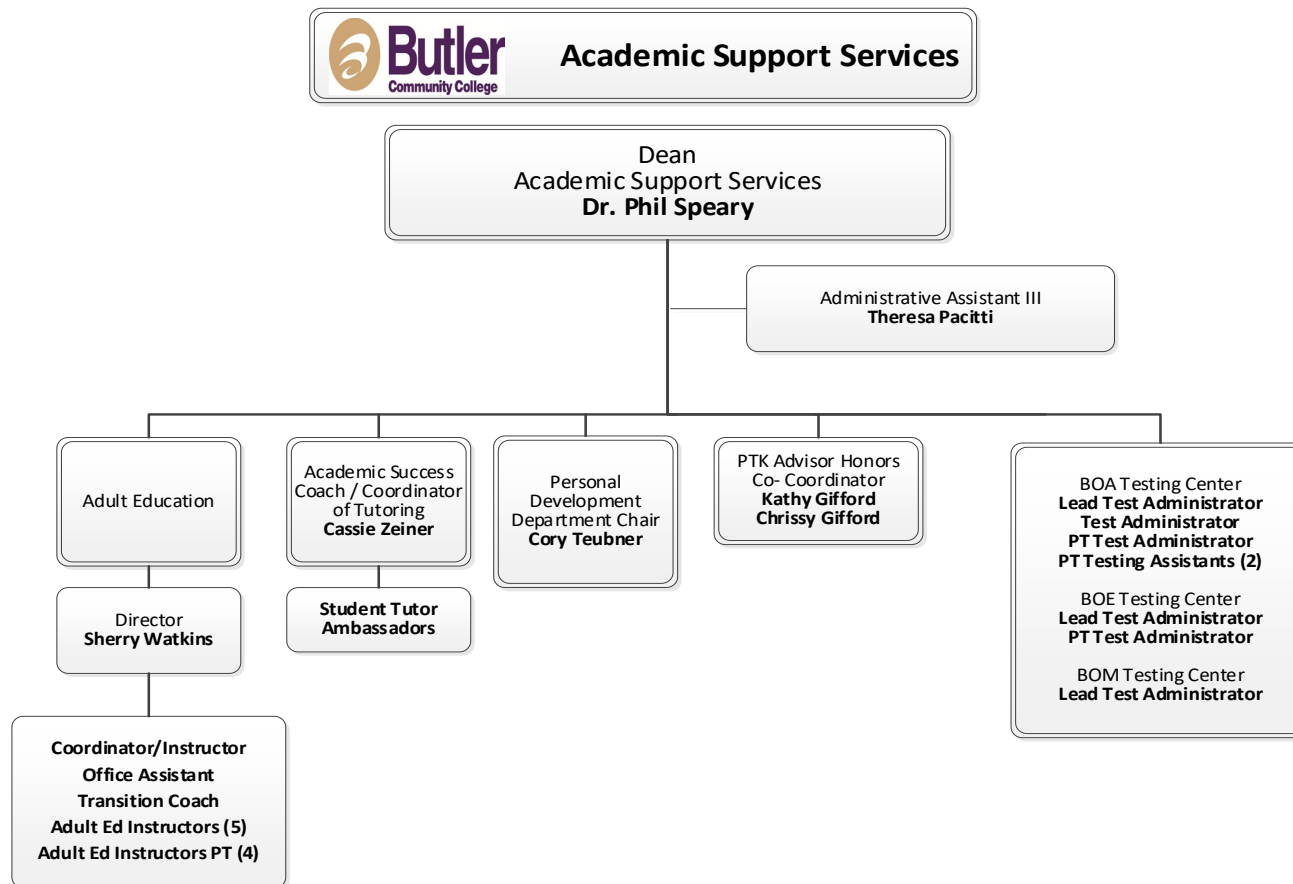




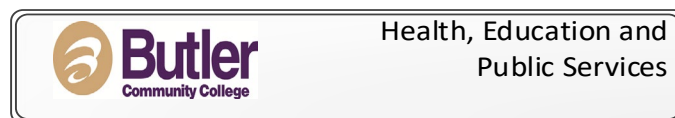








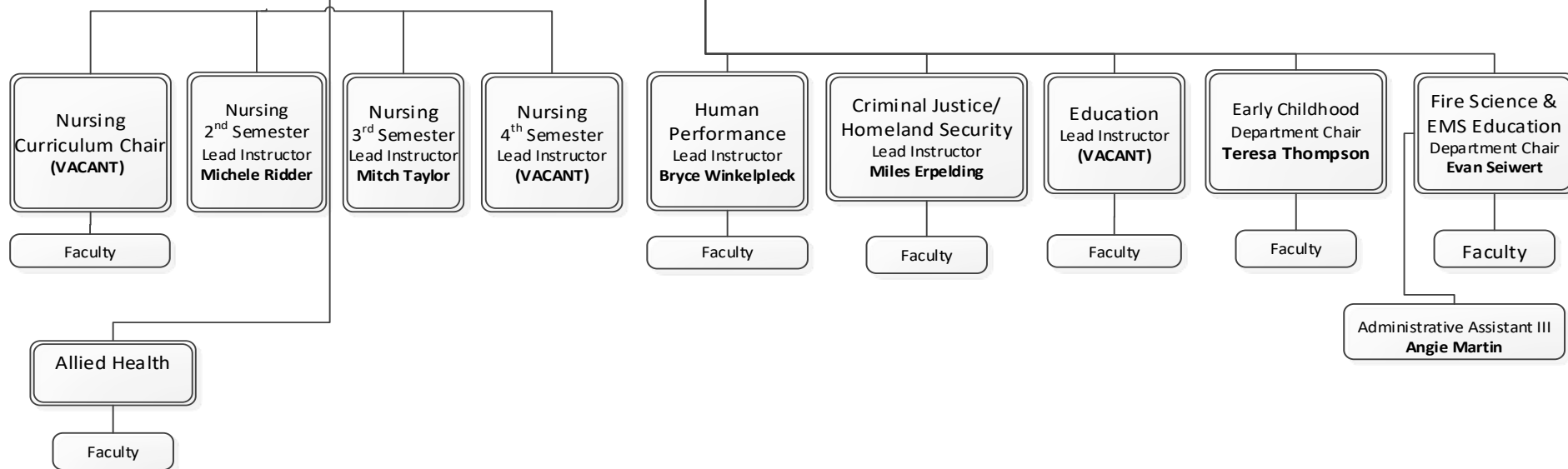


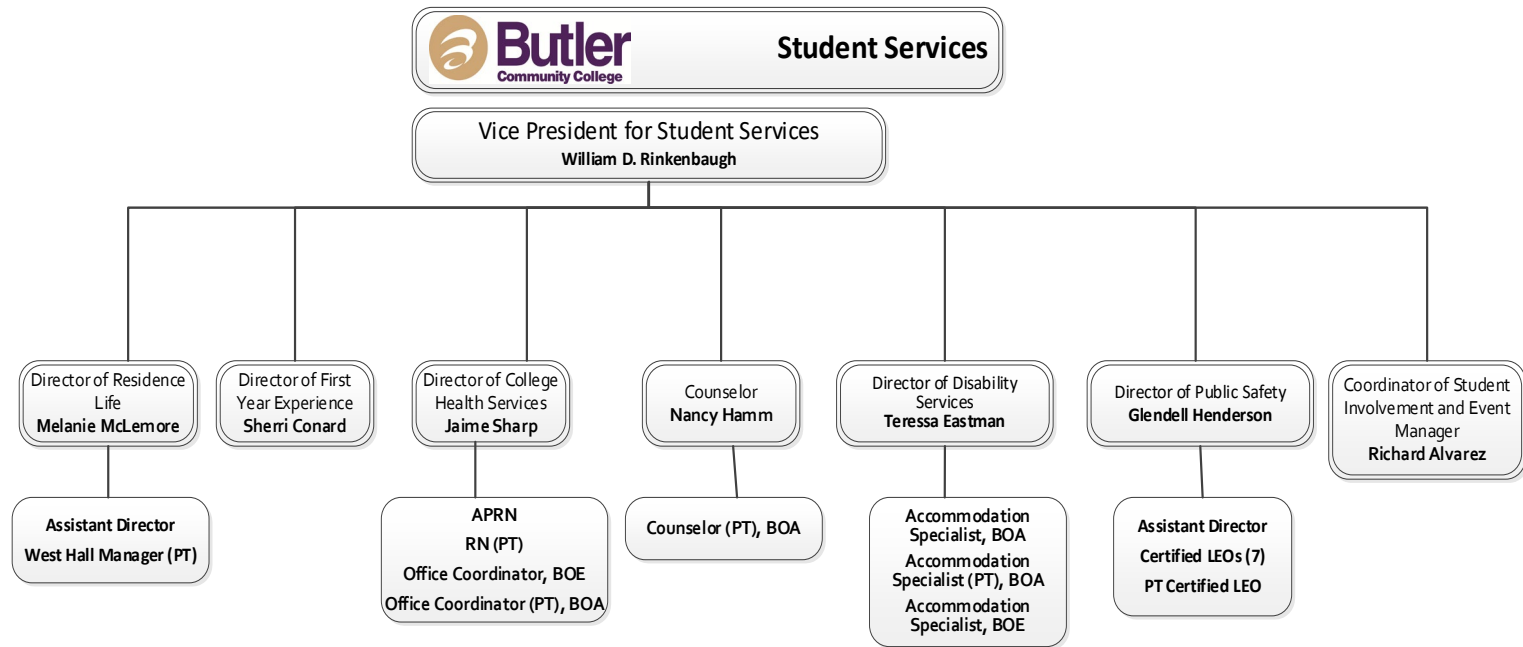


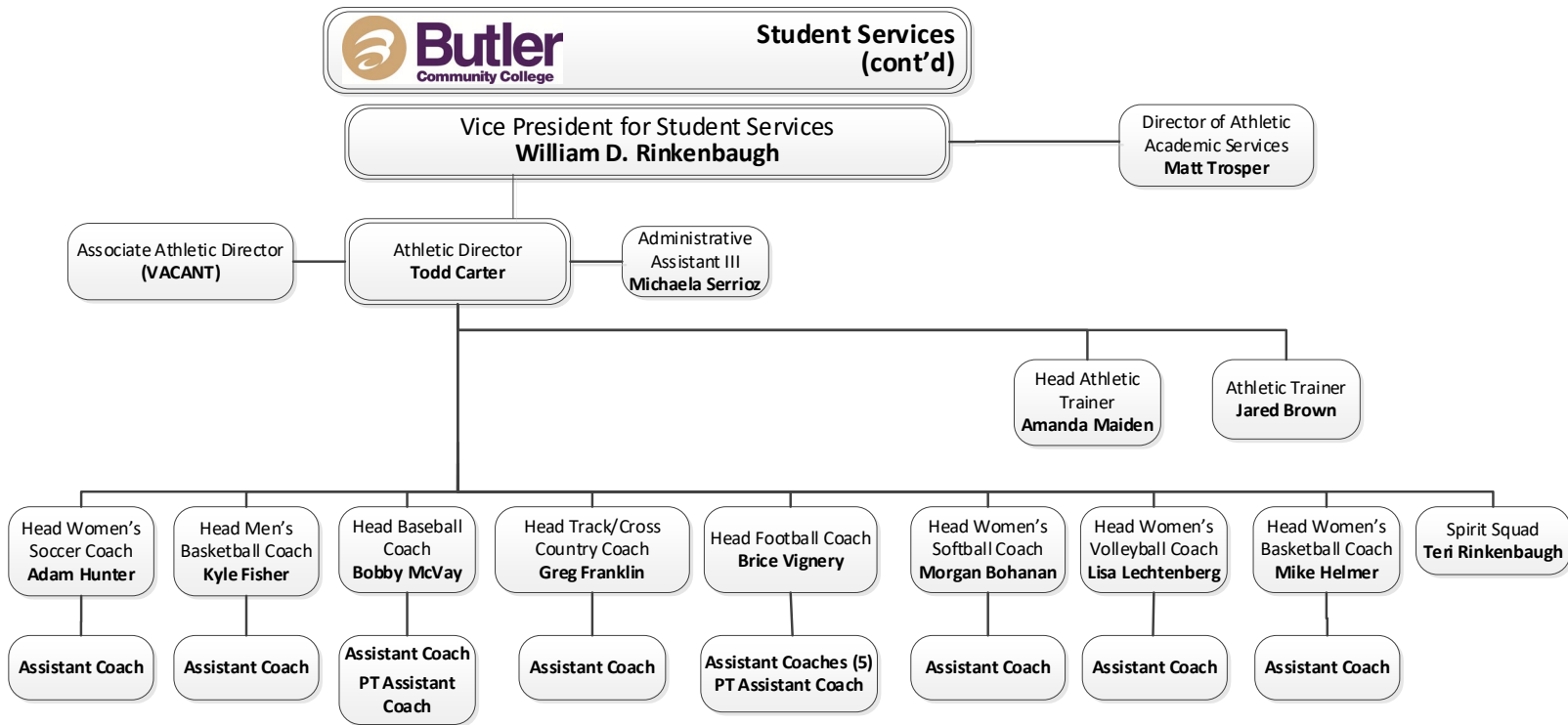
**Dean**  
Health, Education and Public Services  
**Julio Guerrero**

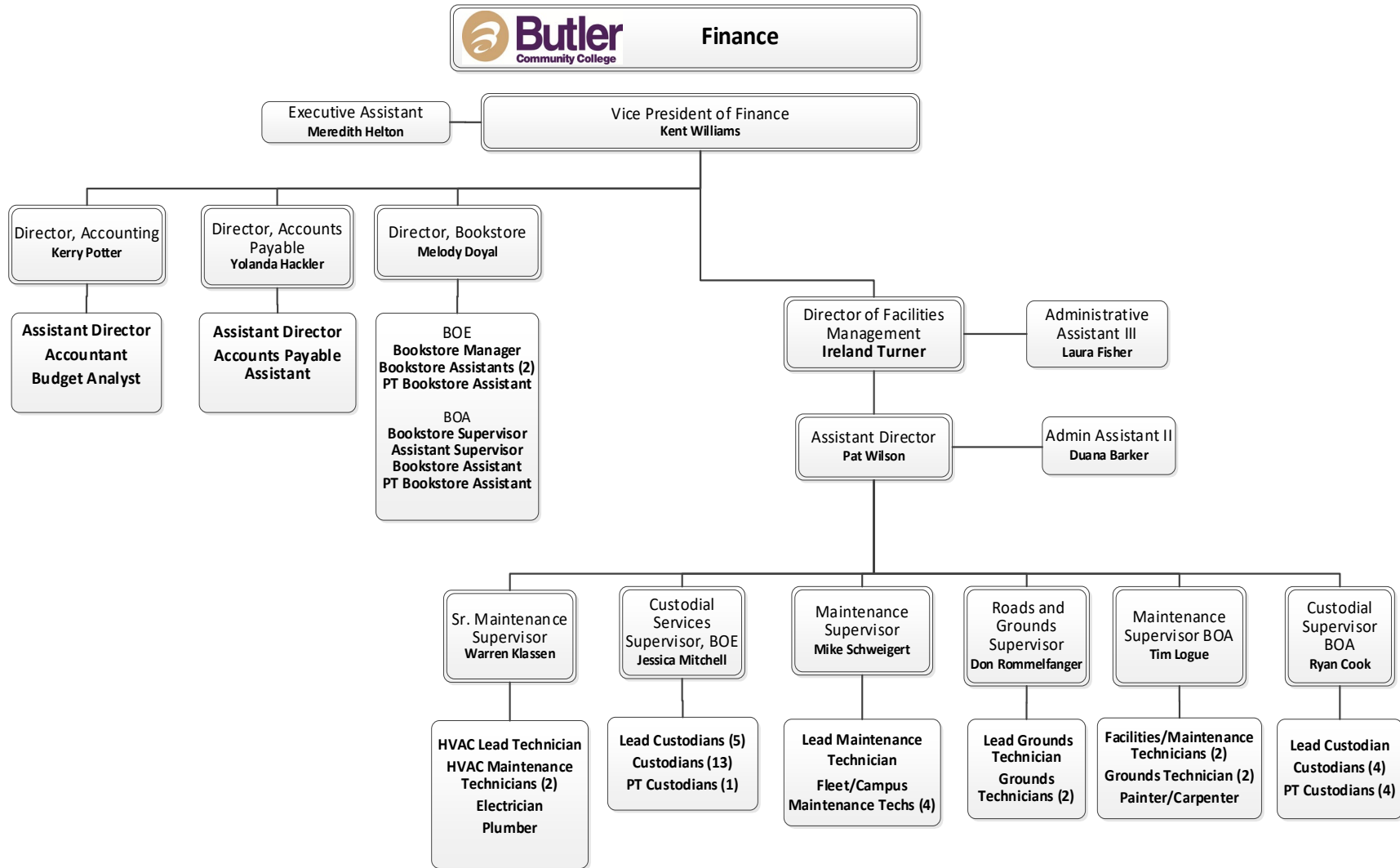
**Associate Dean**  
**Janet Schueller**

**Administrative Assistant III**  
**Cindy Rabe**









## COMMITTEES AND TEAMS

Listed below are the standing committees/teams/ad hoc/organized groups of the college that have a college wide impact. All committees and organized groups at the college have a written purpose and other pertinent information regarding membership, meeting time, process for continuous improvement, and method of college-wide communication on file with the research office. All employees of Butler are encouraged to become involved with campus activities.

### **ADA Committee**

**Purpose:** To review/revise policies with regard to ADA Compliance. To hear/process any grievance/concerns based on ADA/Section 504 compliance (includes but not limited to student, faculty, staff, administration, program and/or facility accessibility, etc.)

**Contact:** Director of Disability Services

**Meetings:** As needed

### **Administrative Council**

**Purpose:** Administrative Council serves as a vehicle for the dissemination of information to employees regarding departmental activities and events throughout the college. It also is used as the means to communicate internal and external decisions, which affect the college as a whole. For example, Board of Trustee discussion and actions are disseminated to this body following each Board meeting and updates are provided regarding activities at the state level. On occasion this group is gathered for pertinent in-service activities and training.

**Contact:** President of the College

**Meetings:** On the Friday following each regular Board meeting of September, October, November, February, March, and April unless otherwise scheduled.

### **BEACIN (Butler Employees Assisting Colleagues In Need)**

**Purpose:** The purpose of the committee shall be to develop and implement activities to foster a greater sense of family among all Butler employees, as well as provide financial and other types of assistance through a volunteer contribution and services fund to any Butler employee in need.

**Contact:** Associate VP of Human Resources and Assistant Director of Human Resources

**Meetings:** First Wednesday of each month, with special planning meetings more frequently as fund raising or appreciation activities approach.

### **Butler Operational Staff**

**Purpose:** The purpose of this organization shall be to promote the standards of the operational staff within Butler, to represent ourselves in all matters pertaining to our welfare and professional development, and to provide a clearer understanding of the relationship between the operational staff and the administration, faculty, and the Board of Trustees, so that we may better serve our institution through developing means of communication between and among our constituents and colleagues; fostering camaraderie between sites; providing continual financial support to provide for an operational staff scholarship; and encouraging involvement in the institution's standing committees.

**Contact:** Operational Staff President

**Meetings:** Monthly on the Thursday following the regular Board of Trustee meetings, with meeting time variable to accommodate various department work schedules

### **Butler Pride Team**

**Purpose:** To achieve continuous quality improvement in the appearance of all Butler campuses.

**Contact:** Associate Vice President of Enrollment Management

**Meetings:** Quarterly

### **Capital Projects Team**

**Purpose:** To facilitate coordination, communication and administrative oversight for Butler's (major) construction, renovation and remodeling projects.

**Contact:** Vice President of Finance

**Meeting:** As needed

### **CARE Team**

**Purpose:** The purpose of the C.A.R.E. Team **is** to provide the campus community with the necessary information to refer students in psychological distress, or who are experiencing personal crises, to the appropriate resources on campus. The C.A.R.E. Team is a proactive approach to coordinate and plan responses, to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence.

**Contact:** Director of Disability Services/ADA Compliance Officer

**Meeting:** The C.A.R.E. Team meets on a weekly basis at each respective campus and on an as needed basis.

### **Critical Incident Management Team**

**Purpose:** The purpose of the Critical Incident Management Team (CIMT) is to establish and maintain a multi-disciplinary team to effectively prepare for, respond to, and manage and mitigate critical incidents occurring on or near Butler properties. The Critical Management Team shall provide

policies, procedures, training and leadership to the employees, staff, students, and patrons of Butler in the event of an emergency, man-made or natural disaster, hazardous weather, or other critical incident.

**Contact:** Chief of Campus Police/Director of Public Safety

**Meeting:** As determined by the Chair to achieve the purposes of the team, but no less than monthly.

### **Curriculum Team**

**Purpose:** Facilitates faculty-developed curriculum that provides intellectually rigorous and eminently practical learning experiences for students that are consistent with the mission, lifetime learning abilities and skills and purposes of Butler Community College.

**Contact:** Curriculum and Catalog Coordinator

**Meetings:** Monthly meetings are held in September, October, November, December, February, March, April and May. Typically, the committee meets the third Wednesday of the month.

### **Academic Dean's Council**

**Purpose:** To share information and decision-making for consistent understanding and implementation of institutional policies and processes, particularly as they relate to the activities of the college's academic divisions, i.e., budgeting, class scheduling, assessment, program and curriculum development, and so forth. Additionally, the Deans' Council reviews and approves/disapproves new and revised courses and programs of study recommended by the Faculty Curriculum Committee.

**Contact:** Vice President of Academics

**Meetings:** Every other Tuesday

### **Enterprise Applications Team**

**Purpose:** The Enterprise Applications Team is a forum to discuss and make decisions regarding business practices and processes within Butler's integrated ERP environment.

**Contact:** Enterprise Systems Specialist

**Meetings:** Every other Thursday

### **Executive Council**

**Purpose:** The purpose of the Council is to provide a structured forum for the President, Vice Presidents, Associate Vice President of Research and Institutional Effectiveness, Associate Vice President of Student Services, BCCEA President, Director of College Relations and Marketing and Associate VP of Human Resources to discuss and make decisions on administrative issues within the framework of the learning college principles, particularly issues with college-wide impact. The President has final administrative decision-making authority on all issues with accountability to the Board of Trustees.

**Contact:** College President

**Meetings:** 2<sup>nd</sup> Tuesday morning of the month

#### **Faculty Development Team**

**Purpose:** The purpose of the Faculty Development Team is

- To **infuse** all manner of faculty development with faculty voice and integrity,
- To integrate faculty development more fluidly into relevant institutional practice and protocol, and into every academic department and instructional enterprise,
- And above all to **ensure** faculty development is optimized for student success.

**Contact:** Director of Faculty Development

**Meetings:** The 3<sup>rd</sup> Friday of each month, with other meetings for ad-hoc work around training events, etc.

#### **Food Service Review Committee**

**Purpose:** The Food Service Committee is designed to monitor, evaluate and make recommendations to the food service contractor in an effort to maintain a quality food service program for all individuals utilizing food services both contractually and through catered services.

**Contact:** Dean of Student Life

**Meetings:** As needed

#### **Group Health Insurance Committee**

**Purpose:** The purpose of the committee is to make recommendations to the President of the college with the goal of providing the best coverage for the best price for the majority of users.

**Contact:** Associate VP of Human Resources

**Meetings:** September, November, February, April and as needed.

#### **Inclusion Council**

**Purpose:** In support of its institutional values, Butler Community College nurtures diversity and inclusion through the practice of Cultural Competency, an ever-evolving concept that recognizes, supports, and embraces the understanding of human difference. Through culturally competent behaviors, attitudes, instruction, and policies, Butler promotes a diverse educational experience, fosters inclusivity to ensure student success, and contributes to the vitality of the institution and the communities it serves.

**Contact:** Dean of Academic Support & Effectiveness

**Meetings:** Monthly

#### **PCI Team**

**Purpose:** The purpose of this team is to ensure that Butler Community College is diligent in applying all appropriate standards to meet the PCI



Security Standards Council standards to protect against data breach or other associated incidents.

**Contact:** Vice President of Finance and Vice President of Information Technology/Chief Information Officer

**Meetings:** TBD

### **Professional Employee Sabbatical Review Committee**

**Purpose:** Review sabbatical applications submitted by Professional Employees pursuant to guidelines established in the Master Agreement. After review, the committee chairperson submits approval recommendation to the college President for recommendation to the Board of Trustees. Each approved applicant is notified of the above-mentioned recommendation.

**Contact:** Education Association Vice President

**Meetings:** One meeting in October and one meeting in March

### **Red Flag Team**

**Purpose:** The purpose of the Red Flag Team is to plan and monitor college activities that are undertaken to comply with Federal Red Flag regulations and Butler's Red Flags policy. The Red Flags Program is generally intended to reduce the risk of identity theft.

**Contact:** Vice President for Finance

**Meetings:** As needed

### **Safety/Security Team**

**Purpose:** To provide and maintain as safe and secure an environment as possible for all members of the campus (es) community.

**Contact:** Director of Public Safety/Chief of Police

**Meetings:** Every other month

### **Strategic Enrollment Management Team**

**Purpose:** The team leads formation and enactment of strategy to create a sustainable enrollment base, a viable financial base and top-quality academics. In a broader sense the team operates as the president's think tank in these areas, providing options to the president via routine briefings.

**Contact:** Associate VPs for Research/Effectiveness and Associate Vice President of Enrollment Management

**Meetings:** Twice a month at minimum

### **Student Review and Appeals**

**Purpose:** The purpose of the Student Review and Appeals Committee is to provide all students with the rights of due process in appealing any decision which they feel is without merit. This may include decisions regarding disciplinary action or academic decisions including grades.

**Contact:** Vice President of Student Services, Vice President of Academics

**Meetings:** As necessary for appeal

#### **Threat Assessment Team**

**Purpose:** The Threat Assessment Team (TAT) receives, assesses, and responds to information on perceived or potential threats to the safety and security of Butler students, staff, visitors, and property.

**Contact:** Vice President of Student Services

**Meetings:** Scheduled once weekly, every Thursday, at 1 pm.

#### **Title IX Team**

**Purpose:**

- To advise and assist the Title IX Coordinator in the implementation and maintenance of all procedures necessary to enact the Harassment and Violence Policy and the GENDER-BASED Harassment and Violence Policy.
- To advise and assist the Title IX Coordinator in the development and implementation of all required Title IX training.
- To promote a campus culture and environment that educates students and employees and works proactively to prevent all acts of harassment and sexual violence.
- To hear and rule upon the appeal of any complainant or respondent regarding the decision of the title IX Coordinator regarding whether or not a violation occurred of the Harassment and Violence Policy or the GENDER-BASED Harassment and Violence Policy.
- Members of the Title IX Appeal Team are designated as Title IX Investigators.

**Contact:** Title IX Coordinator

**Meetings:** Monthly or as needed

#### **Web Development Team**

**Purpose:** To provide oversight, management and coordination over all elements (technical, backend, frontend, visual, content) related to the accurate and effective maintenance and functionality of the Butler Community College website and all related sub domains.

**Contact:** Director of College Relations and Marketing

**Meetings:** Once a month for review, more often if needed. Dismissed over the summer months.

(Revised 7/13, 11/16, 10/22)

# EMPLOYMENT CATEGORIES AND CONDITIONS

Classified positions include:

- Professional Employees (Full-time Instructors, Counselors and Advisors as designated in the Master Agreement)
- Administrative/Institutional Support Employees
- Operational Staff Employees

Unclassified positions include:

- Student Workers
- Adjunct Instructors
- Temporary Workers
- All Other

**Full-time Classified Employees:** Employees who are classified as working in an eligible position as defined by the Butler Community College Wrap Document Summary Plan Description. Full-time classified employees are eligible to receive benefits as defined by this Summary Plan Description.

**Part-time Classified Employees:** Employees who are classified as working in a part-time eligible position as defined by the Butler Community College Wrap Document Summary Plan Description. Part-time classified employees are eligible to receive benefits as defined by this Summary Plan Description.

**Unclassified Employees:** Unclassified employees are limited to twenty-eight (28) hours per week. Adjunct instructors' teaching loads cannot exceed the following:

- For adjunct faculty teaching 3 credit hour courses: cannot exceed 9 credit hours during the fall and spring and may teach a maximum of 6 credit hours in the summer
- For adjunct faculty teaching 5 credit hour courses: cannot exceed 10 hours during the fall and spring semester and may teach a maximum of 6 credit hours in the summer
- For adjunct faculty teaching 4 credit hour courses: cannot exceed 8 credit hours in any one semester and may teach a maximum of 6 credit hours in the summer

All hourly employees who enter their time via Time Clock Plus are required to enter their time worked on a daily basis. Human Resources will be monitoring the hours worked by all part-time employees, student workers and adjunct faculty. Employees and supervisors are required to comply with this policy. If noncompliance occurs Butler's progressive discipline policy will be initiated.

Due to staffing and/or seasonal needs of departments, supervisors may request an exception to the 28-hour weekly limit for part-time and student employees. To request an exception, supervisors must submit a Request for Exception to Increase Hours form which can be obtained by the requesting supervisor and must state which employees need the exception, the length of time of the exception and the reasoning for the exception. It must be signed by the supervisor requesting the increase of hours along with the Director and the Vice President of the department/division with any additional comments. Then it must be submitted to Human Resources where the Associate VP and Assistant Director of Human Resources will either approve or deny the request.  
(Revised 11/16; Reviewed 10/22)

**Exempt Employees:** Employees who are exempt from the overtime provisions of the Fair Labor Standards Act.

**Non-exempt Employees:** Employees whose positions do not meet the exemption tests under the Fair Labor Standards Act are subject to the overtime laws. For details on overtime at Butler Community College, refer to page 165 of the employee handbook.

#### **Probationary Employee**

New employees or employees who change positions will be employed as probationary employees for their first ninety (90) days of employment, and thereafter considered regular employees, if their performance has been deemed satisfactory. An evaluation will be completed prior to the completion of the ninety (90) days. If performance is deemed to be unsatisfactory during the 90-day probationary period and this has been communicated to the employee, employment may be terminated after consultation with the Associate VP of Human Resources. If job performance is satisfactory after completing the probationary period, the employee would continue in the current position, but this does not imply a contractual agreement for continued employment once the probation period has concluded. (Professional employees refer to the Master Agreement).

(Revised 6/04, 7/11, 3/14, 11/16; Reviewed 10/22)

## **CLASSIFICATION SYSTEM**

A classification system plays a key role in the personnel management of an organization since it defines the relative complexity and relative contribution to the College of each position within the institution. The College has adopted a classification/compensation system it believes to be fair, equitable and objective. As a result, positions are analyzed and assigned a level of job functions using a ranking system. An equitable salary is then assigned. The Grade levels assigned to a position begin with Grade 10 and end with Grade-60. Grades 10-23 reflect non-exempt positions (operational staff), Grades 24-26- reflects positions both non-exempt and exempt (operational staff and institutional support employees) and Grades 28-60 (administrative and institutional support employees) are exempt positions. Information Services are determined on a separate grade scale and have both operational and administrative staff positions.

Re-classification may be sought when the duties of the position change due to restructuring or evolution of the position. Re-classification occurs when the classification level of a position changes as a result of one of the aforementioned. The Associate VP of Human Resources and Assistant Director of Human Resources are responsible for reviewing all classification and reclassification requests. This classification determination will be presented to the supervisor. If the supervisor does not agree with the classification, the decision will be reviewed by Executive Council. To initiate the re-classification process, re-classification approval forms will need to be completed and signed by the appropriate Vice President or President. The form, available in Human Resources, should be returned along with a current job description to the Office of Human Resources. The Associate VP of Human Resources and the direct supervisor will determine an appropriate salary for administrative/institutional support employees. Pay for operational staff employees shall be determined in accordance with college policy.

(Revised 7/05; Reviewed 10/22)

# **ADMINISTRATIVE AND OPERATIONAL**

## GENERAL INSTITUTIONAL

### **Americans With Disabilities Act (ADA)**

To comply with Section 504 of the Rehabilitation Act and Title I - Employment, Title II - Public Services, and Title III - Public Accommodations of the ADA of 1990 and the ADA Amendments Act of 2008, Butler is committed to providing reasonable access and/or accommodations to all programs, services and facilities. Human Resources will consult with the Office of Disability Services Director regarding accommodations for employees with a documented disability.

Title I - Employment: Employment opportunities are and shall be open to all applications solely on the basis of education, experience, aptitudes and abilities.

Title II - Public Services/Title III - Public Accommodations: Services and accommodations are and shall be made available to the public (i.e., employees, students).

ADA Committee: The ADA committee is comprised of the ADA Compliance Officer, Vice President of Student Services, Associate VP of Human Resources, Director of Facilities Management, Vice President of Digital Transformation//Chief Information Officer, one faculty member and a representative of the Student Government Association. The committee is responsible for ensuring that Butler is in compliance with all phases of Section 504 of the Rehabilitation Act, Title I, II and III of the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008.

The committee shall recommend additions, deletions, and/or changes to any program, service, or facility in existence or those planned by Butler to comply with mandates of the ADA. The committee shall see that all changes adhere to the objectives and purposes of the College, and that they serve the interests of students, administration, faculty and staff. The committee recommendations shall be submitted to the Executive Council for approval and then to the Board for final action.

(Revised 7/11, 7/15, 1/21; Reviewed 10/22)

### **Animal Control and Campus Rules**

Butler Community College maintains a policy on animal control designed to preserve the safety of all students, staff, and patrons of the College and animals that may be found on campus, and to protect the College from liability in animal control matters, while ensuring compliance with all federal laws and provisions of the American Disabilities Act.

All students, employees, volunteers, visitors, vendors, and guests of the institution at all locations which the College owns and/or operates shall comply with this policy. Exceptions may apply to certain “green spaces” of BG Stadium during times in which the College is not holding a function nor is the primary sponsor/operator of any such function.

Based on Kansas state statute, inhumane or cruel treatment of animals on College property is prohibited.

Animals are not allowed in any campus building with the exception of service animals, as defined by the ADA Amendments Act of 2008, animals used specifically in academic or research programs, or by special permission of the Director of the Department of Public Safety, or his/her designee, for the purposes of special events, temporary situations, or emergencies.

Exceptions include animals specifically approved for ownership and/or possession in the residence halls by those full-time employees who, as a condition of their employment and benefits, have afforded them on-campus housing, which will include the ownership and/or possession of no more than one (1) animal, not to exceed 80 lbs. and to be approved prior to introducing the animal to the property by the respective supervisor of those eligible employees, to include a breed review and currency of vaccinations as required by law, and appropriate licensure. For animals being permitted to live in the residence halls, there will be a \$200.00 deposit required prior to the animal being allowed into the residence hall room/apartment.

Further, this shall not include animals specifically identified and designated as “therapy” or “emotional support” animals. Such animals will be permitted in the residence halls only under the Fair Housing Act and must be approved by the Director of Residence Life, registered with Disability Services and align with the current, legally permissible, placement of certain animals in designated residential living areas. For more detailed information regarding animals in the residence halls, please refer to the Residence Life Handbook.

Animals used in conjunction with approved educational pursuits, the Department of Public Safety, and any approved activities of the Agriculture department are exempt.

Adherence is required to ensure:

No animal on campus is vicious or a threat to the safety of the College community,

- To prevent the animal or its owner/handler from obstructing College activities, including classes, scheduled events, or any other College function,
- To prevent the introduction of any animal into a setting in which food is prepared or served,



- To prevent damages to any College or personal properties, and to maintain positive aesthetics

The College shall comply with all state, local, and federal statutes, resolutions, and ordinances in regards to the lawful possession and/or ownership of any animal, and will further and specifically prohibit upon campus properties the following animals:

- All primates,
- Raccoon, opossum, rabbit, beaver, squirrels, hedgehogs, chinchillas, and like mammals,
- Snakes, lizards, iguanas, chameleons, salamanders, geckos, and related reptiles,
- Frogs, toads, newts, and related amphibians,
- Pet spiders (such as tarantulas), scorpions, and centipedes,
- Crabs or other marine creatures,
- Turtles or tortoises

Additionally, the College will not permit the presence of dogs or cats within educational buildings, libraries, bookstores, classrooms, laboratories, offices, reception areas, hallways, doorways, or upon sidewalks, parking lots, athletic fields, or other such areas unless such animal is designated and recognized as a service animal by legal definition and standards. For those animals transported to College properties via motor vehicle, such animals shall remain within the vehicle interior at all times, however at no time may the pet be left unattended in a closed vehicle. Further, pets may not be tethered anywhere upon College property and left unattended.

Employees, students, or other staff are not permitted to provide ongoing subsistence to any animal on campus, and at no time may College funds be expended for the purchase of animal feed, veterinary care, bedding, supplies, or other typically related costs for pet care.

No employees or students shall feed stray animals, or entice an animal to remain on College property by providing food, shelter, or support to an animal. Wild nuisance animals will be captured in a humane fashion by the Department of Public Safety, or Facilities Management personnel, and when possible, relocated to another area where legal and feasible.

Stray or nuisance domestic animals will be captured in a humane fashion by the Department of Public Safety, or Facilities Management personnel, and shall be transported to the Kansas Humane Society for acceptance, screening, care, and possible adoption. Once the Kansas Humane Society accepts an animal, the College shall have neither further liability nor interest.

All animal bites occurring on campus under any circumstances shall be immediately reported to the Department of Public Safety and an incident report completed.

Violations of this policy shall be enforceable by authorized members of the College, to include the Department of Public Safety, Residence Life staff, and Facilities Management personnel. In addition, the College shall allow any member of the Kansas Department of Wildlife and Parks or any animal control officer access to any College properties to enforce animal control laws. Should an unauthorized animal be found on College property, the Department of Public Safety is authorized to order the immediate removal of the animal and owner/handler from the premises. In instances where an unauthorized animal is found to be in a dormitory room, office area, private or semi-private areas, the party responsible for the animal may be provided up to seven (7) days to remove such animal from College property.

Sanctions can include the issuance of a DPS citation for students, referral to the appropriate supervisor for progressive disciplinary process for employees, and referral to the judicial system for prosecution in certain instances.

(Adopted 7/15)

(Revised 6/21; Reviewed 8/22)

### **Campus Working Hours**

Normal office hours are from 8 a.m. to 5 p.m. Monday through Friday. Some offices will be open beyond the normal hours, either on a periodic or permanent basis, to accommodate student or institutional needs. Office supervisors are responsible for maintaining appropriate access to their offices.

Flexible hours for staff are permitted with permission of the office supervisor. Full-time operational staff on flex-time must maintain a 40-hour per week schedule.

A workweek is defined as time beginning 12:01 a.m. on Sunday and ending at midnight Saturday.

(Revised 7/13; Reviewed 10/22)

### **Cell Phone Policy**

The College recognizes the need for selected employees to rely upon cellular telephones and/or pagers in order to efficiently and effectively conduct official College business. In order to ensure appropriate and contained use of these electronic devices that are funded through the College's operating budget, the following policy shall be followed.

The following costs for cellular telephones/pagers will be paid by the College.

- A limited number of cellular telephones/pagers will be provided by the College for Security personnel, Resident Assistants, etc. Requests for College provided cellular telephones and/or pagers will be approved by the appropriate supervisor and Vice President. The cost for this equipment and associated service will be paid by the College. Personal use of College provided cellular telephones shall be kept to a minimum.

Executive Council will also review the inventory and associated monthly costs of College provided cellular telephones and/or pagers which will include those provided to Security personnel, Resident Assistants, etc.

(Revised 7/12, 4/20; Reviewed 10/22)

### **Conflict of Interest**

Butler Community College employees have an obligation to uphold the public trust, protect and advance the College's integrity and act in the best interests of the College while carrying out their official College duties. The purpose of this Policy is to ensure that employees identify and disclose potential Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College. No employee may engage in any activity either within or outside the college which is in conflict with his/her primary duty to the College.

This policy applies to all employees except for Trustees and Designated Officers covered by the Code of Ethics Policy BP-1020. Professional Employees should reference the Master Agreement in regard to outside employment.

#### **Definitions:**

"Conflict of Interest" – An actual Conflict of Interest occurs when financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential Conflict of Interest can occur when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College.

"Family Member" – For the purposes of this Policy a Family Member includes a spouse, parent, sibling, child, or any other relative who resides in the same household as the employee.

The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest:

- An employee or member of his/her family as defined above:
  - Is the actual or beneficial owner of an entity with which the College does business;
  - Receives significant salary or other compensation from an entity/individual with which/whom the College does business;

- Receives personal gifts or individual discounts from an entity/individual with which/whom the College does business;
- Serves as an officer, director, employee, partner, trustee or other key decision maker for an entity with which the College does business;
- Has other direct or indirect dealings with such an organization from which there are direct, indirect, or potential benefits from cash or property receipts totaling \$10,000 or more annually;
- Has an outside interest or employment which encroaches on an employee's time and/or energy causing an inability of the employee to devote their full attention and abilities to the performance of assigned duties;
- Engages in any activity which interferes with decisions and/or judgment which must be rendered in discharging his/her responsibilities at the college;
- Uses college resources or enters into a relationship with the college which results in personal monetary gain that falls outside the scope of policy guidelines and criteria for approved entrepreneurial partnerships and activities.

Employees are responsible for immediately disclosing potential Conflicts of Interest to their supervisors for review and determination of the appropriate course of action. An employee may be required by his/her supervisor to complete a written disclosure form in connection with the employee's involvement in making decisions on behalf of the College. In determining whether an interest needs to be disclosed, employees should err on the side of caution and construe this policy broadly in favor of disclosure.

#### Agreements, Contracts and Purchases:

College employees shall not knowingly promote and/or enter into any agreement, contract or other binding business relationship (a "Business Agreement") on behalf of the College when a Conflict of Interest exists. The term Business Agreement includes, but is not limited to, purchase agreements for goods, services and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter/arrangement agreements, commitments, etc. A Conflict of Interest shall preclude an employee from participating in the selection and negotiation, or in any other decision-making processes.

#### Gifts:

College employees who participate in selecting vendors, products and contractors and/or participate in forming Business Agreements should avoid accepting substantial individual gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when it is clear that the donor's intent is to influence an employee's official College duties. Occasional meals, beverages and other

non-extravagant gifts are acceptable as long as they are not conditioned upon the employee taking official action or influence on behalf of the College. Gratuities or gifts of money to the employee cannot be accepted at any time and should be returned immediately to the donor. An employee who believes he/she may have accepted a gift giving rise to an actual or perceived Conflict of Interest, should notify his/her supervisor pursuant to this Policy.

Employees are encouraged to consider donation of any gifts and/or proceeds for the benefit of the College or Foundation. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the College determines otherwise.

#### **Restraint on Participation:**

With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual or significant perceived Conflict of Interest, that employee shall not participate in the decision for which he/she has the Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a potential Conflict of Interest may still be allowed to participate in some parts of the process.

Supervisors should contact the Associate VP of Human Resources in the event it is determined that a conflict of interest exists. Violations of this Policy are subject to disciplinary action up to and including termination of employment.

(Revised 6/04, 2/21)

### **Equal Opportunity, Harassment, Violence and Non-Discrimination Policy Statement**

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, violence and retaliation. Butler Community College prohibits any form of discrimination, harassment, violence, threats or attempts to inflict and/or aid in inflicting violence against an employee or student based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, marital status, political affiliation and/or any other status protected by federal, state or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. For purposes of this Policy, these prohibitions apply to Butler Community College, students, faculty members, administrators, trustees, agents, volunteers, contractors, visitors, invitees or persons subject to the supervision and control of Butler Community College.

To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using Butler Community College's Title IX Informal or Formal Grievance process, determined by the Title IX Coordinator.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students, faculty, administrators, staff, trustees, and third parties such as guests, visitors, volunteers, invitees, and campus camp attendees.

### **Title IX Coordinator**

The Title IX Coordinator oversees implementation of Butler Community College's policy on harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

### **Independence and Conflict-of-Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination committed by the Title IX Coordinator, contact the Butler Community College President. Concerns of bias or a potential conflict of interest by any other Title IX Team member, or reports of misconduct or discrimination committed by any other Title IX Team member, should be reported to the Title IX Coordinator.

### **Administrative Contact Information**

Complaints or notice of alleged policy violations may be made internally to:

Sherri Conard

Title IX Coordinator

Director of First Year Experience

715 E. 13th Street

Office 5002C

Andover, KS 67002

316-323-6373

[sconard@butlercc.edu](mailto:sconard@butlercc.edu)

### **TITLE IX TEAM MEMBERS**

- Assistant Director of Human Resources/Staff Development
- Vice President of Student Services
- Associate Vice President of Student Services
- Coordinator of Student Involvement
- Admissions Counselor
- Instructional Tech Specialist
- Event Manager

Butler Community College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of the College.

- President
- Vice Presidents
- Associate Vice Presidents
- Deans
- Associate Deans
- Directors
- Department of Public Safety

The College has designated all **full-time** employees as Mandated Reporters. Any knowledge they have that a member of the campus community is experiencing harassment, discrimination, and/or retaliation must be reported to the Title IX Coordinator. The College strongly encourages all part-time employees to also report incidents of harassment and discrimination.

Inquiries may also be made externally to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100 Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012 TDD#: (877) 521-2172

Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

### **First Amendment Activities**

As a public educational institution in Kansas, the buildings, facilities and grounds of the College are dedicated to education and the fulfillment of the College's approved mission to provide high quality instruction and make original contributions to the knowledge and human understanding of its students. The public character of the College does not grant to individuals an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities for and to which the College's buildings, facilities and grounds are dedicated and said buildings, facilities and grounds are not available for unrestricted use by College or non-College groups. These time, place and manner regulations are intended to balance the College's responsibility to fulfill its mission as an educational institution in Kansas with the interests of College and non-College groups who are interested in coming onto the campus of the College for purposes of constitutionally protected speech, assembly or expression.

Subject to the regulations and requirements of this policy, groups <sup>(1)</sup> may use the campuses of Butler Community College <sup>(2)</sup> for first amendment activities.

Notification of intent to be on campus to engage in first amendment activities (hereinafter "the Event") <sup>(3)</sup> shall be provided to the Vice-President of Student Services no later than one-week (7 calendar days) prior to the Event along with the following information:

- The name, address and telephone number of the individual, group, entity or organization sponsoring the Event (hereinafter "the Sponsoring Organization"); and
- The name, address and telephone number of a contact person for the Sponsoring Organization; and
- The date, time and requested location of the Event; and
- The nature and purpose of the Event; and
- The type of sound amplification devices to be used in connection with the Event, if any; and
- The estimated number of people expected to participate in the Event.

Signs shall be no larger than 2' x 2' and no individual may carry more than one sign.

The Event must be held in one of the areas shown on the attached map (hereinafter "the Limited Public Forum"). (Copies of the map of "Limited Public Forums" can be picked up at the Department of Public Safety or the Vice-President of Student Services office.)



The Limited Public Forum may not be used on the same date as any previously scheduled College event or activity (aside from regularly scheduled classes) where it is reasonably anticipated that more than fifty (50) people will attend the College event or activity.

The use of sound amplification devices is limited to the Limited Public Forum area as long as any sound amplification device is used at a volume which does not disrupt or disturb the normal use of classrooms, residence halls, offices or laboratories or any previously scheduled College event or activity.

The Event shall not last longer than five hours from beginning to end.

Information <sup>(4)</sup> may be distributed as long as it is not obscene or libelous or does not advocate unlawful conduct. The Sponsoring Organization is encouraged, but not required, to include its name and address on the distributed information.

Solicitations of funds, or activities where products or services are offered for sale, shall not occur in connection with the Event.

No demonstrations associated with the scheduled event may occur inside a College building.

The College campus should be cleaned up and left in its original condition and may be subject to inspection by a representative of the College after the event. Reasonable charges may be assessed against the Sponsoring Organization for the costs of extraordinary clean-up or for the repair of damaged property.

All fire, safety, sanitation or special regulations specified for the Event are to be honored.

The College cannot and will not provide utility connections or hook-ups for purposes of first amendment activities conducted pursuant to this policy.

The Event must not obstruct vehicular, bicycle, pedestrian or other traffic or otherwise interfere with ingress or egress to the College, or to College buildings or facilities, or to College activities or events.

The Event must not create safety hazards or pose unreasonable safety risks to College students, employees or invitees to the College.

The Event must not interfere with educational activities inside or outside any College building or otherwise prevent the College from fulfilling its mission and achieving its primary purpose of providing an education to its students.

The Event must not materially infringe on the rights and privileges of College students, employees or invitees to the College.

The Event must also be in accordance with any other applicable College policies and regulations, regulations and policies of the Kansas Board of Regents, local ordinances and/or state or federal laws.

The President of the College or his/her designee may authorize first amendment activities which are reasonably determined not to cause disruption of College activities despite a literal violation of this policy statement. Such determinations shall be made without consideration of the content or message of the first amendment activities.

The President of the College or his/her designee may at any time, terminate, cancel or prohibit the Event if it is determined, after proper inquiry, that the Event does constitute or will constitute a clear and present danger to the College's orderly operation.

Any person determined to be violating this policy is subject to an order from the Butler Community College Department of Public Safety to leave the College campus. Persons failing to comply with such an order to leave the College campus are subject to arrest for criminal trespass.

The College recognizes and supports the rights of College and non-College groups to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the College to fulfill its mission as an educational institution in Kansas.

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<sup>1</sup>For purposes of this of this policy, "groups" shall mean individuals, or combinations of individuals, who may or may not be currently enrolled students or current employees of Butler Community College or who may or may not be officially affiliated or associated with a recognized student organization or a recognized employee group of the College.

<sup>2</sup>This policy statement is applicable to the campuses of Butler Community College in El Dorado, the ABE/GED location in El Dorado, both the 5000 and 9100 Buildings in Andover, Butler Service Center in Wichita, KS, Butler of Marion, and Butler of Council Grove locations. Butler will not grant access to non-college owned facilities.

<sup>3</sup>Examples would include, but not necessarily be limited to, informational picketing, petition circulation, the distribution of information leaflets or pamphlets, speech-making, demonstrations, rallies, appearances of speakers in outdoor areas, mass protests, meetings to display group feelings or sentiments and/or other types of constitutionally protected assemblies to share information, perspective or viewpoints.

<sup>4</sup>To avoid excessive littering of the campus and/or greatly increased work requirements for College Facilities Management employees, non-College groups are asked to cooperate with the College in limiting the distribution of information leaflets or pamphlets.

(Adopted 3/14)

(Reviewed 1/21; 10/22)



Butler of El Dorado – Location East of 600 Building



Butler of Andover – 5000 Building – Location South of Student Union

### **Golden Grizzly**

Senior citizens who are 60 years of age or older, from the Butler service area (Butler, Chase, Greenwood, Marion and Morris counties), and/or Butler Community College retirees will be given, upon request, a college “Golden Grizzly” identification card which will allow them free admission to regularly

scheduled, non-athletic college-related activities, provide discounted tickets to athletic events\* and a tuition waiver (fees not included) for all Butler credit courses on a space available basis. Cards will automatically be issued to all Life Enrichment members. Golden Grizzly cards will be issued through the Registrar's Office.

\*Golden Grizzly members can receive General Admission tickets to all home, regular season athletic contests at the Golden Grizzly/Youth rate. Discounted tickets are not available for NJCAA National and Region VI events.  
(Revised 7/12, 12/20; Reviewed 9/22)

### **Internal Audit**

It is the policy of the Butler Community College Board of Trustees to have an Internal Audit function that provides an independent and objective assurance on an as needed basis regarding ethical allegations and compliance with statutes and regulations. The internal audit function is assigned to the Assistant Director of Accounting who shall be a permanent member of the Ethics Review Board and shall have an independent line of communication to the President of the College and/or the Chair of the Board of Trustees as needed.

Internal audits shall be authorized by the President of the College or the Board Finance Committee as they relate to financial issues. Internal audits of other ethical concerns shall be authorized by the President.

In order to maintain a proactive Internal Audit function, the Assistant Director of Accounting shall assist the President of the College and senior administrative staff in the preparation of an annual risk management assessment.

All College offices and employees are expected to cooperate fully with the Assistant Director of Accounting regarding activities required to execute the Internal Audit function.  
(Revised 7/13, 11/16; Reviewed 9/22)

### **Smoking and Smokeless-Tobacco**

Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors. The Surgeon General has determined the use of tobacco and exposure to second hand smoke cause preventable disease. Butler campuses must be free of tobacco and second-hand smoke. In addition to creating health hazards, tobacco and smoke increase institutional costs, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

Definitions:

For the purpose of this policy:

- Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.

- Tobacco includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco.

Butler Community College prohibits the use of tobacco by students, faculty, staff, visitors, vendors and contractors on its campuses including but not limited to the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bids, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

The use of tobacco including all products listed above, is prohibited:

- In all interior spaces on Butler Community College campuses and site:
- On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways
- In Butler Community College vehicles, including cars, buses, vans, trucks and all other College vehicles
- In all indoor and outdoor athletic facilities associated with Butler Community College.

Organizers and attendees at public events held in or at Butler facilities are required to abide by the tobacco free policy. The organizers of these events, which include conferences, meetings, and lectures and social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.

The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.

Campus organizations are prohibited from accepting money or gifts from tobacco companies.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

Compliance:

Butler Community College expects all students, faculty, staff, visitors, vendors, and contractors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should:

- Informally attempt to resolve the problem by requesting that the violator comply with the policy.

- If the informal attempt fails, the Office of Office of Human Resources or Office of the Vice President of Student Services should be contacted for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy, and procedures.

(Revised 7/13, 1/21; Reviewed 9/22)

### **Use of I.D. Cards for College Activities**

The photo I.D. card provides free admission to college functions such as sporting events and theatre productions. Employees who desire to attend events with their family, must call the Athletic Department or the Fine Arts department by 12:00 noon the day prior to the event in order to reserve complimentary tickets for the event. An electronic form must be completed at the beginning of the academic year that identifies all dependents within the household. Employees will not be allowed to acquire complimentary tickets for individuals outside of their immediate family, or immediate family members no longer living with them.

Once the complimentary tickets have been requested, the employee will be able to pick them up from the Fine Arts Box Office or at the “Will Call” window at the athletic event. The employee must show their employee I.D. in order to receive the tickets from the window.

If a single employee or an employee plus one guest desires to receive a complimentary ticket, they may present their I.D. at the box office or “Will Call” window and receive a maximum of two (2) tickets. If an employee fails to notify the Athletics or Fine Arts department of their desire to receive complimentary tickets for an event by 12:00 noon on the previous day, they will only be allowed to receive a maximum of two complimentary tickets on the day of the event.

(Revised 7/13, 7/15, Reviewed 9/22)

### **Weapons**

The purpose of this Policy Statement is to adopt and implement the Board of Trustee’s Policy on weapons possession and to direct the creation and implementation of campus specific procedures at Butler Community College campuses. This policy applies to all faculty, staff, students and visitors of Butler Community College.

#### Campuses:

901 South Haverhill Road, El Dorado, Kansas

2600 West 6th Street, El Dorado, Kansas (Fire Science and EMS)

701 East Main, Hill Building, Marion, Kansas

715 East 13th Street, Andover, Kansas (5000 and 4500 Buildings)

131 West Main, Council Grove, Kansas

53474 Lawrence Court Building #412, McConnell AFB, Wichita, Kansas

712 Rose Hill Road, Rose Hill, Kansas  
2626 South Rock Road, Suite 116, Wichita, Kansas (Butler Service Center)  
622 East Cloud, Andover, Kansas (Redler Institute of Culinary Arts)

Policy Statement:

As required by Kansas Law, Personal and Family Protection Act (PFPA), K.S.A. 75-7c01 *et seq.*, Concealed Carry of Handgun shall be permitted on Community College Campuses, including all buildings and public areas owned or leased by College without adequate security measures, except in specific restricted access areas within buildings. Open carry of firearms and possessions of weapons other than concealed handguns shall be prohibited on all campuses. Nothing in this Policy shall read to prohibit College Public Safety Officers or other Law Enforcement Officers as defined by K.S.A. 75-7c22 from carrying weapons. The College campuses shall develop specific procedures for safe possession, use and storage of such weapons.

High School campuses: Andover, Rose Hill, Council Grove, and Marion are specifically and expressly exempt from this Policy.

Federal Facility: McConnell Air Force Base is also exempt from this policy.

<sup>1</sup> “Weapon” means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy included knives more than 4 inches in length.

<sup>2</sup> “Handgun” is defined as a “firearm”, pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01.

Specifically, under K.S.A. 75-7b01, it is (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand. 6

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- i) carrying of one concealed Handgun<sup>2</sup> on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- ii) lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,

- iii) lawful possession of a Handgun within a personal/non-College vehicle,
- iv) lawful possession of Weapons:
  - a. by Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the Butler College Head of Security or designee, or
  - b. as necessary for the conduct of College approved programs.

Concealed Carry:

Any individuals who is eighteen (18) years of age or older and who are not prohibited or disqualified by law and who are lawfully eligible to carry one concealed handgun in Kansas shall not be precluded from doing so on Butler campuses, including all facilities owned or leased by Butler Community College, except (1) in buildings and public areas of buildings for which "Adequate Security Measures" (ASMs) are provided, (2) high school campus or (3) in a specified restricted access area of a building. Within such restricted access areas, concealed carry will be banned. Individuals who are not employees of the College may be authorized access through a restricted access entrance only pursuant to a College screening process that is compliant with the provisions of the PFPA. The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

Concealed Carry Required Safety Measures:

Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the Handgun in any way, shape or form. "About" the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any possessed Handgun while on Campus. Handguns with an external safety must be carried with safety in "on" position.

Legal Restrictions Pursuant to Federal and State Restrictions on Firearms:

The following state and federal laws apply to possession and use of firearms, including the carry of concealed handguns.



- Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun (K.S.A. 21-6301 et. seq.);
- An individual in possession of a concealed handgun must be at least 21 years of age (K.S.A. 21-6302(a)(4));
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual incapable of safely operating the firearm (K.S.A. 21-6332);
- A firearm cannot be carried by an individual who is an unlawful user of and addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act, codified at 21 U.S.C. § 802) (K.S.A. 21-6301(a) (10));
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject or has been subjected to involuntary commitment (K.S.A. 21-6301(a) (13));
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment (K.S.A. 21-6301(a) (13));
- A firearm cannot be carried by an individual who has been convicted of a felony crime (K.S.A. 21-6304(a)) or convicted in any court of a crime punishable by imprisonment for a term exceeding one year (18 U.S.C. 922(g)(1)) (parole and conditions of probation apply);
- Automatic firearms and sawed-off shotguns cannot be carried (K.S.A. 21-6301(a)(5));
- A cartridge which can be fired by a handgun and which has as plastic-coated bullet with a core of less than 60% lead by weight is illegal (K.S.A. 21-6301(a)(6));
- Suppressors and silencers cannot be used with a firearm (K.S.A. 21-6301(a)(4));
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense (K.S.A. 21-6308a and K.S.A. 21-6308(a)(1)(A));
- A firearm cannot be carried by a person who is a fugitive from justice (18 U.S.C. § 922(g)(2));
- A firearm cannot be carried by an individual who is an illegal alien (18 U.S.C. § 922(g)(5)(A));
- A firearm cannot be carried by an individual who has been discharged from the Armed Forces under dishonorable conditions (18 U.S.C. § 922(g)(6));
- A firearm cannot be carried by an individual who has renounced his or her United States citizenship (18 U.S.C. § 922(g)(7));
- A firearm cannot be carried by an individual who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner (18 U.S.C. § 922(g)(8)); and
- A firearm cannot be carried by an individual who has been convicted of a misdemeanor crime of domestic violence (18 U.S.C. § 922(g)(9)).

#### Location Restrictions:

Certain campus buildings and/or public use areas within campus buildings can be permanently or temporarily designated to prohibit concealed handguns except as noted above in Section D. There are no campus buildings or public areas that have been permanently designated to prohibit concealed handguns with ASMs in place. If a specific location on a Butler campus is to be temporarily designated as prohibiting the carrying of a concealed handgun and the temporary use of ASMs as defined and required by law will be utilized, appropriate notice would be given for this temporary designation.

Campus locations leased by Butler Community College or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with Butler Community College. This Policy shall honor landlord restrictions.

#### Additional Safety Measures:

Butler Community College and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 *et seq.*) shall not be liable for any wrongful act or omission relating to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7c20(f)).

Nothing in this Policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

The implementing procedures of the Butler Community College campuses shall include detailed provisions regarding how and where to report suspected violations of this Policy, how faculty, staff and students shall be notified of the laws and Policies pertaining to concealed carry on campus, and shall also provide interested students, faculty and staff with information about any known locally or regionally available firearm safety instruction.

#### Storage:

Handgun storage is not provided by Butler Community College. Individuals may store a Handgun in the individual's vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle; Handgun storage by any other means is prohibited, except in locked secure box in resident's dorm room. Specifically, it is prohibited for any individual

to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual's office, unless in locked secure box, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

A voluntary registration opportunity with the Department of Public Safety shall be available, so in the event the weapons are stolen, the serial numbers are in a national database.

#### Training:

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a Butler Community College Campus will be addressed by Butler Community College Public Safety and/or local police departments in coordination with Butler Community College Public Safety. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

#### Enforcement:

Any individual (student or employee) violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by Butler Community College Public Safety or College Administration. The Student Code of Conduct and Employee and Professional Employee disciplinary processes will be utilized to address violations. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement.

These Policies may be modified by action of the Board of Trustees.

#### Reporting:

1. Suspected violations of this Policy should be reported to Butler Community College Security Department:
  - Call: 911Alternatively, suspected violations can be reported by:
  - Walk-in: Public Safety Office – Public Safety Building  
Public Safety Office – 5000 Building
  - Text via: El Dorado 316-321-7657  
Andover 316-218-6112
1. Emergency reports concerning threats or violence on campus:
  - Call: 911

#### Definitions:

The term “weapons” includes, but it not limited to:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
2. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
3. All BB guns, pellet guns, air/CO2 guns, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, a personal self-defense stun gun that does not fit within the preceding definition shall not be considered a weapon for the purposes of this policy;
4. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
5. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
6. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
7. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
8. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and use solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
9. Any martial arts weapon such as nunchucks or throwing stars;
10. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
11. Any other dangerous or deadly weapon or instrument of like character.

The term “handgun” means:

1. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
2. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

The term “adequate security measures” means the use of electronic equipment and armed personnel at public entrances to detect and restrict the carrying of any

weapons into a College building or public area of a College building, including but not limited to, metal detectors, metal detector wands or any other equipment used for similar purposes to ensure that weapons are not permitted to be carried into such building or public area of the building by members of the public.

The term “building” means a College building owned or leased.

The term “campus” means any building or grounds owned or leased by Butler Community College for College use.

The term “restricted access entrance” means a restricted access entrance to a building or area of a building that requires a key, keycard, code or similar device to allow entry to authorized personnel through the restricted access entrance.

The term “open carry” means carrying a firearm visible to others.

The term “public area” means any portion of the College building that is open to and accessible by the public or which is otherwise designated as a public area.

The term “secured area” shall mean those areas of the College Security facilities that are not open or accessible to the public without approval or escort from College Security departmental personnel.

(Adopted 7/08)

(Revised 7/15, 7/17, 1/21, 10/22)

# COLLEGE RELATIONS AND MARKETING

## Online Calendar

This policy governs the creation and administration of Butler Community College's online calendar, which is integrated throughout the college's web presence. The online calendar provides a platform for the publication of events intended for the campus community as well as outside web visitors and stakeholders. This policy establishes a framework and a process for publishing consistent, accurate and timely information about college-related events.

The intended purposes of the online calendar include:

- Providing a centralized location for event information for the college.
- Clarify the process of event posting.
- Present a consistent, look and feel for all calendar events.
- Foster positive, accurate and up to date event notifications.

Butler's online calendar system is a hosted subscription software service offered by Calendarwiz.com and is not affiliated with Butler Community College. The features available in the calendar system are subject to change at any time as product enhancements become available.

The online calendar is managed and supported by Butler's College Relations & Marketing and Web Services Departments. All website integration, user training and configuration is carried out by representatives of either the Web Services Department or College Relations & Marketing. Events management is overseen by the departments of Marketing & College Relations and Web Services. Key individuals have been designated as event managers throughout the college as listed below.

Event Manager: Position / Employee	Event Category Responsibility
Admin Assist. to the President	Academics / Board of Trustees / Foundation
Admin Assist. to the Associate VP of Student Support	Enrollment
Fine Arts Representative	Fine Arts
Residence Life Director	Clubs & Organizations / Residents Life / Student Activities
Coord. Student Involvement	Clubs & Organizations / Residents Life / Student Activities
Director of First Year Experience	Clubs & Organizations / Residents Life / Student Activities
BCTV Station Manager	BCTV Schedule
BETA Office Manager	BETA Training
Assist. Athletic Director	Athletics

Event Manager: Position / Employee	Event Category Responsibility
Director of College Relations and Marketing	Administrator

### Event Publication Process

College-related events should be submitted to the applicable event manager that is responsible for posting that category of event. The submission of those events including the process and timelines is up to the event manager for each event category.

If an individual would like to publicize a college-related event on the calendar but feels it does not fit within any of the event categories already established; that event will need to be submitted to the Director of Marketing or the director's designee.

The Director of Marketing or Web Services reserve the right to remove or edit events listed that are not accurate, are inappropriate content for the individual category or are inappropriate for display on the college online calendar. All content posted to the online calendar must directly be related to the business operation or college sponsored student activity.

(Adopted 11/16)

(Revised 9/22)

### **Photography and Film Rights**

Butler Community College reserves the right to video or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, and other activities, as well as casual and portrait photography or video. These photographs, video's, podcasts may be used throughout college marketing channels to include both digital and print as well as local, regional or national media for promotional purposes serving Butler Community College. Classes will be photographed only with the permission of the faculty member and students.

Photo Release agreements will be signed and kept on file by College Relations and Marketing, Media Resources or Web Services for each respective production project. Such photographs and video, including digital media, which will be kept in the files and archives or respective Butler Community College departments aforementioned, will remain available for use by the college without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of the policy that the college reserves the right to alter photography and film for creative purposes managed through College Relations and Marketing, Media Resources, and Web Services. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact College Relations and Marketing. Faculty and students are advised that photographs taken in public places do not require signatures or authorization for publication. Butler Community College has no control over the

use of photographs or film taken by third parties, including without limitation the news media covering college activities.

(Adopted 7/11)

Revised 5/21; Reviewed 9/22)

### **Publicity and Guidelines**

Projecting the positive image Butler constantly strives to maintain is the responsibility of College Relations and Marketing. To ensure the college image is consistently and accurately portrayed, Butler's official Branding and Identity Standards manual should be followed by all personnel and departments of the college. All projects directed to an external audience (including any information displayed on the web, in print and digital media, or otherwise), must be coordinated through the College Relations and Marketing Department or through the use of a Marketing approved template.

All marketing needs for Butler should be requested by accessing the online job request form available in MyButlerCC through the College Relations and Marketing Department. The College Relations and Marketing Department manages marketing plan development and implementation, news releases and media coverage, print and digital advertising, web content, promotional materials, and event marketing. Event marketing requests should be made eight weeks prior to the event allowing for a 4-week promotional campaign. All other jobs should request at least three weeks prior to the deadline. Web projects should be requested 4-6 weeks in advance at the latest.

(Revised 7/13, 7/15, 5/21; Reviewed 10/22)

### **Web Presence and Branding Guidelines and Procedures**

The Butler Community College website(s) represents the official face of the institution to the world and is intended for the official business functions of the college. All college pages will be housed within either the butlercc.edu or butlergrizzlies.com domain structure.

All official Butler Community College entities will follow and be recognized as Butler, and adhere to established branding guidelines and procedures outlined in the Web Presence and Branding Guidelines and Procedures.

For social media guidelines and structure see the social media policy.

This policy and associated guidelines and procedures apply to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"), regardless of whether the access or use is from a Butler device or occurs on campus.

#### **Procedures**

- Updates, revisions and redesigns to the Butler Community College website(s), fall within the oversight and decision-making purview of the



College Relations & Marketing Department in conjunction with the Web Advisory Committee.

- All official college websites will be reviewed and evaluated prior to launch.
- The Butler Website is designed for consistency. Regardless of the Butler page being viewed, the visitor should always know they are on a Butler Community College Web page.
- The Web Advisory Committee, a cross-functional team, preserves best practices and analyzes, reviews and provides oversight to web-critical decisions to ensure overall consistency (look, functionality and experience) for web visitors.
- The college logo always links back to the homepage.
- New pages and page revisions can be achieved by submitting a work request via the Help Desk or by completing a College Relations & Marketing job request ticket via Marketing Forms in MyButlerCC
- Following training, designated content managers will have the ability to alter, add and revise related content section(s).
- Only a small group of content managers across the college will be utilized.
- All content managers will abide by Butler's Copyright Policy and the Digital Millennium Copyright Act of 1998
- Designated Page Owners and Content Managers are expected to activate the content renewal process in a timely fashion once prompted by the Content Alert system via email.
- Content updates will be submitted for final approval prior to going live.
- Most visual graphics of the page template are not flexible and will not accommodate changes, alterations.
- All online forms will be issued through XFORMS. Form requests are initiated by contacting the Help Desk.
- All official Butler Web pages are subject to Butler's [\[Acceptable Use Policy.\]](#)
- The following information must be readily accessible on every Butler web site:
  - The name of the unit or group represented by the page
  - Physical contact information for the unit or group (address, telephone, fax, email)
  - Content must be simple, short, concise as well as current, relevant and updated by content managers.
  - Outdated content erodes trust in the credibility of the page/product and therefore the college, may disable content until it is updated/corrected.
  - It is the responsibility of the department leadership to ensure the content pages from their areas are periodically updated.
  - Systematic reviews of the site will be conducted and content managers are expected to keep information up to date.
  - It is the intent that all content be directly placed into the JADU system as document pages. In unique situations content may be added as

downloadable content, for example, printable forms, table-driven information, and print pieces.

- ALL embeddable content must be reviewed and approved before going live, i.e. slideshows, photo gallery.
- All Butler Community College webpages, content and images are expected to meet ADA compliance best practices.

#### Use of Photos, Videos, and Images:

- Photos and video considered for publication on an official college website should be submitted for review and approval to College Relations/Marketing and/or Web Services prior to web page posting.
- Stock photography, which is not ideal nor the Butler Standard, will only be used in short-term instances.
- Photos submitted should be at the highest quality possible and must be 100 dpi or greater.
- Photos must be larger in dimension than the space they are to occupy on the web page. For example, if a photo is to be placed on a page to fill a space that is 600x400 pixels, both the height and width of the submitted photo must be larger than 600 x 400 pixels.
- Images should relate to the page on which they are displayed
- Images with too much text will not be used.
- Quality photos provided by departments can be used as long as they meet photo standards
- Web Services and/or College Relations/Marketing reserves the right to alter photos to ensure quality and consistency.
- Photos and/or video deemed below quality standards will be disregarded and not allowed on the Butler website. A new photo and/or video will be requested or scheduled.
- In order to enhance the accessibility of Butler web pages, all graphic images, photos and video must include appropriate text descriptions in the "ALT" attribute.
- All photos used on any of Butler's web properties become the property of Butler Community College.
- All photos submitted must be free of all copyright infringements. Images that appear to have not originated from a Butler Community College source must be accompanied by Release of Use documentation.
- All identifiable individuals that appear in submitted images must submit a photo release.
- Videos will either be embedded on the website server or hosted via the College's Channel in YouTube or Vimeo.

#### Terms of Use:

The Butler Community College website consists of the material provided under the butlercc.edu domain (e.g. <http://www.butlercc.edu>) and several subdomains (e.g. <http://foundation.butlercc.edu>) (hereinafter referred to collectively as the "Site").

All material provided on the Site is intended for informational purposes only and should not be used to replace either official documents (except where the material on the Site is explicitly identified as comprising the official version of a document), nor the advice of a qualified professional.

All "Users" access to and use of the site shall be governed by the following:

- A. Reserved Rights and Grant of Limited License
  - Copyright © 1999-2015 Butler Community College. All rights reserved.
  - Butler Community College owns the intellectual property rights, including copyright, in and to this Site, or has acquired the necessary licenses in the information.
  - As a user of this Site, a limited license is granted to use (display or print) short extracts of the information for personal, non-commercial use only, provided the information is not modified. Any other use of the information is prohibited. None of the information may be otherwise reproduced, republished, or re-disseminated in any manner of form without the prior written consent of Butler Community College. To obtain such consent, please contact the webmaster.
- B. No Advice or Warranties
  - "Users" shall be fully responsible for any consequences resulting from use of the Site. The information on the Site is provided for educational or information purposes only. It is not intended to be a substitute for professional advice, whether medical, legal, or otherwise. Do not rely on any of the information for diagnosis or treatment. It is recommended "Users" visit a qualified professional for individual and personal attention.
  - Butler Community College does not guarantee the quality, accuracy, completeness, or timeliness of the information on the Site. While every effort is generally made to check the information, the site may contain typographical or other errors and should not be assumed to be error-free.
  - Without limiting the generality of the foregoing, Butler Community College shall not be responsible for any direct, indirect, special, incidental, or consequential damage or any other damages whatsoever and howsoever caused, arising out of or in connection with the use of the Site or in reliance on the information available on the Site, including the loss of use, lost data, lost business profits, business interruption, personal injury, or any other personal or

pecuniary loss, whether the action is in contract, tort (including negligence), or other tortious action.

C. No Endorsement

- The Site may contain links to other sites. These links are provided as references to help “Users” identify and locate other Internet resources that may be of interest. Parties other than Butler Community College independently developed these other sites. Butler Community College does not assume responsibility for the accuracy or appropriateness of the information contained at such sites. In providing links to other sites, Butler Community College is not acting as a publisher or disseminator of the material contained on these other sites and does not seek to control the content of, or maintain any type of editorial control over, such sites.
- A link to another site should not be construed to mean that Butler Community College is associated with or is legally authorized to use any trademark, trade name, logo, or copyrighted symbol that may be reflected in the link or the description of the link to such other sites. In addition, the mention of another party or its product or services on the Site should not be construed as an endorsement of that party or its product or service.

D. Trademarks

- Certain words, phrases, names, designs, or logos used on the Site may constitute trademarks, service marks, or trade names of Butler Community College or other entities. The display of any such marks or names on the Site does not imply that Butler Community College or other entities have granted a license or authorization of any kind to use such marks or names.

E. Submissions

- All information submitted to Butler Community College via the Site shall be deemed and remain the property of Butler Community College, and Butler Community College shall be free to use, for any purpose, any ideas, concepts, know-how, or other techniques contained in information provided to Butler Community College through the Site or sent through email, unless otherwise agreed to in writing by Butler Community College. Butler Community College shall not be subject to any obligations of confidentiality regarding any such information submitted to it unless otherwise agreed to in writing by Butler Community College.
- The Internet is not a secure medium and privacy cannot be ensured. Internet email is vulnerable to interception and forgery. Butler Community College will not be responsible for any damages to “Users” or that any third party may suffer as a result of the transmission of confidential information that are made to Butler Community College through the Internet, or that expressly or implicitly authorize Butler Community College to make, or for any errors or any changes made to any transmitted information.

F. Computer Viruses

- While every effort is made to ensure that all information provided on the Site does not contain computer viruses, “Users” should take reasonable and appropriate precautions to scan for computer viruses and should ensure “Users” have a complete and current backup of the applicable items or information contained on the computer system. Specific attention should be paid to some of the newer viruses that have been written to automatically execute when an infected word processing document is loaded into certain word processing programs.

G. Choice of Law

- The laws of the state of Kansas and the United States are applicable therein shall govern as to the interpretation, validity, and effect of this document, notwithstanding any conflict of legal provisions or your domicile, residence, or physical location. “Users” hereby consent and submit to the exclusive jurisdiction of the courts of the Province of British Columbia in any action or proceeding instituted under or related to “Users” use of the Site or this document.

H. By using Butler Community College web services “Users” agree not to use this service to do any of the following:

- Harass, stalk, defame, abuse, threaten, or otherwise violate a person's legal rights including their privacy rights.
- Mass collect information about others (harvest), including email addresses, mailing address, and phone numbers.
- Create a false identity for the purpose of misleading others.
- Impersonate someone else.
- Promote or post any profane, harassing, threatening, obscene, defamatory, unlawful, vulgar, hateful, or indecent material.
- Promote or post any files that contain images or software protected by intellectual property laws, copyright, or trademark laws without proper permission from the owner.
- Upload files that contain viruses, worms, or any similar program that may cause harm to another's computer or data.
- Use Butler web systems in connection with junk email, pyramid schemes, chain letters, or spamming.
- Prevent another user from accessing the site or the tools therein.
- Attempt to hack into, deny service to, or disrupt service to any Butler Community College web system.
- Promote, post, or participate in any activity in violation of Butler standards.

Butler Community College reserves the right to remove any information deemed inappropriate or infraction of these terms of use at its sole discretion. Butler Community College also reserves the right to terminate anyone's access to services without notice, at any time, for any reason.

#### Information Collection and Usage:

When “Users” visit Butler Community College's website, the server automatically collects a limited amount of information from the “Users” computer essential for the site's operation and security via automatically generated server logs. For the most part Butler Community College websites are hosted in house. Butler analytics scripting code automatically collects this information and provides basic website analytics. Information collected includes the “Users” computer's IP address, the name of the “Users” Internet Service Provider, information concerning the “Users” browser and operating system, as well as the page visited prior to accessing Butler's website. No personal information is collected. This information is used to perform statistical analysis of user trends and interests and to help Butler make this site more useful to visitors. Butler collects the following general data that is not personally identifiable information: trail a user follows throughout the website, number of new visitors, number of repeat visitors, IP addresses, ISP names, browser and operating system information, etc. Butler collects demographic data in order to assist with website design structure by viewing in an anonymous light the path that users tend to take through the website to find the needed information. Butler Community College does not continue tracking users after they leave the website, nor does Butler Community College attempt to associate specific personal information with visitors. Butler Community College is only interested in larger demographic trends in order to guide future website design and to handle resource management.

#### Third Party Information Sharing:

Butler collects the least amount of personally identifiable information to fulfill the required tasks such as: “User” name, mailing address, e-mail address and other contact information. This type of information is used for the purpose of responding to information requests about the college and to contact “Users” about future products and services or for enrollment purposes. Butler Community College does not share personal information with third parties, apart from vendors who may utilize the information to perform services (e.g. credit card authorization, educational content vendors, etc.).

#### Web Accessibility:

Butler Community College is committed to providing accurate and accessible information to the widest possible audience, regardless of technology or ability. Butler makes every effort to comply with best practices and standards as defined by Section 508 of the U.S. Rehabilitation Act. If any difficulty is experienced in accessing the Butler Community College website, contact: Director of Disability Services/ADA Compliance Officer, Butler Community College, at (316) 322-3321. For more information visit <http://www.section508.gov/>.

(Adopted 7/16)

(Revised 9/22)

# FACILITIES AND PROPERTY

## College Fleet Vehicles

College fleet vehicles are to be used only by authorized persons and for official business use only. Driver authorization will be determined by the Director of Facilities Management using the following:

- Current driver's license
- Current personal vehicle insurance
- Driving record with the Kansas Department of Motor Vehicles.

Recorded violations that exceed the following will be justification for denying authorization to a requesting driver. Where it is indicated that proof is necessary to lessen the restriction, acquiring and presenting that proof is the responsibility of the requesting driver. Restrictions are based on the previous 12 month driving period and are in effect until the restriction period has expired.

- Speed in excess of the maximum posted
  - Two citations both less than 10 mph above the maximum posted - six months
  - Two citations – one under 10 mph and one over the maximum posted – six months
  - Two citations more than 10 mph above the posted or three or more citations at any speed - one year.
- Accidents
  - Proof of citation showing no one at fault - no restriction (provide copy of police report or proof of payment by the other insurance carrier to show a non-chargeable accident)
  - One accident where found at fault - six months
  - Two accidents either at fault or not at fault - one year
- Driving Under the Influence
  - Proof of completion of post DUI Driving Course – two-year restriction
  - No post DUI Driving Course – three-year restriction

To ensure the safety of the drivers and passengers in college vehicles and other travelers, as well as to respond to any alleged reports of reckless driving, a Vehicle Performance Monitoring device is installed on all college vehicles. These monitoring devices will record information for the following:

- Rate of Speed
- Hard Stops
- Overall Vehicle Performance
- Record when the device is installed and when it is disconnected

All personnel who desire to drive 15 Passenger Vans must attend a training session provided by Facilities Management.

Persons who have been suspended from the use of college vehicles may use their own vehicle for official college business and will be reimbursed at the current rate from their departmental funds. It is the responsibility of these persons to have a current driver's license and current vehicle owner's liability insurance.

A review of the Kansas Department of Motor Vehicles driving records for all previously approved drivers will be done every three (3) years from the date of the most recent motor vehicle review.

Private use of college vehicles is forbidden. No employee shall operate or drive any college owned vehicle for private use or for private business or pleasure. Violation of this policy will warrant appropriate action which could include termination of driving privileges.

All personnel who desire to drive 15 Passenger Vans must attend a training session provided by Facilities Management. These training sessions will consist of the following:

- 30-minute video
- Anyone under 5 years driving experience will go through driver's training with Facilities Management Personnel (Technical Services)

All records of the training will be kept on file at Facilities Management.

Training sessions will be scheduled on an as needed basis. Facilities Management must be contacted in advance to schedule the session.

Credit cards and K-tags are available at Facilities Management for use with College cars only.

Trip requests without budget account numbers will be held until information is supplied.

Vehicles will not be available until the scheduled time. Keys may be picked up the day before if the departure time is before 7:00 a.m. It is expected that Facilities Management will be notified when a reserved vehicle is not needed.

Keys for vehicles requested to depart in the evening must be picked up at Facilities Management by 4:30 p.m. the day of use. For vehicles requested on weekends or holidays, keys must be picked up keys by 4:30 p.m. on the last working day. When returning vehicles after office hours, keys are to be placed in the drop box outside Facilities Management.



Vehicles shall be returned to Facilities Management fleet parking within the gated area when not being used for college business. College vehicles are not to be stored at personal residences.

Vehicles scheduled for an extended period of time shall be returned at a minimum of every two (2) weeks for servicing.

Mileage recording must be done when using college vehicles. Butler employees are to record the departure and arrival odometer readings on the vehicle user mileage card attached to the key pouch.

(Revised 1/09, 11/16, 6/21; Reviewed 8/22)

### **Commercial Sales**

Company representatives who sell textbooks, educational supplies, and software may call on instructors or other appropriate staff members if such calls do not interfere with classes or other day to day operations of the college.

No other commercial sales shall be permitted on campus without specific permission of Executive Council.

Nothing in this policy shall be construed to prohibit the sales of specialty items by an official organization of the college nor shall it pertain to those sales contracted by the college itself.

The sale or distribution of newspapers and other items considered as being covered by the free press clause of the Constitution shall be permitted in the parking lots and sidewalks as long as the sale does not interfere with the normal operations of the college.

(Revised 7/11; Reviewed 11/22)

### **Contractor Check-In/Out**

Butler Community College is an open-campus and it is expected that Facilities Management and the Butler Public Safety Department know at all times what contractors are on the campus doing business. All contractors doing business at any location or within any department on the El Dorado and Andover campuses must check in and out with the Facilities Management Office, (1200 Building at El Dorado and 5000 Building at Andover) immediately upon arrival and when the work is completed for that day.

All contractors doing business at any location or within any department on the El Dorado and Andover campuses must check in and out with the Facilities Management Office, (1200 Building at El Dorado and 5000 Building at Andover) immediately upon arrival and when the work is completed for that day.

If work exceeds the normal work hours of Facilities Management (8:00am – 5:00pm), the contractor will be required to contact Butler Public Safety Department within the West Residence Hall, 1100 Building or by calling (316) 322-3222 or 316-321-7657 to check in and out.

Facilities Management will have a check-in/out sheet available for all contractors to fill out and sign.

Facilities Management will send an e-mail to Facilities Managers and Butler Public Safety Department to inform each department that there are contractors on campus and the area the contractor is working.

Contractors will be informed of this procedure before any work begins on campus.

Contractors who are performing extensive work on campus will be allowed to call Facilities Management at (316) 322-3144 and/or Butler Public Safety Department at (316) 322-3222 or (316) 321-7657 at the beginning and end of their work that day.

(Adopted 7/11)

(Reviewed 6/21, 8/22)

### **Display of Information**

Information Services (IS) maintains Butler's digital signage system for all campuses including all necessary wiring, displays, servers, and other electronics needed, in order to maintain consistent high-quality digital signage and to insure maximum utility of the system. The system's purpose will be to provide timely and relevant information about Butler Community College, its events, programs, and services to the benefit of students, staff, and stakeholders of Butler Community College. Information Services, in cooperation with the College Relations & Marketing Department, will oversee the creation and scheduling of display content, and will be responsible for maintaining the software and human resources necessary to accomplish this digital display of information. All requests must allow for a two-week turnaround and be submitted via a work ticket through Service Now. Marketing reserves the right to review and alter to fit correct message and branding.

Items for display on bulletin boards or any other surfaces must be cleared by the office of the Vice President of Student Services or designee and bear that office's stamp-of-approval. All signage must contain the name of the individual or group. No signs are to be posted on entrance doors to buildings, except when they are temporary directional signs for specific events. Signs not containing the appropriate approval will be removed.

Signage, especially signs that are not attached to bulletin boards, should only

use 3M long-mask tape available from Facilities Management. No other type of adhesive material, thumb tacks or nails is acceptable. Should a sign be attached to a surface using any other type of adhesive material, that sign will be immediately removed to prevent permanent damage to the surface  
(Revised 7/07, 7/11, 10/22)

### **Disposal of College Property**

College property deemed unusable shall be disposed of appropriately. All office furniture and equipment shall be given to Facilities Management for disposal, which may include the Facilities Auction. If the property is of little or no value as determined by the Director of Facilities Management, in consultation with the Vice President of Finance or the President, an alternate and appropriate means of disposal will be approved. Written documentation of the decision to dispose of selected property shall be kept on file in the Vice President of Finance office for five (5) years and an annual report shall be provided to the Board of Trustees at the September Board meeting regarding disposal of college property during the preceding fiscal year.

All computers and peripherals shall be given to Information Services. If the property is of little or no value as determined by the Vice President of Digital Transformation/Chief Information Officer, in consultation with the Vice President of Finance or the President, an appropriate means of disposal will be approved. Written documentation of the decision to dispose of selected property shall be kept on file in the Vice President of Finance office for five (5) years and an annual report shall be provided to the Board of Trustees at the September Board meeting regarding disposal of college property during the preceding fiscal year.

Inventory sheets shall be completed in all circumstances if these items are reflected on the office inventory list. Under no circumstances shall college property be sold other than at the Facilities Auction, unless prior approval is obtained from Executive Council.

(Revised 7/07, 11/16; Reviewed 10/22)

### **Facilities and Property Use**

It is the intent of the Board of Trustees of Butler Community College that college facilities, property, and resources be used for the educational programs and services central to the mission of the institution.

Use of college facilities by community groups is encouraged when it does not conflict with Butler's educational mission, college-sponsored activities, schedule and college policy or regulations. Groups and individuals who use college facilities must adhere to all established college policies and procedures, including Service of Alcoholic Beverages policies, as well as local, state, and federal laws while doing so.

Use of facilities, equipment, and/or college resources by college employees or students must relate to the instructional mission or work assignment and not to support other personal or commercial activities or financial gain.

The college may restrict the use of facilities as it deems necessary. The president or their designee will establish rules and regulations and a schedule of fees for the use of college facilities and may assign priorities to groups wishing to use college facilities. The president or their designee has final decision-making authority over all proposed use of college facilities and fees charged.

Butler buildings, equipment, and resources may be available for public use when such use does not interfere with college-sponsored activities and schedules. Educational groups and non-profit organizations may be given priority for use of the facilities and associated equipment. College facilities are not available for weddings or funerals. They are not available for church groups to use on a regular, on-going basis. In addition, fire codes will dictate availability and use of college facilities and space.

The cost incurred to the college in personal use of any business equipment, including, but not limited to, facsimiles, telecopiers, computers and copy machines, must be reimbursed to the college at the current rate charged at the Secretarial Management Center. A rate schedule is maintained by the Secretarial Management Center. For unique events where a lighting or audio-visual technician must be present, a charge of \$25-\$50/hour will be assessed based on the technology needs. Security personnel are available at \$25 per person per hour. Custodial charges of \$25 per hour per custodian will be assessed for evening and weekend events and daytime events with groups larger than 50 persons. For all events with groups larger than 50 persons, a minimum of two custodial personnel for a minimum of two hours will be required. Final fees will be noted on the final invoice after event set up and clean up based on the number of custodial personnel and time required to support the event. Room Charges are based on a flat rate, not pro-rated for partial day use.

General College Spaces:

- Fine Arts Auditorium \$250 per day
- Fine Arts/Music Department \$100 per day - rehearsal room or studio
- Classrooms \$25 per day
- Main Gymnasium \$500 per day
- Multi-purpose gymnasium \$250 per day
- Large Meeting room \$100 per day
- 5000 Building Grizzly Den \$100 per day
- Medium Meeting room \$50 per day
- 5000 Building Kanza Room \$300 per day
- BOE Student Union Mtg Room \$100 per day

## Hubbard Welcome Center

The Hubbard Welcome Center meeting rooms are available for use by both the college and the community. The stated fees are for those organizations which are for-profit. The not-for-profit rate is half of the stated rate; however, non-profit organizations can submit a request to have fees waived. Such request form is available through the office of the Vice-President for Student Services (316.322.3298).

### Hubbard Welcome Center Spaces:

- Main Level

#### Clifford/Stone Community Center (7,174 Sq. Ft.)

Seats 800 in rows or 420 at round tables – It is normally reserved only for groups over 150.

Maximum: 36 tables with stage set up

Maximum: 42 tables without a stage set up

Up to \$700 per day

Attention Renters: Parking may be limited during peak class times such as the beginning of the semester and some weekday mornings.

- Lower Level

#### Intrust Bank Meeting Room (Full room: 1,230 Sq. Ft.; Half room: 610 Sq. Ft.)

\$200 for full room

\$100 for half room

#### ICI/Tom and Kim Murry Meeting Room (Full room: 1,230 Sq. Ft.; Half room: 610 Sq. Ft.)

\$200 for full room

\$100 for half room

- Second Level

#### Ted and Barb Dankert Trustee Room (1,166 Sq. Ft.)

This room is reserved for college use only.

If a portable stage or platform is requested and is not part of the daily room furnishings, a fee of \$50 per stage or platform will be charged. Costs for all other additional items not provided by the College such as technical equipment, etc., shall be the responsibility of the organization sponsoring the event.

The President or his/her designee has the authority to waive charges when deemed prudent or to decline a request for usage when deemed inappropriate.

The Multimedia Learning Resource Center (MMLRC) also offers audio production, editing, and duplication at competitive rates, and BCTV offers video production, editing, and video duplication at competitive rates. Offsite events may require setup and operation of equipment by MMLRC or BCTV employees, TEC-E's, or student workers, and may incur extra rates and mileage for these

employees' time and travel expenses. Call MMLRC or BCTV for rates and availability.

### Usage

All requested facility use must be made for a specified time with all arrangements cleared through the Office of the Vice-President for Student Services and Office of the President if alcohol is served.

Youth or children's activities must have adequate supervision at all times. Supervisors of groups are required to remain in the buildings until all participants have vacated the premises.

All users of the facilities will reimburse the College for any damages to property arising from their use. Assessed damage costs may exceed the remitted \$100 damage deposit.

College equipment listed on the Facilities Use Agreement may be available for use by the requesting organization. Prior arrangements must be made. A service charge may be assessed to the requesting organization. Kitchens, kitchen equipment and small wares in the Clifford Stone Room kitchen and Kanza Room holding kitchen are not available for use by the requesting organization. Kitchens in the Redler Institute of Culinary Arts are only available for use when Butler staff are available in conjunction with Butler and Culinary Arts sponsored events. Butler's kitchen small wares, cleaning and sterilization equipment and products, and consumables are not available for outside use.

If lighting or audio-visual equipment is requested, the requesting organization must have a representative meet with a Butler lighting or audio-visual technician at least 1 week prior to the scheduled event for a brief training on the technology to be used. A Butler audio-visual technician will typically not be present during the actual scheduled event.

The Clifford Stone Room kitchen and Kanza Room holding kitchen are not available for use. The Redler Institute of Culinary Arts kitchens and equipment are only available for use with the direct involvement of Butler Culinary faculty. All Butler equipment used as part of a scheduled event or in physical locations where events are being held will be clean and in working order at the conclusion of the event. The sponsoring organization will be responsible for the repair, cleaning or replacement costs of any equipment, furniture, or technology that is damaged, unclean or missing at the conclusion of a scheduled event.

The requesting organization is responsible for removing all decorations, equipment, and other materials that were brought into the facility immediately following the conclusion of the scheduled event. The requesting organization will leave the facility clean and orderly. Hay, straw, dirt, water features, sand, glitter, confetti, silly string, etc. cannot be incorporated into any inside event decorations.

The \$100 refundable damage deposit will be retained if extra time and effort is required of College Facilities Maintenance personnel to clean up after an event.

The name of Butler Community College may only be used to identify location. It may not be used in publicity, written or broadcast, and will in no way be used to imply endorsement or approval of the requesting organization's program without written permission by the Vice President of Student Services.

The use of any tobacco products on campus is prohibited on or in college property.

#### Decorations

No signs, posters, or any type of decorations can be attached to the walls, doors, windows, and/or ceilings without prior permission from the college. If approval is given, specific guidance will be provided regarding methods for attachment.

#### Food and Beverages

The College annually contracts with a food service provider. As a courtesy, Butler personnel are encouraged to give consideration to the contracted food service provider for meals or snacks at College sponsored events. However, the College retains the right to purchase such meals or snacks from any source deemed appropriate by the event sponsor. If alcoholic beverages are to be served, the Service of Alcoholic Beverages Policy and Operating Procedures must be followed. Alcoholic beverages may only be served by a licensed caterer. Security is required for any event where alcohol is served. Approval by the College President is required.

(Revised 7/14, 1/22, 9/22)

#### **Hazardous Waste and Controlled Products**

Butler Community College maintains established procedures for the management of hazardous waste and controlled products related to the Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations. The President or his/her designee has the authority to establish these procedures.

The Facilities Management Department is responsible for all hazardous waste and controlled product processes related to the Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) regulations.

The Supervisor of Physical Plant and Building Operations is designated as Butler's EPA/OSHA Compliance Officer.

The EPA/OSHA Compliance Officer will designate responsible personnel who will be required to complete annual training on procedures for hazardous waste

and controlled products. The training will be provided by the EPA/OSHA Compliance Officer.

As required by the EPA, Safety Data Sheets (SDS) must be submitted by responsible personnel to the EPA/OSHA Compliance Officer for all controlled products and hazardous waste.

Hazardous waste and controlled product concerns must be reported immediately to the EPA/OSHA compliance officer. All such reports will be investigated by the EPA/OSHA Compliance Officer who will confer with the Director of Facilities Management regarding appropriate action as a result of the investigation.

For compliance purposes the Butler web site will provide links to the on-line regulations provided by the EPA and OSHA.

(Adopted 12/14)

(Revised 6/21; Reviewed 6/22)

### **Inventory Items**

Each purchased item with a cost of \$500 or more and a useful life of over one year is inventoried.

Software licenses will not be inventoried. For all currently licensed software purchased by an individual department, operating on College computers, the license must be on file within the department. A copy of the license must also be on file within Information Services.

If there are inventory requirements that must be met to comply with granting or funding agencies which differ from this process the finance department should be contacted for guidance.

Each division is responsible for keeping an accurate account of all items listed in their inventory. A printout will be distributed monthly from the finance office listing new items purchased during the prior month. It is to be completed with brand, serial numbers and location/site where the item is placed. The completed report needs to be returned to the finance office monthly. When the need arises to transfer or delete an inventory item, those forms are available from the finance division web page. A full inventory report will be distributed each spring semester for verification.

(Revised 7/12; Reviewed 11/22)

### **Service of Alcoholic Beverages**

The Kansas Liquor Control Act (The Kansas Liquor Control Act (K.S.A. Chapter 41, Articles 1 through 11, as amended), at K.S.A. 41-719(d), generally prohibits



the consumption of alcoholic liquor on public property. However, pursuant to K.S.A. 41-719(i):

“The Board of Trustees of a community college may exempt from the provisions of subsection (d) specified property which is under the control of such board and which is not used for classroom instruction, where alcoholic liquor may be consumed in accordance with policies adopted by such board.”

Accordingly, the Board of Trustees of Butler Community College exempts certain College property from K.S.A. 41-719(d) as set forth in this Policy and the Service of Alcoholic Beverages Operating Procedures.

In accordance with the Kansas Board of Regents:

Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the chief executive officer of each university and set forth in an institutional policy on service of alcoholic liquor. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non- classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the President and Chief Executive Officer on behalf of the Board.

This policy applies to all employees, students, and visitors.

No alcohol shall be brought onto, consumed, or served on college premises except in accordance with this Policy and associated Procedures. No person shall drink or consume alcoholic beverages on College property except in limited circumstances in accordance with this Policy and associated Procedures and only in the locations and in the manner set forth below:

- Hubbard Welcome Center Clifford/Stone Community Room
- Hubbard Welcome Center Lattner Family Entry
- Hubbard Welcome Center Foundation
- Hubbard Welcome Center Ted and Barbara Dankert Trustee Board Room
- Erman B. White Gallery of Art
- 5000 Building Kanza Room
- Redler Institute of Culinary Arts (integrated and open commons, classroom, and patio locations when scheduled classes are not in session)

No alcoholic beverages can be served or consumed on the 2<sup>nd</sup> floor of the Hubbard Welcome Center in the Presidential Overlook, made possible by Ken and Wilma Howell Family in honor of Korey Howell.

All Procedures, as directed by the College President, under this Policy shall be in full compliance with federal, state, and local laws and regulations, including the

Kansas Liquor Control Act and all municipal codes. Approval of the college president is required for alcohol to be served and consumed on campus at any approved location in accordance with this Policy.

(Revised 7/14, 1/22, 7/22)

### **Solicitation on Campus by College Employees**

A product sale or service solicitation to the college of \$1,000 or more by a college employee must be made on a competitive bid basis. For a product sale or contractual service up to \$1,000 offered by an employee to the college without prior Board approval, an invoice or a billing statement accompanied by an official requisition must be prepared by the employee and presented to the Vice President of Finance.

(Reviewed 10/22)

### **Student Activity Driver**

Butler students, at times are required to drive college and personal vehicles to and from college sanctioned, sponsored, or affiliated activities. Many activities require driving for extensive periods of time and at long distances. In order to provide safe student-drivers, for college approved activities, students must be certified to drive college vehicles or to use a personal vehicle for a college activity.

Butler Community College will allow activity students to drive College vehicles to official college activities when deemed essential by the activity sponsor to meet the transportation needs of the activity. The college will exercise reasonable caution in making sure the student is a legally qualified driver and not under the influence of drugs or alcohol. Student drivers' use of cell phones or other handheld devices while operating a college vehicle is prohibited.

The following definitions apply to this policy:

- **Student Activity Driver**: Any student driving a college or personal vehicle to a college sponsored activity at the request of the activity sponsor. This does not include student employees driving for official college business, nor does this policy include students performing individual errands for activity directors, faculty, or staff. Examples of Student Activity Drivers include Livestock Judging team, Ambassadors, vocal-music groups, and other similar activities.
- **Activity**: Any organized college function requiring a student organization or individual(s) to attend outside of the classroom. Such functions must be approved by student organization advisors/directors or the individual(s) advisor-director.

### Certification

All students must be approved and complete a step-by-step process to become a student activity driver. The following must be followed:

- All student activity drivers must be in possession of a current, valid driver's license. A copy of the license must be on file with the Facilities Management office.
- All student activity drivers must have personal automobile insurance. A copy of the student insurance information must be on file with the Facilities Management office.
- All student activity drivers must complete the Drivers Clearance Request and Personal Vehicle Request & Waiver forms. These forms must have signed approval from Facilities Management, the Division Dean, or Director. A copy of the Drivers Clearance Request and Personal Vehicle Request & Waiver forms must be on file with the Facilities Management office. The Drivers Clearance Request will not be submitted to the college insurance company until the student has completed the drug-testing.
- All student activity drivers must agree to be drug-tested prior to being approved as a student driver. The drug test will be by urinalysis and will be supervised by the activity sponsor, dean, or director directly associated with the activity.
- All student activity drivers will submit to a breath analysis test to ensure that no consumption of alcohol has occurred prior to being issued keys for the college vehicle.
- Facilities Management, the Division Dean, or Director must approve student activity drivers in writing before the student can be scheduled to drive a college vehicle.

### Required Drug Screening

- A qualified laboratory will conduct the screening. The activity sponsor with the appropriate Dean/Director or his/her designate representative, will be responsible for the supervision of the collection of individual urine specimens and the maintenance of a documented "chain of custody" to ensure the identity and integrity of all urine specimens throughout the collection and analysis process. Analysis to confirm positive test results will be conducted by a second laboratory using a different method of analysis. In the event of non-confirmation, the specimen will be considered negative.
- The results of the substance abuse screening will be reported to the associated Dean/Director of the activity program. All records of such results will be maintained in a locked file in the office of the appropriate Dean/Director. No individuals, other than individuals specified in this policy, may have access to the results of the screening of any tested student. Any release of substance abuse screening information will be subject to the guidelines of the Family Education Rights and Privacy Act of 1974, Public Law 93-380.

### Alcohol Screening

- A Digital Intoxication Analyzer will be available at Facilities Management on a 24-hour per day basis. This device will be used to determine if there is any level of alcohol present in the activity student approved to drive the college vehicle.
- Prior to being issued college vehicle keys, the activity student will be required to submit to the breath test using the Digital Intoxication Analyzer. Facilities Management personnel or the activity sponsor, director or dean or his/her designee, will supervise this test.
- Facilities Management personnel will only be available to issue the breath test during normal business hours (8a.m to 4:30 p.m., Monday-Friday). During alternate hours, the activity advisor or a designee will be required to issue breath tests immediately prior to issuing the college vehicle keys to the student driver.
- For purposes of being issued college vehicle keys, the test must show alcohol content of no more than .02% Blood Alcohol Content (BAC).

### Distance Rules for Student Activity Drivers

A student driver may, with prior written approval by the Division Dean or director, make local trips, within a 50-mile radius from El Dorado, without a faculty or staff member being in the vehicle or making the same trip at the same time in another vehicle.

A student driver may make a trip in excess of 50 miles from El Dorado, but a faculty/staff sponsor must be present in the vehicle or in an accompanying vehicle making the same trip at the same time.

Student activity drivers who use their own vehicles to attend a college-approved activity must have prior approval from the activity sponsor, dean/director or designee. A waiver form releasing the college from any and all liability must be signed prior to departure.

(Revised 7/11, 6/21; Reviewed 8/22)

# **SAFETY AND SECURITY**

## **Safety**

It is the policy of Butler Community College to provide and maintain a safe learning and working environment and to follow operating practices that safeguard all employees and students and that result in safe, efficient operations. Each individual's personal responsibility will greatly enhance the college's ability to facilitate the safety of all employees and students. Safety demands continuous attention. For additional information, see the Emergency Procedures on my.butlercc.

Butler is concerned about the on-the-job safety of every college employee. The area of safety demands continuous attention because: (1) injuries can bring about human suffering to the college's employees and their families, and (2) the direct cost of insurance premiums and indirect costs of disrupted work schedules and damaged equipment might better be spent improving employee benefits and wages.

(Revised 7/08; Reviewed 10/22)

## **Emergency Procedures**

Butler Community College Emergency Procedures can be accessed through my.butlercc and GrizzlySAFE

## **Infectious Disease**

It is the intent of Butler Community College to prevent the spreading and outbreak of communicable or infectious diseases by complying with all applicable federal and state laws in connection with an individual who contracts an Infectious Disease.

An "Infectious Disease" is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C, HIV/AIDS, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis, COVID-19 and others as may be identified by the Centers for Disease Control, the Kansas Department of Health and Environment and the Butler County Health Department.

Students, employees and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within the College community. In the event of an infectious disease in the College community, the College will review and monitor the situation on a case-by-case basis and work with local, state and federal authorities, as necessary, to determine the appropriate course of action.

As permitted by law, the College may take steps to identify and address potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition;
- May require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the College, which may include proof of appropriate vaccination;
- May require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense;
- Consult with the individual's physician (with appropriate consent) regarding the infectious disease;
- Consult with a physician designated by the College, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action;
- Institute quarantine or isolation protocol;
- Restrict travel to high-risk locations;
- Exclude individuals who are infected or at risk of infection from the classroom, workplace or other College activities (employees will be subject to the College's policies, procedures and other requirements for requesting/receiving benefits and leaves of absence);
- Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities;
- Activate College protocols to consider measures such as social distancing, College closure, cleaning procedures, travel monitoring, class suspension, etc.;
- Implement other temporary action(s) that is reasonably required to prevent unacceptable risk of exposure until the College is able to consult with a physician or local, state or federal authorities
- Follow guidance or directives from local, state or federal authorities;
- Maintain the confidentiality of and/or disclose the identity and other information regarding the infectious disease as may be required by law;
- Provide minimal personal information to the County Health Department as requested to allow contact tracing and mitigation of the spread of an infectious disease;
- Students may opt out of the release of minimal personal information (name, phone number) by contacting College Health and signing a release of contact information waiver
- Employees may opt out of the release of minimal personal information (name, phone number) by contacting Human Resources and signing a release of contact information waiver

(Revised 7/06, 7/15, 8/20; Reviewed 9/22)

### **Severe Weather Policy**

Butler will not close unless extreme weather conditions prevail that affect the safety of students and employees traveling to and from campus locations. In the event the College remains open, students and staff are encouraged to consider their own safety when making travel decisions. Faculty and supervisors are

asked to be understanding when people are absent because of weather-related circumstances. If the College is closed due to the weather, employees will not need to submit personal leave for the time that the College is closed. However, if the College is open and employees are not able to travel to their Butler location, they will be required to use personal leave for the weather-related absence.

Notice of Butler facility and class closings will include El Dorado, Andover, Rose Hill, McConnell. Other locations are subject to individual facility closings, with information regarding closings available at each site. Announcement of any college closings is the sole responsibility of the Vice President of Student Services and the Director of College Relations and Marketing.

A class and facility closing message will be recorded to the college phone system and posted to the Butler webpage. Butler's automated emergency notification system, [GrizzlySAFE will be used to send class and faculty closing messages to employees and students.](#)

TV: KWCH (Channel 12) KAKE (Channel 10) KSNW (Channel 3)

Radio: Entercom Broadcasting (KDGS, KEYN, KNSS, KFBZ)  
Journal Broadcasting (KDFI, KYQQ, KMXW, KFXJ, KICT, KFTI-AM)  
Clear Channel Broadcasting (KKRD, KRZZ, KRBB, KZSN)  
(Revised 7/13, 1/21; Reviewed 10/22)

# **STUDENT SERVICES**



## GENERAL

### **F.E.R.P.A. (Family Educational Rights and Privacy Act)**

FERPA (Family Educational Rights and Privacy Act, sometimes called the Buckley Amendment), passed by Congress in 1974, grants four specific rights to the adult student: the right to see the information that the institution is keeping on the student, the right to seek amendment to those records and in certain cases append a statement to record, the right to consent to disclosure of his/her records, and the right to file a complaint with the FERPA Office in Washington.

Student rights include:

- The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.
- The right to consent to or withhold disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Butler Community College to comply with the requirements of FERPA.

Exceptions to educational records include:

- Sole possession records
- Records created and maintained by a law enforcement unit for a law enforcement purpose
- Employment records (unless contingent on attendance)
- Medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment
- Records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records)

### **DIRECTORY INFORMATION**

In compliance with the Family Educational Rights and Privacy Act (FERPA), Butler Community College considers the following as "Directory Information" and thereby subject to disclosure without consent, unless the eligible student notifies the Registrar's Office, in writing within 10 days of the beginning of each semester, of their wish to withhold release of said information:

- Name
- Address (both local and permanent)
- Telephone number; e-mail address
- Date and place of birth
- Year in school
- Major field of study

- Participation in officially recognized activities and sports
- Weight/height of members of athletic teams
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)
- Awards and academic honors
- Degrees and awards (and dates received)
- Previous educational institution(s) attended
- Photograph/recordings

#### GUIDELINES FOR THE RELEASE OF STUDENT INFORMATION

Butler Community College will adhere to the following guidelines in releasing records of students:

- Official records are released only with the eligible student's knowledge and written consent (exceptions are listed below) in compliance with FERPA regulations. The written consent must specify the records that may be disclosed; state the purpose of the disclosure; and identify the part or class of parties to whom the disclosure may be made. Eligible students are entitled to an official transcript of academic records upon signed written request and payment of a transcript fee.
- Records may be released without the eligible students' knowledge and consent in the following situations:
  - To school officials, including instructors, within the College who have been determined by the College to have legitimate educational interests;
  - To officials of schools at which the student intends to enroll, upon condition that the eligible student receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
  - To authorized representatives of (i) the Comptroller General of the United States, (II) the Secretary of the United States Department of Education, (III) the State educational authority, which may be necessary in connection with the evaluation of Federally-supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs, or (iv) the Attorney General of the United States for law enforcement purposes;
  - In connection with a student's application for, or receipt of, financial aid;
  - To State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State Statute;

- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for purposes for which said records are obtained;
- To accrediting organizations in order to carry out their accrediting functions;
- In connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- To comply with a judicial order or other lawfully issued subpoenas for law enforcement purposes; and
- Directory information unless the eligible student notifies the Student Privacy Officer (Vice-President of Student Services) or the Registrar's Office in writing within ten (10) days of the beginning of each semester of his or her wish to withhold release of said information. Students who request a confidentiality flag on their record should note that this action will exclude their name from certain publications, but would not exclude their image from photographs/recordings of public events/appearances such as graduation ceremonies, student productions and performances, student athletic, or student life events, etc.
- Release to non-educational agencies or individuals will be conducted only with written authorization from the eligible student. Records requested in connection with employment situations should be specifically designated in writing in the Registrar's Office. Telephone inquiries for student information will not be accommodated; however, urgent requests based upon an apparent emergency will be handled by the Vice-President of Student Services, or designee.
- The College may limit the disclosure of and use discretion when choosing whether or not to release directory information to specific parties, for specific purposes, or both. In general, the College will not release directory information to third parties, but may release certain directory information as it relates to students involved in athletics and activities. In addition, federal law requires Butler Community College to provide military recruiters, upon request, with student names, addresses and telephone listings.
- The College is not required to permit a student to inspect and review educational records that are financial records of his or her

parents; certain confidential letters and confidential statements of recommendation are also not required to be available for review by eligible students.

Inquiries concerning the Butler Community College FERPA Policy should be made to the Vice-President of Student Services or Registrar.

(Revised 7/12, 7/15, 2/21; Reviewed 10/22)

### **Registered Sex Offenders Enrolled at Butler**

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when is enrolled. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension or expulsion from school. A copy of the documentation is kept in the Vice-President for Student Services office and with the Director of Public Safety/Chief of Police. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is

[http://www.accesskansas.org/kbi/offender\\_registry/](http://www.accesskansas.org/kbi/offender_registry/).

(Revised 7/12, 1/21; Reviewed 10/22)

# **BUSINESS AND FISCAL**

# GENERAL

## **Banking and Investing**

### Checking and Savings Account

The general checking account of the College, referred to as the "Claims Account", shall be bid using a Request for Proposal process for a six-year period.

Other checking and savings accounts shall be maintained as deemed necessary by the Vice President of Finance and approved by the Board of Trustees.

All checking and savings accounts shall be reported to the Board of Trustees for approval annually at the July Board meeting.

Depository banks shall be required to pledge securities the market value of which at any given time is no less than 100% of the total deposits for the College, less FDIC coverage. Such pledges of securities shall be in accordance with KSA 9-1402(d) and KSA 9-1405.

### Investments

College funds which are deemed by the Vice President for Finance or his/her representative, to exceed cash flow requirements shall be invested within the limitations of Kansas Statute 12-1675.

A bid list of all Banks and Savings and Loan Associations and Saving Banks within the governmental unit which desire to bid on the investments of the College shall be maintained. Where the governmental unit is interpreted as all counties where Butler has a legal presence. When funds become available for investment, bids shall be solicited by telephone or e-mail from all institutions on the bid list. The award of the investment shall be made on the basis of the highest interest rate offered, provided that appropriate security is obtained provided that the investment balance at any one financial institution shall not exceed \$4,000,000.

In such instance that more than one institution bids the highest interest rate, the Vice President of Finance or his/her representative shall invest the total amount of the bid in the institution which currently holds the least amount of college investments.

Financial institutions holding the investments to the College shall be required to pledge securities the market value of which at any given time is no less than 100% of the total deposits of the College less FDIC or FSLIC coverage. Such pledges of securities shall be in accordance with KSA 9-1402(d).

The Vice President of Finance shall provide the Board of Trustees with a summary of investments on a monthly basis.

(Revised 7/10, 7/11; Reviewed 10/22)

## **Cash Handling**

This policy addresses receiving, safeguarding, and depositing of cash. Strong internal controls are necessary to assure proper handling of funds, to safeguard college assets and to protect employees

For this policy the terms Accounts Receivable Office and AR refer collectively to the Accounts Receivable Director and the Accounts Receivable employees.

### Definition of cash

For purposes of this policy cash includes paper currency and coins, checks, money orders, payment card receipts, and all other forms of currency.

### Butler Community College Foundation

Butler Community College Foundation maintains cash handling policies and procedures for Foundation funds. Foundation employees are only covered by this policy for circumstances in which they handle funds on behalf of Butler Community College.

### Basic Cash Handling Timeline

All cash receipts must be delivered to the Accounts Receivable Office within one business day of receipt. Unless prior arrangements have been made to extend this timeline, cash receipts are to be delivered with a revenue form identifying the appropriate posting account.

### Responsibility of Accounts Receivable Office

AR is responsible for all college-related payments and maintaining appropriate procedures to fulfill the intent of this policy

### Cash Collection Site Approval

Cash collection sites will be established to receive cash payments that aren't able to come directly to AR. To be designated as an authorized cash collection site, a Cash Collection Site Agreement must be executed. Cash Collection Site Agreements shall be reviewed and signed by AR and the site's responsible party each fiscal year. These agreements will be maintained by AR. If AR becomes aware of cash being received by an unauthorized party, this will be reported and addressed as appropriate.

### Responsibility of Employees

AR and approved collection site personnel are the only parties authorized to regularly receive cash for the college. If ad hoc circumstances create the reasonable need for an employee to accept a cash payment not covered by a collection site agreement, the employee is responsible for delivery of the payment to AR within the timeline mentioned above in the Basic Cash Handling Timeline section and for notifying AR of the circumstances.

### Student organizations

A student organization can be designated as an authorized cash collection site if the employee who sponsors the organization, or a particular activity of the organization executes a Cash Collection Site Agreement with AR

### Cash drawers, boxes, and bags

Change funds (cash drawers, boxes and bags) are required for certain locations or activities on a permanent or periodic basis. Such change funds must be approved by AR and will require monthly and annual audits. AR shall maintain records and procedures for all change funds to provide appropriate internal control. No petty cash funds are permitted.

### Employee cash funds

Employees are discouraged from maintaining pooled employee cash for any reason. The college does not accept responsibility or liability for such funds.

### Personal convenience check cashing

AR is not authorized to cash checks.

(Adopted 11/12)

(Revised 11/16; 11/22)

### **Donated Items to the College**

When items are donated to the college, the following offices must be notified:

- Foundation Office
- Accounting Office

Once notified these offices will assist with the processing of all appropriate paperwork for documentation and appropriate recognition of the donation.

(Revised 7/07; Reviewed 10/22)

### **Payment Card Industry/Merchant Card Policy**

Butler Community College will adhere to the Payment Card Industry Data Security Standard (PCI DSS) version 3.0, and future versions.

The Board of Trustees hereby authorizes the President, or his/her designee, to develop and establish appropriate standards and procedures to implement and enforce this policy.

(Adopted 7/15)

(Reviewed 10/22)



# PURCHASING AND CONTRACTS

## **Contractual Agreements**

All contracts or agreements entered into by representatives for the College must be signed by the President and/or his/her designee and ratified by the Board of Trustees. Representatives of departments or divisions that are called upon to enter into signed agreements or contracts to deliver programs or services or to receive funding from federal, state or private grants should contact the President. He/she will determine whether the contract should be approved by the Board of Trustees prior to implementation or ratified as part of the implementation process. The employee entering into the contract or agreement is responsible for sending a signed copy of the contract or agreement to the office of the Vice President of Finance.

Any contract that allows an individual or entity to accept credit card payments on behalf of Butler Community College must be reviewed for PCI (Payment Card Industry) compliance by the Director of Accounting prior to final approval of the contract. It is the responsibility of the employee negotiating the contract to submit it to the Director of Accounting.

(Revised 7/07, 11/16; Reviewed 10/22)

## **Purchasing**

Purchases will be made where the college can obtain the fullest value for its expenditures, although preference will be given to suppliers within Butler County. All office supplies must be purchased from the Board designated office supply vendor and basic office supplies must be purchased from the approved list. Promotional items containing the logo may be purchased elsewhere if necessary.

Only purchases made by official purchase order, or Butler purchasing card are authorized to be charged to the college. A purchase order) must be obtained prior to placing an order, unless a Butler purchasing card is used. Approvals for Butler purchasing cards will be processed electronically through the bank website.

Bids or price comparisons are required for all purchases of \$2,500.00 or more. If other than low bid is recommended, rationale must be provided.

See Purchasing/Accounts Payable/Travel Procedure manual posted at MyButlerCC/Butler Forms/Accounts Payable for detailed purchasing procedures.

## **Suspension/debarment Process Federal Grant/Contracts**

This process covers all grants funded with directly or indirectly (pass through) with Federal dollars. A list of current grants and contracts that will fall under these procedures are held in the Finance Office.

This listing will be updated at the beginning of each fiscal year or as additional grants or contracts are received.

Grant Administrators: Grant administrators ordering goods or services that are funded with Federal funds that equal or exceed \$25,000 will be required to submit a requisition to generate a purchase order *before* goods or services can be ordered. The vendor that the grant administrator is contracting with will need to agree to submit the Certificate of Debarment and Suspension. The requisition for goods and services along with the Certificate regarding Debarment and Suspension will be submitted to accounts payable. Accounts payable will not generate a purchase order until debarment and suspension certification is received.

Accounts Payable Staff: Accounts payable staff will not generate purchase order from submitted requisitions until Certificate of Debarment and Suspension is provided by grant administrator.

Accounts payable staff will confirm by checking the Excluded Parties List System web site <https://sam.gov/content/exclusions> that vendors are not suspended or debarred prior to generating a purchase order. A screen print of the query page showing that the vendor is not under Federal suspension or debarment will need to be attached to the purchase order  
(Revised 7/14, 11/22)

# RECORDS

## **Identification and Access to Public Records (KORA)**

The Kansas Open Records Act grants the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Kansas Open Records Act (KORA), K.S.A. 45-215 et seq., as amended, declares that it is the public policy of Kansas that "public records shall be open for inspection by any person." Public records are defined as "any recorded information, regardless of form or characteristics, which is made, maintained or kept by or is in the possession of any public agency. Butler Community College is classified as a public agency for the purposes of this Act.

### Public records maintained by Butler Community College

- Regulations
- Policies
- Minutes/records of open meetings
- Salaries of public officials
- Agency budget documents

### Your rights

You have the right to request assistance from the Butler Community College's Custodian of Records/Freedom of Information Officer at any time.

You have the right:

- To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
- To obtain a copy of the agency's policies and procedures for access to records.
- To receive a written response to your request within three business days. The response may inform you that it will take additional time to produce the records.
- To file a complaint with the Kansas Attorney General if you feel your request for public records is wrongfully denied.

### Your responsibilities

You must request records - written, photographic, or computerized. The Kansas Open Records Act does not require an agency to answer questions, prepare reports, or compile information.

An agency may require you to put your request in writing, and you must provide proof of your identity, if requested.

Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing your request.

### Requesting a record

Butler Community College's Vice President of Finance is the designated official Custodian of Records/Freedom of Information Officer. Requests for inspection and copies of records should be directed to him/her.

Butler Community College asks that you submit a written request to obtain public records. Please include the following information in your request:

- Name
- Organization (if requesting on its behalf)
- Mailing address
- Email address
- Daytime telephone number
- A specific description of the records you are requesting. Make your request as specific as possible to expedite the process.

Mail or email your request(s) to:

Vice President of Finance/Freedom of Information Officer, Butler Community College, 901 S. Haverhill Rd, El Dorado, KS 67042, [openrecords@butlercc.edu](mailto:openrecords@butlercc.edu)

Regular office hours on all business days are from 8:00 am to 5:00 pm. Records may be inspected during those hours. The College is closed on Saturdays, Sundays and official holidays and seasonal breaks.

### Delayed and declined requests

All effort will be made to fully respond to your records request as soon as it is received; however, a determinative response may be delayed if:

- Clarification or refined scope is required.
- Legal issues must be resolved before requested records can be produced.
- The records are archived or stored off-site.
- The scope or large volume of requested records requires more time to assess record existence, availability, and any fees incurred to produce.

If further delay is required, the College will provide its explanation and the earliest date by which it expects to provide determinative response.

A request may be declined in whole or in part if:

- The requested records do not exist.
- The requested records are exempt from disclosure by law.
- The request is insufficiently clear in scope.

Permission to access public records may also be declined if the request "places an unreasonable burden in producing public records or the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the public agency." See K.S.A. 45-218(e).

### Exceptions

The Kansas Open Records Act recognizes that certain records contain private or privileged information, and the agency is not required to provide access to those records. KORA lists several exceptions, including but not limited to:

- Records closed by the rules of evidence
- Personnel records of public employees
- Medical treatment records
- Criminal investigation records
- Notes, preliminary drafts, or records in which opinions are expressed or actions are proposed
- Records for which disclosure would constitute a clearly unwarranted invasion of personal privacy
- Proprietary business information
- Records protected by attorney/client privilege
- For the complete list, see K.S.A. §45-221(a).

Records more than 70 years old may be disclosed without regard to the above-listed exemptions, unless exempt under other federal or state law.

Records only partially exempt will have the exempt portions excluded prior to production. Records that would unduly disclose individual identities will not be produced.

Nothing in the Kansas Open Records Act supersedes federal law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). While FERPA permits disclosure of student "Directory Information" without student consent, Butler Community College's Student Records Policy does not define email addresses in bulk as Directory Information; therefore, listings of multiple student email addresses are not produced for any purpose. Butler Community College also does not produce listings of student names and addresses for commercial purposes pursuant to K.S.A. §45-230.

### Fees

Commensurate with the actual costs in College employee time and resources, fees shall be charged for the retrieval, review, and production of public records. In accordance with K.S.A. §45-219, the following fee rates are established by the College. Payment of total estimated fees shall be required by cash, check or money order in advance of records production if the estimated fee expense exceeds \$25.

If the actual cost in time and resources exceeds the fee estimate, the requestor will be billed for the balance of fees incurred, with full payment required before records production. If the actual cost is less than the fee estimate, the requestor will be refunded any difference over \$5.00.

Fees are:

- Executive employee rate based upon the employee's annual salary/hourly pay rate. (Executive employees are President and his/her direct reports)
- Manager rate for retrieval and/or review: \$50/hour (Directors/Coordinators)
- Staff rate for retrieval and/or assembly to produce: \$30/hour
- Specialized computer retrieval: \$50/hour
- Copies: 25 cents per page for paper copies; 12.5 cents per page for electronic copies
- College attorney fee: \$200/hour

#### Requests for Electronic Format Records

The records custodian will be the sole judge of the ability of the agency to comply with any request for the records to be provided in electronic format or for records that must be produced in any specific computer-generated format.

#### Additional information

If you have questions about KORA or Butler Community College's policies under it, or to obtain assistance in resolving disputes relating to KORA, contact the Records Custodian/Freedom Information Officer.

#### The Solomon Amendment

Under the provisions of the Solomon Amendment (32 C.F.R. 216), Butler Community College is required to provide "student recruitment information" upon request to representatives of the Department of Defense for military recruiting purposes. This information includes student name, address, telephone number, date of birth, level of education or degrees received, major and the most recent previous educational institution in which the student was enrolled. For questions regarding the College's compliance with FERPA and the Solomon Amendment, contact Butler Community College. Fees as provided under KORA shall apply to these requests.

(Revised 7/08, 1/8/19, 1/5/21; Reviewed 9/22)

### **Records Retention**

Butler Community College is committed to effective records retention to meet business needs, preserve its history, comply with legal requirements, optimize use of space, minimize the cost of record retention and ensure that outdated and obsolete records are safely destroyed.

#### Policy

All Butler Community College departments and employees will comply with federal and state laws and regulations, to eliminate accidental destruction of records and to promote efficiency with valuable storage space. Department supervisors should consult this policy and the related Records Retention Guidelines and Procedures IS-100.3.1 in forming their departmental records retention guidelines. Department procedures should strive to classify records by type and offer retention schedules for those records.

This Policy applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data (“Users”), regardless of whether the access or use is from a Butler device or occurs on campus. This policy applies to all departments and employees of Butler Community College.

#### Retention Policy Guidelines and Procedures

Records Retention Guideline and Procedures are designed to ensure compliance with federal and state laws and regulations, to eliminate accidental destruction of records and to promote efficiency with valuable storage space.

Generally, records are to be destroyed when the minimum retention period has been met, unless they are needed to meet specific legal requirements or are to be designated for permanent (archival) retention. All faculty and staff have responsibility for identifying and retaining college records-paper and electronic-in accordance with the Records Retention Guidelines and Procedures. Records are to be archived or destroyed after the retention period, subject to the exceptions stated in this policy regarding retention for audit and litigation purposes.

1. Unless otherwise defined in departmental policy, the minimum retention period for documents at Butler is one year.
2. Departments are encouraged to destroy records at the end of their minimum retention period. Obsolete records should not occupy office, storage, or computer space.
3. Retention periods apply to information regardless of digital or physical form or other medium
4. All retention periods are based on the fiscal year, from July 1 through June 30, and are in addition to the current year. For example, a one-year retention period means a document in the current year should be kept until June 30th and then one additional year after the June 30th date.
5. Each supervisor over areas in which covered records are produced, managed, or retained is responsible for ensuring their areas comply with the Records Retention Policy and applicable law.

#### Definitions

1. Record: Information created or received and retained, in any format, in the course of transacting Butler business activities. Examples of record formats include paper documents, photographs, video recordings, and electronically stored mail, data and documents.
2. Record Custodian: Designated Butler official charged with the responsibility for management of a specific record type, usually an employee in the record’s office of origin.
3. Record Guardian: Designated Butler entity charged with responsibility for care and oversight of a stored record, ensuring its safety and availability. A major example is Information Services, the record guardian of all electronically stored documents on Butler computer servers.

4. Official Record: The “official record” of any record type is the one record used by Butler for decision-making or other official purposes. It does not include any copies made for convenience, personal notations, desk files, or similar documents.
5. Minimum Retention Period: The shortest amount of time that a record must be kept before it is destroyed. Some records need to be retained permanently, while others can be destroyed once they have reached the minimum retention period.

#### Department Retention Procedures

Because of differing laws, rules, and regulations, Butler departments, offices, and other units will develop their own retention procedures guided by retention requirements of the records they manage and record the retention requirements utilizing a common template. They shall request advice and counsel from Butler Legal Counsel, Information Services, and other appropriate offices as needed. In forming its policy, each unit shall consider what records require retention, the location of stored records (including individual computer hard drives, storage devices, and server shared file space), the retention period, and the disposal method once the record’s retention period has expired. Each unit shall have a continuing duty to remain current on record retention requirements for their areas and update their programs as appropriate. Departments will review and update the department records retention requirements annually.

#### Litigation Holds

Butler Legal Counsel, Human Resources, Executive Council, or College President may issue a litigation hold notice based on anticipated or pending litigation. Such notices are directed to the Record Custodian of any Butler department that may have records retained which are relevant to the litigation. Any records subject to a litigation hold in the possession of any department must be retained and destroyed only upon clearance of the Legal Counsel. The Record Custodian shall ensure a reasonable process exists within their areas to ensure that documents subject to litigation holds are preserved until cleared by the Legal Counsel.

#### Destruction of Records

To help ensure that information entrusted to Butler custody and control does not end up in improper hands, the Record Custodian shall ensure that records eligible for destruction that contain confidential information are timely shredded, erased, or otherwise safely destroyed. Electronic records shall be destroyed in a manner approved by the Vice President of Information Technology/Chief Information Officer. Non-confidential paper records may be recycled. All copies of records eligible for destruction shall not be retained in the unit of origin but shall be destroyed in accordance with applicable policy, procedure, and protocol. Unofficial files should be similarly destroyed.

(Revised 11/16, 12/22)



# TRAVEL AND REIMBURSEMENT OF EXPENSES

## **Meal Reimbursement & Service Organization Membership**

This policy covers meal expenses that are not incurred while traveling on official college business (see Travel Payment and Reimbursement section) and membership in service organizations.

Meal expenses, including an eighteen percent (18%) (maximum) gratuity, will be reimbursed to employees of the college when the meal is related to college business or if the employee is representing the College at a function that is related to college business. Exceptions to the 18% maximum gratuity will be made when the provider assesses a minimum gratuity that exceeds 18%.

Business meals fall in two categories. The first includes meals during which college business is discussed in an official capacity. The second includes meals during internal meetings that are scheduled in advance by the appropriate supervisor of a department or division or the designated leader of a college activity or project. Examples of such meals include college-wide planning sessions, officially scheduled departmental meetings or planning sessions, and formal functional group gatherings for specific purposes.

When meal expenses are associated with attendance at civic club or organization meetings, and membership with these clubs is expected as part of the written job description for the position, meal reimbursements are to be considered as allowable college expenses.

Reimbursement will not be approved for expenses incurred by the spouse or other relatives of board members or of other college employees, nor for the purchase of any alcoholic beverages.

When membership in a service organization is expected as part of the written job description for the position, the membership fees or dues are to be considered as allowable college expenses. Membership in the selected organization should have prior approval from the appropriate supervisor. (See Travel Payment and Reimbursement section for additional information on meal expense reimbursement.)

(Revised 7/10; Reviewed 10/22)

## **Travel**

### Air Travel Procedure

The following options are available for employees to make air travel reservations for business travel and/or student trips:

- The employee may contact a travel agency to purchase airline tickets.
  - If the travel agency accepts purchase orders, the normal purchasing process shall be utilized. An Electronic Requisition must be completed and a Purchase Order must be obtained from the Accounts Payable department prior to placing an order.

- If the employee or division has a Commerce purchasing card, tickets can be purchased using it
- The employee may purchase airline tickets with a personal credit card. Reimbursement will be issued once the employee has completed the related travel by turning in a properly completed and approved expense report and receipt showing proof of payment to the Accounts Payable office.
- Reimbursement will be for the most direct route available from the airport nearest the College site to the appropriate conference or meeting destination.
- If an employee's schedule or other circumstances require the employee to cancel all or a portion of a transportation ticket, the employee should obtain a written statement of cancellation from the transportation company or the company's agent and forward the cancelled or unused ticket to their supervisor and Accounts Payable with any documentation releasing the employee from the ticket. If the ticket was purchased from personal funds, the traveler should be reimbursed for the ticket as part of the reimbursement for allowable travel expenses incurred.

#### Employee Travel

Travel to conferences, seminars and workshops support professional and organizational growth, provides for networking and information gathering, identifies resources for organizational and programmatic development and promotes quality educational opportunities. All out-of-state travel must be approved by the appropriate supervisor, dean, vice-president or president. All travel should be by the most economical or advantageous mode of travel and via the most direct travel route. See Purchasing/Accounts Payable/Travel Procedure manual in MyButlerCC/Butler Forms/Accounts Payable for procedures related to travel. All in-state travel will fall under the individual's approval authority.

Employees may use a college vehicle for travel under the following conditions:

- Employees must be cleared by the insurance company through Facilities Management
- Employee must submit a completed vehicle request signed by the appropriate dean or supervisor.

#### Site Travel

College employees who are authorized by their supervisors to travel to a site(s) other than their "home site", i.e. where their office is located or where they spend the majority of their working hours, may request reimbursement to and from the other site(s) at the college's current mileage reimbursement rate. (Refer to Travel Payment and Reimbursement section).

Mileage should be calculated from a college site to the appropriate destination by the most direct route – at no time should mileage be calculated from an employee's home except when an employee is asked to participate in college activities (i.e., search committees) when he/she is not on contract. Mileage will not be paid if the travel does not exceed the normal commute. Mileage for travel between college buildings in the same city will not be reimbursed.

(Revised 7/09, 7/11, 12/16, 2/17, 11/22)

## **Travel Payment and Reimbursement**

The mode of transportation and costs for lodging and meals should be the most economical and advantageous.

Travel expenses will be reimbursed for the most direct route and mode of travel. For any travel, the place of meeting, conference, or lodging may be used as a point of official duty in determining mileage. Extended stays, additional activities, meals, and expenses unrelated to the primary purpose of the travel will not be reimbursed by the college.

If airline travel is the most advantageous, requests for reservations should be made as early as possible. Only authorized employees' travel accommodations are to be charged to the College. (See Air Travel Procedure in the previous section).

Car rental should only be used when no other means of transportation is available and when it is the most economical. If car rental is required, the most economical rental should be utilized based on the number of travelers and average luggage capacity. (Full size vehicle for 5-6 persons and 5 pieces of luggage; compact for 4-5 persons with 4 pieces of luggage; economy with 4 persons or less and 3-4 pieces of luggage; mini-van for 7 persons and 8 pieces of luggage.) Vehicle use is for official meeting or conference use only. Personal or recreational use is prohibited and will not be reimbursed.

Requests for reimbursement for the following expenses related to official college business will be considered for payment:

### Lodging

Lodging expenses for overnight trips require original itemized, dated receipts. Lodging expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy on the day or days the lodging expense was incurred. Reimbursement will be issued once a properly completed and approved expense report with the required receipts is received in the Accounts Payable Office. Lodging at the conference hotel is typically the most economically advantageous but if conference lodging is unavailable, visit the GSA.gov website to determine the allowed lodging expense rate.

- Room sharing between Butler faculty/staff and students is prohibited.
- The College shall not incur any additional costs as a result of a family member traveling with the employee.
- Tips associated with lodging expenses will not be reimbursed.

### Personal Vehicle Use

If it is necessary for a college employee to use a personal vehicle for professional travel, reimbursement will be made for the most direct route to and from the college to the conference/meeting site and at the rate approved in the budget plus turnpike and toll road fees. Any difference between the college's reimbursement rate and the IRS standard mileage allowance may potentially be a deductible expense on the employee's own income tax return. If it is necessary for an employee to leave a vehicle at a transportation terminal for the duration of the trip, parking fees will be reimbursed based on conference or meeting length. Requests for reimbursement of turnpike fees, toll road fees, and/or parking fees must be supported by original dated receipts.

When a college vehicle is requested and one is not available, the non-availability will be noted on the Vehicle Request Form and the requester is then authorized to use a personal vehicle and be reimbursed through the appropriate departmental budget.

- This provision for reimbursement applies to full-time and part-time employees but does not apply to adjunct faculty for part-time teaching assignments or for full-time faculty and administrators teaching on an overload or supplemental basis.
- Full-time faculty who teach part of their regular load away from their primary site may use a college vehicle (see employee handbook for college fleet vehicle policy), or be paid mileage for the use of a personal vehicle.
- Mileage will not be paid if the distance traveled is less than the employee's normal commute.
- Mileage will be reimbursed when an employee is asked to participate in college activities (i.e., search committee) when he/she is not on contract even if the travel does not exceed the employee's normal commute.

#### Taxi and Uber Charges

Taxi and Uber charges will be allowed from bus, rail or plane terminals to the destination for college related business only.

#### Tips

Reasonable tips (maximum of 18 percent) will be reimbursed where applicable for meals and transportation. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%).

#### Telephone/Internet

Long distance telephone calls, fax messages and charges for internet use will be reimbursed for only college business.

#### Meals

When on official business, the cost of meals for college employees, board members, and official guests, plus a 18% (maximum) gratuity will be reimbursed. Exceptions to the 18% maximum will be made when the provider assesses a minimum gratuity that exceeds eighteen percent (18%). For meals attended by guests, the receipts must have the guests' name(s) written on them. Original itemized, dated receipts are required for reimbursement of the cost of meals.

Meals will not be reimbursed for employees solely on the basis that they have traveled to an outreach location of the college as a normal function of their position. Nor will reimbursement be approved for expenses incurred by the spouses or other relatives of board members or college employees.

Meal allowances for overnight or multi-day travel will be reimbursed as follows:

#### Meal allowances on the day of departure:

<u>Time of departure:</u>	<u>Meals allowed:</u>
12:01 AM – 6:00 AM	Breakfast, lunch and dinner
6:01 AM – 12:00 Noon	Lunch and dinner
12:01 PM – 6:00 PM	Dinner
6:01 PM – 12:00 Midnight	No meals allowed

Meal allowances on the day of return:

<u>Time of arrival:</u>	<u>Meals allowed:</u>
12:01 AM – 6:00 AM	No meals allowed
6:01 AM – 12:00 Noon	Breakfast
12:01 PM – 6:00 PM	Breakfast and lunch
6:01 PM – 12:00 Midnight	Breakfast, lunch, and dinner

Based on State of Kansas guidelines, meal expense reimbursement, which includes charges for meals, taxes and all fees and tips to waiters, should not exceed a combined total of the GSA.gov location allowance for breakfast, lunch and dinner. Total cost of daily meal reimbursement may be exceeded in out-of-state high cost and special high cost areas and with approval of employee's direct Vice President.

According to IRS regulations, the value of meal reimbursements made to employees must be included as employee income with a few exceptions. Meals that fall under one of the following categories are non-taxable and will be reimbursed through the Accounts Payable office. Meals that do not fall under one of these categories are taxable to the employee and will be reimbursed through the Human Resources Office. The cost of taxable meals purchased with a Butler purchase card will be forwarded from the Accounts Payable office to the Human Resources office where the appropriate payroll taxes will be withheld.

1. Travel
  - a. The meal expense is incurred while the employee is traveling on business and
  - b. An overnight stay is required. According to IRS regulations, overnight travel must be long enough to require substantial "sleep or rest." Traveling a great distance does not automatically exclude a meal expense from employee taxable income if the employee returns from the trip without spending the night.
2. Travel (overnight stay not required)
  - a. Meals are officially scheduled as part of a conference or convention, or
  - b. Meal expenses are directly related to attending business meetings of certain exempt organizations. This exemption generally applies only to chambers of commerce, civic clubs such as Kiwanis or Rotary Club, and trade or professional organizations when the meeting is a breakfast, luncheon or dinner meeting.
3. Meals provided for the convenience of the employer
  - a. Meals are furnished on the business premises and
  - b. The meals are provided due to a substantial business reason such as peak enrollment times, departmental meetings, etc.
4. Business Entertainment
  - a. The meal expense is incurred during the active conduct of business with someone other than college employees, and
  - b. There must be a clear business purpose for incurring the expense and there is an expectation of getting a specific business benefit at some future time.
5. De Minimis Meals

- a. De Minimis meals are employer provided meals provided and meal reimbursements with a value so small that accounting for them is administratively impractical (coffee, doughnuts, soft drinks, pizza, snacks, etc.) if meals are provided on an occasional basis only.
  - b. Occasional parties and picnics for employees and their guests are also considered de minimis.
6. Overtime Work
  - a. Overtime work necessitates an extension of the employee's regular work day, and
  - b. Meals must be consumed during the overtime period, and
  - c. Meals must be provided on an occasional basis only.

Non-reimbursable Expenses include:

- Alcoholic beverages
- Commuting costs between home and the College
- Dry cleaning
- Office supplies (See Purchasing Policy for centralized purchasing of office supplies)
- Personal entertainment expenses (movies, games, personal telephone calls, optional conference activities not included in the general conference fee, etc.)
- Snacks
- Spouses or other family member expenses
- Tobacco products
- Traffic and/or parking violation fines
- Tips to porters, maids, bellhops, etc.

Receipts

All requests for reimbursement must be supported by original itemized, dated receipts. The only expenses that will be considered for reimbursement without a receipt are tips for baggage handling, parking meter fees and meals purchased from concession stands. These exceptions do not include fees for parking garages or parking at a transportation terminal where receipts are given. Expenses must be submitted for reimbursement within the same budget year in which the expense was incurred unless a travel advance was obtained prior to a trip. In that case, the receipts, expense report and any unused cash must be returned to Accounts Payable within ten (10) days after the last official day of travel. All receipts for allowable meals (See "Meals" section), transportation, lodging and other allowable expenses must be attached to the Expense Report and returned to Accounts Payable within ten (10) days after the last official day of travel.

Purchasing Cards for Travel

Employees who frequently travel with student groups may apply for a Butler purchasing card to be used for travel expenses (hotel, employee meals, registration fees, etc.) while traveling as part of a College sponsored activity. The employee may request the card by completing a Purchasing Card Enrollment form which will be submitted to Executive Council for approval. Approval will be determined by considering the number of people traveling and the frequency of travel.

(Revised 7/09, 7/11, 12/16, 2/17, 11/22)

# **HUMAN RESOURCES**

# CLASSIFICATION AND EMPLOYMENT INFORMATION

## **Employer Provided and/or Use of Donated Vehicles**

Any employee who is provided a vehicle by the college or an outside company must notify Human Resources immediately upon receipt of the vehicle. Personal and business miles must be recorded and reported on a monthly basis to Human Resources. The personal use of these vehicles is considered a taxable fringe benefit and must be reported on the employee's W-2.

(Adopted 7/09)

(Reviewed 10/22)

## **Hiring Procedures**

### a. Consumer Reports (Background Screenings)

Butler Community College will obtain consumer reports to supplement the type of background information previously obtained by Butler to assure employment of only qualified personnel and to reduce the risk of hiring dishonest and/or dangerous individuals. All job applicants (except students and adjunct faculty) seeking employment and all past employees seeking to be rehired are required to authorize Butler to procure consumer reports for employment purposes. In addition, a National Crime Information Center (NCIC) background check will be obtained for all Safety and Security positions, as well as a military access request for employees working at McConnell Air Force Base. The consumer reports procured by Butler will include a criminal background report and SSN trace/validation and, for certain identified job positions, other reports including, but not limited to, a credit report. To be eligible for such employment with Butler, an applicant must authorize Butler to procure a consumer report(s) for employment purposes.

(Revised 7/13; Reviewed 10/22)

### b. Employment

All new employees must complete an employment packet prior to or on the first day of work. A link to complete the paperwork electronically will be sent via email. All new employees must complete an I-9 (Employment Eligibility Verification form) and provide the appropriate I.D.(s) verifying identity and eligibility to work in the United States. If an employee does not have the appropriate I.D.(s) by the first (1<sup>st</sup>) day of employment, they will not be permitted to work. The employee will have two (2) weeks to provide the Human Resources Office with the appropriate I.D.(s). If the I.D.(s) are not provided within the two (2) week period, the individual will not be employed by the college and the position will be reopened.

(Revised 7/15; Reviewed 10/22)



c. Employee Connect

Research shows that a timely and meaningful orientation program is one of the most critical success factors for a new employee. Butler has developed a comprehensive orientation program called Employee Connect. Realizing that this is one of the most important things we can do to prepare our employees for success in their new jobs as well as explain the culture of Butler and how each employee can contribute to the college, all employees are required to participate in this program preferably within a week of their hire date.

(Adopted 7/05; Reviewed 10/22)

d. Employee Reference Check Policy

All employee files are confidential. No information about an employee will be disclosed to anyone outside the College except in the following cases:

- i. In response to an outside party's request for verification of employee information, the College will verify only the following:
- ii. Dates of employment
- iii. Employee's position or job title, and
- iv. Employee's current or final wages or salary rate.
- v. If an outside party makes a written request, the following information could be provided with the employee's signature for release of information:
  - written employee evaluations conducted prior to the employee's termination to which an employee shall be given a copy upon request
  - whether the employee was voluntarily or involuntarily separated and the reasons for separation.

The College will furnish employee information whenever legally required to do so, including:

- i. to comply with a legally valid administrative summons or judicial order, such as a subpoena or search warrant
- ii. to respond to a government audit or investigation
- iii. to comply with federal, state or local laws or regulations
- iv. to respond to a law enforcement agency's request for an employee's home address and dates of work attendance

The College reserves the right to disclose employee information in defense of any personnel-related complaints.

If necessary, the College will disclose employee information, to respond to an apparent medical emergency.

Any disclosures beyond those described above will require the employee's written consent. The College will consider employee-authorized requests for information on an individual basis and reserves sole discretion to grant or refuse these requests.

e. Succession Plans

Succession plans for the President, Vice-presidents, Deans, Director of College Relations and Marketing that address planned as well as unplanned departures or extended absences from the College are approved by the Board of Trustees and kept on file in the Human Resources Department. The succession plans define interim oversight of affected divisions and enable the College to make permanent direct appointments for the above positions as warranted.

For planned or unplanned institutional support vacancies, the College may make direct appointments if an internal and/or external search is unlikely to yield a specific skill set and/or if there is not more than one internal candidate who is interested in the position.

For planned or unplanned operational staff vacancies, the College will conduct internal and/or external searches.

(Adopted 7/11)

(Revised 7/15; Reviewed 10/22)

### **Personnel Forms and Records**

The official personnel file for each employee will be kept at all times within the Human Resources Office. All official employment forms such as contracts, evaluations and application materials will be kept on file. Employees may have access to their files and may insert information related to employment at any time.

If an employee wishes to review their personnel file, they must contact Human Resources to schedule an appointment, which shall take place in the Human Resources office.

(Revised 6/04; Reviewed 10/22)

### **Terms of Employment**

Prior to the first day of work, all employees must provide documentation that proves eligibility to work in the United States and identification (for completion of INS Form I-9).

Other forms that will need to be completed before or soon after the first day of work:

Butler employment application

Resume/Transcripts (as required)

W-4 & K-4

State of Kansas Oath

Employee Profile

Disclosure of Information Form

Direct Deposit Authorization

These forms are available to be completed online and in the Human Resources office in the 900 building of the BOE campus and on the BOA campus.

(Revised 7/10; 10/22)

**I.D. Cards**

All employees of Butler Community College are expected to wear, in a visible location, a College issued employee identification card during their working hours. This provides the Department of Public Safety immediate recognition of College employees and provides easy recognition to visitors and students of employees that may be able to offer assistance. Should the employee's card become lost or stolen, please report the situation to your immediate supervisor and Department of Public Safety. Replacement identification cards may be obtained at the Registrar's Office in El Dorado or Andover.

(Revised 7/13, 7/15; Reviewed 9/22)

**Institutional Development Days**

Participation in required college-wide days is considered a regular part of an employee's duties and these days are regarded as work days. If an employee is not able to attend a college wide activity day, then they must submit a leave time to the appropriate supervisor prior to the event.

(Adopted 7/05)

(Reviewed 9/22)

**Interview and Moving Expenses**

Interview expenses may be covered for those interviewing for positions at the Grade and above level in an amount not to exceed \$750. For Professional Employee candidates, interview expenses may be provided in an amount not to exceed \$750.

Moving expenses may be covered in an amount not to exceed \$750 for positions at Grades 38 and 42, \$1000 for positions at Grade 44 and not to exceed \$2000 for positions at Grade 52 and above.

Exceptions to this policy must receive prior approval from the Executive Council.

(Revised 7/06; Reviewed 9/22)

**Issue of Keys and Uniforms**

Facilities Management will issue all keys upon receipt of a request with the proper approvals. Each employee is responsible for security of keys in their his/her possession. Keys must be returned to Facilities Management upon termination of employment and lost keys need to be reported as soon as possible to the Director of Facilities Management. Upon termination, if keys are not returned, a deduction from the employee's final paycheck will be made for the replacement of key(s) and associated hardware.

Facilities Management and Security employees are issued uniforms to be worn while working. If an employee fails to return their uniforms at the time of resignation or termination, a deduction from the employee's final paycheck will be made for the replacement of the uniform(s).

Supervisors are responsible for requesting keys for new employees and collecting keys upon an employee's change in position or termination. Additional keys for specific locations or buildings outside of the original keys issued to employees must be requested through the appropriate vice-president.

(Revised 7/13, 7/21; Reviewed 9/22)

### **Personal Data Change**

If an employee has a change of address, name, telephone number, payroll withholding status, marital status, beneficiary or other pertinent personal information, the employee should notify the Human Resources office as soon as possible. The College is not responsible for any loss of benefits which could result from the employee's failure to report such changes. Name, address and phone number changes should also be reported to the Registrar's office if previously or currently enrolled.

(Reviewed 10/22)

### **Personnel Record Retention**

Record-keeping requirements are imposed on employers under several federal laws. Below are the most common records and the length of retention:

- Employment Applications - One year after submission
- INS Form I-9T -three years after date of hire or one year after date of termination, whichever is later
- Payroll or other records containing name, address, date of birth, occupation, rate of pay, and compensation earned per week –  
Three years

(Reviewed 10/22)

### **Repayment Policy**

All debts owed to the college by an employee at the time of separation will be withheld from the final paycheck. Examples include, but are not limited to, travel advances, payroll overpayments, tuition, and library fines.

(Revised 6/04; Reviewed 10/22)

### **Reduction in Force or Disinvestment of Position(s)**

Butler Community College is a dynamic Higher Education organization that works to provide a stable and secure work environment while being diligent to constantly review financial performance, seek opportunities for agility and

efficiency, and strive to meet the needs of our students and broader campus community. These efforts may include the development of new programs, the disinvestment of others, the restructuring of work units, the creation or elimination of positions, or other decisions necessitated by strategic and operational needs, changes to internal or external funding, or other factors affecting the College. As applicable, Butler Community College complies with all federal and state laws, including the federal Worker Adjustment and Retraining Notification (WARN) Act. This policy applies to all regular full-time and part-time employees, excluding: faculty, whose interests are covered by a collective bargaining agreement, and those whose terms of employment are governed by a contract. Additional exclusions apply as outlined in the policy.

(Adopted 7/12)

(Revised 10/20)

### **Secure Handling of Social Security Numbers**

It is Butler Community College's intent to protect the personal information of its students, staff, faculty and other individuals associated with the College from unauthorized access or disclosure, and possible misuse or abuse. This policy is designed to establish awareness and provide guidance on the proper handling of Social Security Number (SSN) information maintained by or on behalf of Butler Community College.

#### Policy Statement

Social Security Numbers may not be captured, retained, communicated, transmitted, displayed or printed in whole or in part, except where required or permitted by law, and in accordance with the standards outlined in this policy.

#### Scope

The policy applies to the SSN whether maintained, used or displayed wholly or in part, and in any data format, including but not limited to oral or written words, screen display, electronic transmission, stored media, printed material, facsimile or other medium as determined.

#### Audience

- All Faculty, Staff and Students
- All employees, both permanent and temporary
- All contractors, vendors and any others (including 3<sup>rd</sup> parties) entrusted with SSN information.

#### Policy Owner

Information Services

#### References

- Gramm-Leach-Bliley Act (GLBA)
- Family Educational Rights and Privacy Act (FERPA)

- Health Insurance Portability and Accountability Act (HIPAA)

#### Definitions

1. Social Security Number (SSN) may be interpreted to include Taxpayer Identity Number (TIN).
2. Individual Workstations: Includes but is not limited to desktops, laptops, PDAs
3. Removable or Transportable Media: Includes but is not limited to paper forms, reports, cassettes, CDs, USB tokens, flash drives, hard drives, zip drives.

#### Standards

1. Going forward, the College does not permit the use of a SSN as the primary identifier for any person or entity in any system, except where the SSN is required or permitted by law, and permitted by College policy.
2. Where permitted by law and College policy, the SSN may be stored as a confidential attribute associated with an individual or may be used as an optional key to identify individuals for whom a primary identifier is not known.
3. Individuals shall not be required to provide their Social Security number, verbally or in writing, at any point of service, nor shall they be denied access to those services should they refuse to provide a SSN, except where the SSN is required by law. Individuals may volunteer their Social Security number if they wish, as an alternate means for locating a record.
4. Except where the SSN is required by law, the College ID replaces use of the SSN and will be used in all future electronic and paper data systems and processes to identify, track, and service individuals associated with the College. The College ID will be permanently and uniquely associated with the individual to whom it is originally assigned.
5. All newly developed or acquired application software will not store SSN as a data element until a business requirement is submitted and approved by the Chief Information Officer or other authorities as deemed appropriate.
6. Servers housing databases or records containing SSNs should be of single purpose, with access restricted to system administrators, protected by an approved firewall appliance, and should not be used by individuals to access the Internet or access e-mail.
7. Where possible, all records containing an SSN should be stored on network drives with access limited to those individuals or entities that require access to perform a legitimate College job function. Individual

workstations, laptops and other personal computers (PDAs) should not be used to store records containing SSNs.

8. All removable or transportable media (e.g., paper forms, reports, cassettes, CDs, USB drives, etc.) containing SSNs must be secured when not in use. Reasonable security measures depend on the circumstances, but may include locked file rooms, desks and cabinets.
9. Subject to applicable document retention policies or unless required by law, when no longer required, paper documents and electronic media containing SSNs will be destroyed or disposed of using methods designed to prevent subsequent use or recovery of information.
10. SSNs will be released to entities outside the College only where permitted or required by law, or with the express written permission of the individual or entity.
11. The College will limit access to records containing SSN to those individuals requiring access as determined by job function. Individuals permitted access to SSN will be instructed on the appropriate handling and protection of this data by the management of the individual business unit or designated representative.

#### Procedures

Individual business units are responsible for the development, documentation and implementation of applicable procedures to effectuate this policy.

#### Compliance

All parties as delineated under Audience are required to comply with this Policy. Individuals who discover or strongly suspect the unauthorized release of SSN or related information, or a violation of this policy must promptly notify their management and either of the following:

- Vice President of Information Technology/Chief Information Officer
- Business Ethics Officer
- Associate VP of Human Resources

Non-compliance: Any violation of this policy may be cause for appropriate disciplinary action, including dismissal.

#### Approved Uses of SSN

College offices may not collect SSNs for purposes other than those noted in Section 9, Standards.

The primary uses and reasons for collecting a SSN include the following:

- Enrollment: Those wishing to enroll in academic offerings at Butler Community College - both credit and non-credit - are required to provide a SSN for secondary identification purposes. IRS regulations do require the

College to request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid must provide a SSN to the College.

Historic hardcopy academic records may contain a student's SSN, as SSN was previously used as the student ID.

- **Employment:** A SSN must be provided on I-9's in accordance with the Immigration Reform and Control Act of 1986 (IRCA), as overseen by Human Resources Department.
- Any person employed by the College must provide a SSN as the taxpayer ID number as directed by the IRS. This includes all employees, including part-time and student employees. Providing the SSN is a condition of employment. Applicants for employment must also provide a SSN, if requested, for mandatory background checks.
- **Employee Benefits:** If required by a benefits provider, the SSNs of dependents/beneficiaries may be collected to receive service. Butler Community College may also release an employee's SSN to benefit providers.
- **Payment for Personal or Professional Services:** Any person providing services to the College as an independent contractor, invited speaker (honorarium) or research subject for which payment will be made must provide a SSN as the taxpayer ID number per IRS regulations. These taxpayer ID numbers will be stored in the accounts payable system as part of the vendor record.
- **Planned Giving Donors:** Donors participating in planned giving programs must provide a SSN as the taxpayer ID per IRS regulations.
- **Insurance Providers:** The SSNs of faculty, staff and students continue to be the patient identifier for many health care providers.

(Adopted 7/07)

(Reviewed 11/22)

### **Telecommuting and Alternate Work Arrangements**

Butler Community College can provide alternative work arrangements when it is beneficial to both the employee and the college. This policy provides the framework and requirements for alternative work arrangements as they pertain to the employee and the college.

Alternative work arrangements are defined as flexible work schedule and/or work locations, such as a residence. Only when an Alternative work arrangement benefits both the employee and college, will the college consider the review of such request. The employees work performance, job duties, and location will all be considered when evaluating eligibility. Alternative work arrangements are not an entitlement or a college-wide benefit. The college recognizes that not all positions qualify for alternative work arrangements. Approval of alternative work arrangements will be made on a case-by-case basis and do not alter the terms



and conditions of employment with Butler. These guidelines do not pertain to employees covered by the Master Agreement.

The following options are recognized by the college as alternative work arrangements:

**Flex Hours:** Flex hours are an accumulation of a certain number of hours in a day that are outside the traditional 8am-5pm business hours. Such arrangements may consist of an employee to work 7am-4pm with an hour lunch break or a 9am-6pm with an hour lunch break. This schedule doesn't have to be consistent from day to day and can vary. A schedule must be defined on the alternative work arrangement agreement form.

**Flex Days:** Flex days consist of a set number of hours in a week, but the days may vary from week to week. For example, an employee may work Tuesday through Saturday instead Monday through Friday. This type of work arrangement is beneficial to employees who are needed during normal business operations and after-hours events.

**Telecommute:** Telecommute work is an arrangement in which an employee performs most or all job duties at an off-campus site such as a residence. Telecommute work may or may not be combined with Flex hours and days. Employee may be required to visit campus for special meetings or training. Proper notification of such events must be prepared in an adequate time frame to allow employee to make travel plans and other arrangements. Employees remain obligated to comply with all Butler rules, policies, practices and instructions. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment. Guidelines and Procedures for Defining Allowable Telecommuting Arrangements are outlined for administering this policy.

Occasionally, non-regularly occurring out-of-office alternative work arrangements may be allowed on a case-by-case basis if approved by an employee's supervisor or department head. A formal Alternative Work Agreement is not required for these occasional Alternative Work arrangements and a supervisor or department head's approval on one occasion does not imply that future requests of a similar nature will be approved.

(Revised 7/05; 12/22)

### **Termination/Exit Procedures**

All employees are expected to advise their supervisor in writing, no less than two weeks in advance, of any intention to terminate their employment. Employees will be required to return all keys, uniforms, and any other College property in their possession and pay any outstanding debt prior to their departure and to

complete an exit interview. A Supervisor Termination Checklist is available on Butler Forms to assist supervisors in successfully exiting an employee.

The College requires administrative/institutional support employees, operational staff employees and full-time faculty, counselors, and academic advisors to participate in an exit interview prior to their last day of work. Terminating employees should contact the Human Resources to schedule an appointment for the exit interview. Adjunct faculty and student workers may request an exit interview.

The purpose of the exit interview is to discuss issues surrounding the employee's leaving and resolve any questions or complaints the employee may have, to elicit from the employee suggestions for improving college operations, to explain the disposition of benefits to the employee, to recover any college property in the employee's possession, and to settle any outstanding debt.

A record of each exit interview will be made and a copy of the record will go into the personnel file to be maintained by the Human Resources department. Information will be shared with the appropriate individuals when applicable as determined by Human Resources.  
(Revised 7/06; Reviewed 10/22)

# COMPENSATION AND BENEFITS

## **Benefits - Open Enrollment and Changes**

All full-time employees, at the time of hire, will have the opportunity to enroll in the health insurance, life insurance and Cafeteria Plan. Employees will have 30 days from their date of eligibility to enroll. If that date is not met, employees will have another opportunity at open enrollment. Held in the fall each year, open enrollment provides employees a chance to enroll, cancel or make changes to their election(s).

During the year, if a change in "family/employment status" occurs, i.e., marriage, divorce, birth or death of a spouse/child, change from full-time to part-time employment or part-time to full-time of you or your spouse, termination or commencement of employment of you or your spouse, etc., you are then eligible to make a change to your election. Any changes need to be made within 31 days of the actual change in family or employment status.

(Revised 7/13, 7/16; Reviewed 10/22)

## **Bookstore Discount**

All full-time and part-time employees receive a 20% discount on gift items and clothing purchased in the College owned campus bookstores located either in the Student Union in El Dorado or at Andover. This discount does not include books, computer software and a few miscellaneous items and cannot be combined with other bookstore sales. This benefit does not include spouses or children of employees.

(Reviewed 10/22)

## **Early Retirement Incentive Plan**

All current, full-time employees with ten (10) or more years of continuous full-time service to the College who are between the ages of 60 and 64 and are qualified to receive KPERS retirement benefits are eligible for the College's early retirement plan.

A lump sum payment of \$1,000 for each year of retirement prior to 65 with the maximum of \$5,000 will be paid to the employee.

Eligible employees may continue in the College's health insurance program and will receive a full single health insurance coverage as provided and paid for by the College up to the first of the month the employee becomes 65. Coverage for family members (if previously elected by the employee) may be continued on the College plan through the termination of the retired employee coverage at age 65. The cost for the additional coverage above the single rate plan will be paid by the retiree.

Professional Employees refer to the Master Agreement.  
(Revised 7/11, 5/20; Reviewed 10/22)

### **Educational Advancement Pay**

Educational advancement pay results from successful completion of specifically approved professional-development activities. The following criteria will be applied for approval of educational advancement pay:

1. Activities intended for educational advancement pay must be clearly related to stated goals included on the Professional Development Plan.
2. Activities provided at the expense of the college cannot be used for educational advancement pay.
3. Equivalency credit is assigned to professional development activity, other than college credit hours. Such activity may include workshops, seminars, and continuing education activities. Credit hour equivalency will be calculated based upon the formula of fifteen (15) clock hours equals one (1) credit hour. Special projects such as internships, research, program innovation, and educational travel will be considered on an individual basis through agreement of the employee and dean/director-level supervisor.

### Professional Employees

Educational Advancement Pay is in accordance with Article VI – Compensation in the Master Agreement.

### Administrative/Institutional Support/Operational Staff

All full time and part-time administrative, institutional support and operational staff employees with no degree completed will receive \$400 added to their annual salary upon completion of the Associate Degree.

After completion of the Associate Degree, full time and part-time administrative, institutional support, and operational staff employees will receive \$400 added to their annual salary for each 9 credit hours or equivalent, prior to completion of a bachelor's degree, which have been approved according to the above Educational Advancement Pay guidelines.

All full time and part-time administrative, institutional support and operational staff employees will receive \$650 added to their annual salary for each 9 credit hours or equivalent beyond the Bachelor's Degree which have been approved according to the above Educational Advancement Pay guidelines.

Once an employee has submitted the appropriate documentation to receive educational advancement dollars, the annual pay will be adjusted in the following manner:

1. Annual raise is added to salary or hourly rate
2. Educational advancement dollars are applied to salary after raise is given

The following process will be used for requesting educational advancement pay:

1. The employee must complete the Request for Educational Advancement Pay (REAP) form and submit the completed form to his/her dean/director-level supervisor for approval.
2. Approved requests will be forwarded to the Office of Human Resources. Human Resources will send a copy of the approval to the employee.
3. If the request is not approved, the supervisor must submit the Request for Educational Advancement Pay (REAP) form, including any documentation related to the request, to the Educational Advancement Council (See below for description of council).
4. The council will consider each forwarded request in accordance with the above criteria then render a decision regarding approval/denial of the request with a copy to the employee and his/her supervisor. Approved requests will be forwarded to Human Resources.
5. Documentation of the completion of the approved activity must be in the Office of Human Resources by September 16 in order to authorize adjustments in pay. Acceptable documentation will include transcripts of college courses, proof of attendance (conference agenda, letter from presenter, etc.) at professional conferences, or certificates from conferences and/or training. Copies of any special project agreements must be included as part of this documentation.
6. Employees who believe their request has been wrongly denied may appeal the decision of the Council through established grievance procedures as outlined in Employee Handbook or Master Agreement (for Professional employees).

The Educational Advancement Council will be comprised of representatives of all employee groups (faculty, operational staff, institutional support, and administration) and will reflect the major areas of responsibility of the college (instruction, student services, finance, facilities, etc.).

- Vice President for Academics, Chair
- Associate VP or Assistant Director of Human Resources (standing position)
- Director of Faculty Development (standing position)
- Director of Organizational and Staff Development (standing position)

- Officers or selected representatives of BCCCEA (2 faculty minimum, appointed annually by BCCCEA)
- 2 Operational Staff positions (one from office and one from facilities, (appointed annually by Op Staff group)
- Academic Dean – appointed annually by Vice President of Academic Affairs
- Student Services representative – appointed annually by Vice President of Student Services

(Revised 7/06; Reviewed 9/22)

### **Health Insurance**

For full-time employees, the Board of Trustees shall pay a set amount per month determined by the Board toward premiums for health insurance through an insurance carrier selected by the College

(Revised 7/13, 11/16; 10/22)

### **Professional Development**

Professional development” refers to the continuing effort of all Butler employees to learn more about their chosen occupations, obtain new knowledge and/or skills, and improve existing ones. Butler values the professional development of all employees, both full-time and part-time, because it is essential to our quest for excellence. It is through our institutional commitment to promote professional development that we achieve the reputation of an institution dedicated to providing exceptional student-centered learning environments, and fostering a climate of excellence through personal growth and professional development.

Butler recognizes that there are many paths to professional development. Common methods of self-directed improvement may include, but are not limited to:

- Attendance at professional conferences
- Internships and exchanges
- Participation in seminars and workshops, including those sponsored by Butler
- Participation in committees and activities
- Affiliation with professional organizations
- Opportunities for enrollment in college credit and non-credit courses
- Professional consultations, presentations, and research
- Development or participation in special projects

Professional development activities may address one or more of the following goals:

- allow the employee to acquire and/or update professional knowledge and skills related to his/her position responsibilities as well as the mission and purpose of the college,
- promote and support innovation and creativity within the teaching field or area of responsibility of the employee,
- improve the quality of teaching, advising, or other service to students,
- enhance the employee's understanding of the needs of a diverse student population,
- enhance the employee's understanding of the role of the community college,
- assist the employee in transition from one area of teaching or current specialty to another (as required by changing needs of the college),
- assist the employee in acquiring and updating knowledge/skills related to assessment and/or institutional effectiveness, or
- assist the employee in acquiring and maintaining technology skills as necessary for the above.

The Professional Development Plan is a means for employees to identify their professional goals and ways of achieving them. Creating this plan affords employees an opportunity to discuss their career plans with their supervisors, who play an important role as mentors in this professional development process.

All full- and part-time college employees are encouraged to complete a Professional Development Plan and update it annually. Adjunct faculty and advisors are provided a professional development program uniquely tailored for the adjunct situation and are strongly encouraged to participate.

Professional Development Plan forms are available from the Office of Human Resources and on-line under the Butler Forms tab.

(Revised 7/06; Reviewed: 9/22)

### **Tuition Assistance Benefit**

All full-time employees are eligible for faculty/staff exempt status for Butler courses. The exempt status must be established by the end of the semester to be eligible for the benefit. It is the employee's responsibility to complete the necessary paperwork by this date. This benefit is also available to full-time employee's spouses and children, under the following conditions:

- Children will not be over the age of 23 at the start of classes
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the employee and is wholly supported by the parent

- The term "child" shall be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian. The college will follow state of Kansas rules regarding foster children.

Part-time classified employees are eligible for exempt status for classes for themselves only. Part-time classified employees with three continuous years of service in a classified position shall be eligible for the benefits as noted above for spouses and children. Employees are responsible for a portion of the student fees per credit hour.

The tuition assistance benefit is available to the child(ren) of retirees and deceased employees who were employed for 10 years of continuous service. The child(ren) must have been eligible for this benefit at the time the employee retired or is deceased.

The maximum tuition benefit per credit hour shall be limited to the in-state tuition rate plus the student fee benefit.  
(Revised 7/11; Reviewed 9/22)

### **Worker's Compensation**

Butler operates under the requirements of the Kansas Worker's Compensation Act, as set forth in the appropriate state statutes. Absence from work due to a job-related injury or illness may entitle an employee to medical or disability income benefits under the Act mentioned above. If the worker's compensation benefits are awarded, they are coordinated with (not paid in addition to) other College benefits. If a work-related injury or illness results in an absence of work, work comp benefit payments for the first 7 days (waiting period) will not be made until the employee has been out of work for 21 consecutive days. To receive this benefit, the physician must determine that the employee is unable to return to work. If the physician determines that the employee may return to work, with or without restrictions, and the employee elects not to return immediately, Butler will provide payment for up to the first 7 working days (the college waiting period).

It is Butler's philosophy to return the employee to work, within any restrictions, whenever possible. If the restrictions identified by the physician do not allow the employee to return to their position, then the employee will be assigned duties within the restrictions, within the employee's department.

In the event that an employee becomes injured on the job, they are required to report the accident to their immediate supervisor immediately. An *Accident Report* must be completed and submitted to Human Resources. The employee understands that Kansas statute (K.S.A. 44-520) states the claim could be denied if he/she fails to provide notice by the earliest of the three (3) following options:



- a. 20 calendar days from the date of the accident or the date of injury by repetitive trauma
  - b. 20 calendar days from the date medical treatment is sought for the injury
  - c. 10 calendar days from the employee's last day of actual work if they no longer work for the college
- (Revised 7/13; Reviewed 10/22)

### **YMCA Membership**

All full-time and qualified part-time employees are eligible for membership at the YMCA at a discounted rate. The College will pay the \$50 annual membership fee. This fee will be reported as taxable income on the employee's W-2. Employees may enroll in the Butler corporate membership at any YMCA branch.

(Revised 7/05; Reviewed 9/22)

# EMPLOYEE COMPLAINTS AND DISCIPLINE

## **Grievance Procedure**

Grievances of an employee may be filed for a work-related complaint and shall be processed as follows:

### **Step 1. Informal Procedure**

Any employee may bring a personal grievance to the attention of his/her supervisor as soon as possible, but no more than five (5) working days after it arises. The supervisor shall listen to the complaint and if it is justified, may take appropriate steps to correct it. If the grievant is dissatisfied with the results of this conference with the supervisor, they shall so inform the supervisor in writing within five (5) working days of the conference that a formal review is desired. Receipt of the completed form by the Office of Human Resources within five (5) working days of the conference with the supervisor shall constitute fulfillment of the requirements of Step 1 and shall constitute a request for Step 2.

### **Step 2. Formal Procedure**

1. The written request for further review shall be delivered to the Division Vice-President by the Office of Human Resources. One copy of the grievance shall be submitted to the Division Vice-President's office, one to the Office of Human Resources, and one shall be kept by the grievant. Another Division Vice-President may be asked to review a grievance if there is a perceived conflict of interest.
2. The Division Vice-President will review the grievance and the record of the above procedures, together with any additional information or oral argument presented by the grievant. The Division Vice-President at his/her discretion may also hear other information or oral argument. Within ten (10) working days after delivery of the grievance at the Division Vice-President's office, the Division Vice-President shall render his/her written decision to the grievant.
3. If a solution satisfactory to the grievant and the administration has not been reached through the above procedures, the grievant may appeal the decision in writing to the President within five (5) working days after the grievant's receipt of the Division Vice-President's decision. The President will review the grievance and the record of the above procedures and hear the matter in dispute within thirty (30) days after the matter is presented to him/her. Any pertinent evidence or argument which the grievant desires to submit or which the President deems necessary may be presented. The President will thereafter render a decision in writing within thirty (30) working days after the evidence or information is submitted. One copy of the President's decision shall be delivered to the grievant, one copy to the Division Vice-President, and one copy to Human Resources.

## **Rules**

Grievances shall be processed according to the following rules:

1. If at any stage of the grievance procedure, the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended or decided by the administration at the last step.
2. All reference to number of days in this procedure shall be determined to mean working school days. In the event grievances are not filed or processed by the grievant in the manner and within the times set forth above, they shall be forever barred.
3. Grievances shall be processed as rapidly as possible. The number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process in a shorter period of time. The parties may mutually agree in writing to extend any of such time periods.
4. It is agreed that the aggrieved party may request information in the possession of the President necessary for the processing of said grievance.
5. The grievant may withdraw the grievance at any level.
6. The grievant shall have the right to have witnesses present at each phase in the formal grievance procedure. Legal counsel cannot be present during said procedures.
7. All documents, communications and records dealing with the processing of grievances shall be filed separately from the personnel files.
8. The meeting before the President will be recorded, unless the grievant requests otherwise, and the President will provide a transcript of the recording to the grievant and the Administration.
9. If the grieving employee does not agree to a time to meet within fifteen (15) work days (as designated on the College Calendar in effect at the time of the grievance), then the grievant waives further proceedings with the grievance and accepts the last answer to the grievance by the administration.
10. It is agreed that nothing in the above procedures shall be interpreted in such a way as to modify or reduce the rights guaranteed under the Constitution and laws of the United States and the State of Kansas.

(Revised 7/05, 11/16; Reviewed 10/22)

## **Probation, Suspension and Termination for Cause**

If warranted, an employee may be placed on probation, suspended or terminated for just cause. In addition, he/she may be demoted for just cause. Employment of an employee can be terminated without following the disciplinary process if it is determined that gross misconduct has occurred. Professional Employees should reference the Master Agreement for policies and procedures related to this topic.

Just cause may include conduct that contradicts Board policies and rules including, but not limited to the elimination of a position or program, conviction of

a felony after employment, insubordination, failure to maintain required certification or licensure, demonstrated and documented inability to perform the duties and responsibilities associated with a specific position through more than one performance evaluation, violation of contract terms, unlawful manufacture, distribution, dispersion, possession, use of a controlled substance or abuse of alcohol on college property or as part of any college activity, failure of an employee to notify the Human Resource Office of any criminal drug statute conviction for a violation occurring within the workplace within five days after such conviction, violation of Board Policies and Procedures, or conduct that adversely affects the safety of those within the college or the institutional values as set forth by the Board of Trustees. An absence of three (3) or more consecutive working days without notice to your supervisor will be considered a voluntary termination of employment.

#### Probation

An employee may be placed on probation for just cause at the recommendation of the individual's supervisor. In most cases, the annual or interim performance review must document the reason(s) for probationary status. Special circumstances, such as violation of the policies or guiding principles of the college, may necessitate probationary status outside the regular performance review cycle. In all instances of probation, the employee will be notified in writing after the matter has been reviewed with the Associate VP of Human Resources and the President. Every effort will be made to help the employee improve performance, so that probationary status can be removed.

#### Suspension

An employee may be suspended with or without pay by the President or his/her designee or the Board of Trustees if, in the judgment of the President or the Board, the suspension is necessary to protect the best interest of the College. Presidential suspensions with pay are not appealable. Appeals of suspension shall be in accordance with the procedures spelled out herein.

The President or his/her designee may suspend an employee for a period up to thirty (30) working days with or without pay. Suspensions exceeding thirty (30) working days may be made by the President on a contingent basis, subject to confirmation by the Board within the first thirty (30) working days of the suspension period. In the event a suspension is followed by a recommendation by the President that the suspended employee be demoted or terminated, the matter of any appeal of the suspension shall become open for discussion.

In the event the Board determines that the employee's contract and/or employment should not be terminated or subject to demotion or suspension, the Board shall include in its decision a determination of such employee's entitlement to compensation.

### Termination and Demotion

Whenever a supervisor determines that the employment status of an employee covered by the policy should be terminated or such employee should be demoted, the supervisor must consult with the Associate VP of Human Resources and the President of the college. After consultation, if the decision is made to terminate the employee, the supervisor and the Associate VP of Human Resources shall conduct a face-to-face meeting with the employee to notify him/her of the action to be taken. This meeting shall be followed by written notification, which shall include:

- Date of termination or demotion
- Nature of determination and the effective date
- Reasons for the termination or demotion
- The right of the employee to examine his/her personnel file and examine all written evidence which has a bearing on such determination (Rev. 7/08)

### Non-Renewal of Professional Employees

\*\*\*Professional employees need to reference the Master Agreement\*\*\*  
(Revised 7/08, 7/11, 9/17; Reviewed 10/22)

### **Progressive Disciplinary Procedure**

Butler expects all employees to comply with normal, accepted standards of behavior and job performance and to model the college's timeless institutional values and Learning College Principles as well as comply with all state and federal laws. Noncompliance with these expectations must be remedied.

The college endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and opportunities to improve. In circumstances that are serious violations of any college policy, state or federal law, the college reserves the right to take immediate and appropriate action including, but not limited to suspension, termination of employment, immediate removal/trespass from the premises as deemed appropriate for investigative purposes, safety, liability or gross misconduct.

When progressive discipline is warranted, the first step is informal in nature and consists of an oral warning. The subsequent steps are more formal and intended to be corrective in nature. The procedure to follow will be:

#### Informal

1. If an employee is not meeting behavior or job performance standards, the employee's supervisor should take the following action:
  - a. Meet with the employee to discuss the matter.
  - b. Inform the employee of the nature of the problem and suggest action necessary to correct it.

- c. Prepare a memo for the supervisor and Associate Vice President of Human Resources documenting the discussion at the meeting.

Formal

- 2. In the event of a second occurrence\*, the supervisor should hold another meeting and take the following action:
  - a. Issue a written reprimand to the employee.
  - b. Warn the employee that a third incident will result in more severe disciplinary action.
  - c. Prepare and forward to the Associate VP of Human Resources a written report describing the first and second incidents and summarizing the action taken during the meeting.
- 3. If there are additional occurrences, the supervisor should take the following action only after reviewing the incidents with the Associate VP of Human Resources and the President:
  - a. Issue a written reprimand or warning.
  - b. Suspend the employee without pay for up to five working days or suspend the employee indefinitely and recommend termination.
  - c. Prepare and forward to the Associate VP of Human Resources another written report describing the occurrences, indicating the timing of the occurrences, and summarizing the action taken or recommended and its justification.

Employees who believe they have been disciplined too severely or without good cause may use the grievance procedure. Professional Employees should reference the Master Agreement.

\*In disciplining employees for repeated problems, supervisors must consider the time interval between the incidents. The passage of time without additional incidents should reduce the importance of the previous incidents (see #2).

(Revised 7/11, 7/15, 4/17; Reviewed 10/22)

# **EMPLOYEE CONDUCT AND PERFORMANCE**

## **Evaluations**

Regular, periodic, performance evaluations are an integral part of the continuing growth of Butler's administrative, institutional support and operational staff. At Butler, all of these employees will receive an evaluation ninety (90) days after starting a new position. Annual evaluations are performed during the spring semester and mid-year evaluations are performed during the fall semester.

At Butler, evaluations are used to highlight the areas of work at which employees excel as well as those areas in which employees need improvement. During the evaluation process employees will be expected to establish goals for professional development. Evaluations are intended to help every employee become the best he or she can be, to foster strong communication between employees and their supervisors, and to give employees a greater sense of job satisfaction.

The immediate supervisor will initiate the evaluation, discuss it with the employee and complete the process in the performance management system. Supervisors may conduct an evaluation at any other time during the year when they feel it is necessary. Any other written documentation concerning performance should be forwarded to the Human Resources Office for the employee's official file. Any material that serves as an evaluation of the employee's performance must be discussed with the employee and acknowledged by both parties.

This policy does not apply to Butler Professional Employees. Please refer to Section 6, Professional Employee Evaluations for procedures and timelines.  
(Revised 7/11; Reviewed 9/22)

## **Mandatory Training**

The college values the contributions of all employees. In an effort to ensure the success of all new and existing employees the college is committed to providing training opportunities, both mandatory and optional. These training categories are:

- New Employee (Employee Connect)
- Supervisory
- Compliance

Each fiscal year all employees are required to complete compliance training to include, but not limited to the following:

- Harassment and Non-Discrimination training;
- Bloodborne pathogen
- Ethics
- FERPA

- Performance Evaluations (administrative/institutional support/operational staff)
- Title IX
- ADA/Section 504 Drug and Alcohol Prevention
- Policy Review and Acknowledgement

All new employees are required to complete Employee Connect (new employee orientation) within 30 calendar days of their hire date.

Required training will be scheduled in an attempt to accommodate the varied work schedules of faculty and staff and will include venues such as Professional Development Days, Administrative Council and Operational Staff meetings along with online accessibility.

Failure to complete mandatory training required under this policy will initiate the progressive discipline policy outlined in the employee handbook.  
(Revised 7/14, 11/16; 11/22)

### **Nepotism**

No employee or trustee shall participate in or influence the recruiting, hiring, evaluation, promotion or disciplinary proceedings of a member of his/her immediate family or step-family members. No employee shall be hired who would have an immediate family member provide direct supervision. The college's organizational chart shall be utilized to determine whether direct supervision exists.

If any employees become related during their employment at the College and such relationship violates the provisions of this policy, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable.

For the purpose of this policy, "immediate family or step-family" shall be interpreted to mean the spouse, child/step-child, father/step-father, father-in-law/step-father-in-law, mother/step-mother, mother-in-law/step-mother-in-law, grandparent/step-grandparent, sister/step-sister, brother/step-brother, sister-in-law/step-sister-in-law, brother-in-law/step-brother-in-law, daughter-in-law/step daughter-in-law, son-in-law/step-son-in-law, or any other person who occupies such position in the family, or a person living in the same household.

This policy shall not, however, prohibit any person employed by the College as of the effective date of this policy from continuing therein on a continuous or renewal basis. This policy shall apply equally to all full-time, part-time and/or temporary employees, including student workers.  
(Revised 6/04, 11/16; Reviewed 10/22)



## **Political Activity**

All college employees enjoy the rights and privileges of any free citizen in matters of a political nature.

However, employees shall not use time, for which college pay is received, nor college property, students, school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any candidate for public office or of passage or defeat of any election issue.

An employee who becomes a candidate for public office may apply to the Board of Trustees for a leave of absence without pay for the purpose of conducting their campaign. Leave may be denied if the Board determines that the educational program or administrative functions will not be performed as contracted.

Employees elected to or holding public offices which are determined by the Board to be less than full-time in nature but which require absence from the college during normal working hours and/or absence from duties as assigned must make prior arrangements at least one month in advance. Those arrangements must be made with the appropriate supervisor and must be approved by the president. Arrangements may be denied if it is determined that the educational program or administrative functions will not be performed as required

Should employee candidates be elected or appointed to public offices that are determined to require a full-time commitment, leave without pay or termination from the college may be required.

(Revised 6/04; Reviewed 1/21, 10/22)

## **Professional Conduct**

### Conduct

Butler Community College expects employees to behave in a manner that supports a positive learning and working environment for all, Butler's timeless institutional values of quality, integrity, service and caring and the Learning College Principles. General expectations of behavior and conduct acceptable to the college and/or the community at large:

- Courtesy and respect in all dealings with others
- Non-disruptive actions/responses and consistent good conduct
- Respect for the rights and property of others in all situations

(Revised 7/10; Reviewed 10/22)

### Dress and Appearance

Butler relies on the good judgment of its employees to choose attire suitable for their positions. The personal appearance of the employees not only reflects upon the College's standards but also upon the pride and interest college employees have for their jobs. Good judgment and suitable discretion are

expected, since all employees are an example to our students. Ultimately, it is the supervisor's responsibility to ensure that the attire of employees within the department or division is appropriate. For Professional Employees, refer to the Master Agreement.

(Revised 6/04; Reviewed 10/22)

#### Standards for Best Ethical Practices

Butler Community College is entrusted by its stakeholders with great resources and equally great responsibility to fulfill its mission: to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves. Butler employees play a key role in assuring that high standards of ethical practice attend to the stewardship and use of these resources. The employees' personal and professional conduct reflects on Butler and higher education at large.

It is expected that Butler employees' actions with regard to the conduct of College business be characterized by the timeless institutional values of quality, integrity, service and caring. Further, employees should expect and encourage such conduct by others. Dishonest or unethical behavior will not be tolerated. Proven violations will result in disciplinary action up to and including termination and, if appropriate, reporting to authorities including law enforcement.

Suspected or alleged violations should be reported by using the EthicsPoint Hotline. The EthicsPoint Hotline can be accessed by 1) calling 1-888-329-6447, 2) filing a report online through the third party EthicsPoint servers by going to [www.ethicspoint.com](http://www.ethicspoint.com) or 3) by selecting "Butler EthicsPoint Hotline" on MyButlerCC. The reporter can remain anonymous and the report will be handled in a confidential manner, in accordance with the Ethics Review Board's procedures. The composition of the Ethics Review Board is the Assistant Director of Accounting, Associate VP of Human Resources, and a representative from the following functional groups (full time Professional Employees, Administrative/Institutional Support and Operational Staff). The EthicsPoint reporting system does not replace existing communication lines for reporting such concerns; employees are encouraged to utilize established channels for working through possible ethics matters and concerns.

(Adopted 7/13)

(Reviewed 10/22)

#### You Are Butler!

Employees of Butler Community College represent the College both on and off the job site. Since personal conduct influences the general public's opinion of the College, it is understood that the employees shall serve as proud and positive ambassadors for Butler in both digital and face-to-face interactions.

(Revised 7/15; Reviewed 10/22)

### **Required Notification of Felony Charges or a Sex Offense**

An employee must notify the Associate VP of Human Resources if the employee is charged with a felony and/or a sex offense, or has entered into a guilty plea or an Alford Plea, has been placed on probation for or entered into a diversion program, or has been convicted of a felony and/or a sex offense. This notification must be made by the employee to the Associate VP of Human Resources within five (5) calendar days of the occurrence of any event described above.

(Adopted 7/12)

(Revised 1/21; Reviewed 9/22)

### **Substance Abuse/Drug-Free Workplace Policy**

Butler is committed to maintaining a drug and alcohol-free workplace. To assist in the maintenance of a drug and alcohol-free workplace and to comply with the Drug Free Schools and Communities Act Amendments of 1989, the following has been adopted:

Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol in conducting any college activity. Any violation is to be reported to the immediate supervisor or department head within five (5) working days and the Human Resources office must be notified. An investigation will be conducted under the direction of Human Resources, and the appropriate action to be taken will be determined. Appropriate action may include any of the following:

- Warning
- Reprimand
- Probation
- Requirement of the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved as such by federal, state, or local health, law enforcement, or other appropriate agency
- Suspension; or
- Termination

The specific action to be taken will be determined on a case by case basis by the President in consultation with the Vice President for Academics, Vice-President of Student Services, Vice-President of Finance and the Associate VP of Human Resources.

In the event a report is received of a criminal drug statute conviction for a violation occurring in the workplace involving an employee who is employed under federal grant funds, the College will notify the federal agency from which the grants are received within ten (10) days after receiving the report.

The College shall conduct a biennial review of its program to:

- determine its effectiveness and implement changes to the program if they are needed,
- ensure that its disciplinary sanctions are consistently enforced

Employees will be given a copy of this policy. Employees will be informed that they must abide by terms of this policy as a condition of employment.

#### Drug Free Awareness Program

The College maintains a drug free awareness program to promote a drug and alcohol-free workplace. The drug free awareness program will include informing employees about:

- The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- The health risks associated with the use of illicit drugs and the abuse of alcohol
- The availability of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs
- The College's Substance Abuse/Drug Free Workplace Policy which will be given to all employees and included in the new employee orientation packet.

(Reviewed 10/22)

# EMPLOYEE LEAVE

**\*\*Professional employees refer to Article VIII - Leaves of Professional Employees in the Master Agreement for description and accrual of leave.\*\***

## **General Leave**

All leave time is computed as of July 1 of each year for Administrative, Institutional Support and Operational Staff employees. Leave for Professional employees is computed as of August 1. Employees will not be expected to use leave when participating in college endorsed community activities (i.e., Leadership Butler, Advance Kansas, Kansas Community College Leadership Institute). Such participation must be endorsed and approved by supervisors.

All leave must be scheduled with and approved by the appropriate supervisor. Supervisors have the right to accept or deny any type of requested leave if it conflicts with the effectiveness of the office or division.

Sick leave shall only be used for illness or injury and doctor's appointments, including the time during which the employee is physically unable to perform normal assignments because of childbearing. If an employee is absent for three or more days in a row, the employee must provide a doctor's statement. At the option of the employee, 40 hours of accrued sick leave may be used for the illness or death of others. Employees will be assessed the actual hours missed based on the employees scheduled work hours for the specific day. Days used as leave shall be working days. Unlimited use of sick leave for significant others or an immediate family member may occur upon the approval of the appropriate Vice President and the President.

When requested by the supervisor, in consultation with Human Resources, payment for sick leave may be subject to medical certification from the employee's physician or at the Administration's option, from a college-designated physician.

When employees with at least three (3) consecutive years of service with the college terminate service, the Board will make a cash payment reflecting accumulated sick leave up to a maximum of 120 hours (15 days). Payment for this shall be computed on the basis of actual working days of accrued sick leave. (Revised 7/13, 11/16, Revised 10/22)

## **Holidays**

Full and part-time operational staff and administrative/institutional support employees shall be entitled to time off with pay for national holidays and days that the College is officially closed as set forth by the college calendar. If a holiday falls on a weekend, the preceding Friday or following Monday will be observed as the holiday. When a holiday or official college closing occurs during

an employee's vacation, it will not be counted as a day of vacation. Butler observes the following holidays:

Labor Day	Thanksgiving Break
Winter Break	Martin Luther King Day
Good Friday	Memorial Day
Independence Day	Columbus Day
Spring Break	

Part-time operational staff and administrative/institutional support employees shall receive holiday pay based on their work schedule. If an employee normally works over the number of hours per week the position is budgeted for, the employee will only get holiday pay up to the budgeted amount. When a holiday or official college closing falls on a day the employee is not scheduled to work, the employee will be given one paid day off to use that week of the holiday.  
(Revised 7/13; 12/22)

### **Personal Leave**

Full-time employees are allowed 16 hours (2 days) per year of leave with pay for personal business. These days may accumulate up to a total not to exceed 32 hours (4 days).

Part-time Operational Staff, Administrative, and Institutional Support employees are allowed 12 hours (1.5 days) per year of leave with pay for personal business. These days may accumulate up to a total not to exceed 32 hours (4 days).  
(Reviewed 10/22)

### **Professional Leave**

All full-time employees receive five (5) days of professional leave per year. Professional days should be used for conferences, seminars, classes, etc. that the employee is attending for professional development. Professional days are not used for attendance at college sponsored events and programs.

Employees are encouraged to participate in professional organizations applicable to their positions. The Board of Trustees will pay all reasonable budgeted expenses presented for administrative employees' attendance at the national conventions of professional organizations applicable to their positions. Convention registration, hotel reservations, travel expense, meals and reasonable tips shall be deemed as approved convention expense.

An employee who attends a state or national conference or meeting shall provide and share information and knowledge gained with the appropriate individuals and college groups following a conference and/or meeting.  
(Reviewed 10/22)

## **Sick Leave**

### Full-time Employees

All full-time Administrative/Institutional Support and Operational Staff employees shall receive 120 hours (15 days) of sick leave per year.

Employees with less than ten (10) years of service may accumulate up to 720 hours (90 days) unused sick days and employees with more than ten (10) years of service may accumulate up to 960 hours (120 days).

(Revised 3/20; Reviewed 11/22)

### Part-time Employees

Part-time Institutional Support and Operational Staff employees shall receive 90 hours (11.25 days) of sick leave per year. Employees with less than ten (10) years of service may accumulate up to 720 hours (90 days) unused sick days and employees with more than ten (10) years of service may accumulate up to 960 hours (120 days).

## **Sick Leave Bank**

Any full-time or part-time administrative/institutional support or operational staff employee who has accumulated the maximum number of sick days under the applicable sick leave policy, may at their option, contribute on or before August 15, those days above the maximum accumulation to a Sick Leave Bank for any full-time or part-time\* administrative/institutional support or operational staff employee who has catastrophic health care needs. Once sick leave has been contributed to the Sick Leave Bank, it cannot be restored to the contributing employee. This does not, however, preclude a contributing employee from applying and receiving approval to withdraw from the bank under the established process. At no time can the amount of sick leave days held in the Sick Leave Bank be in excess of sixteen hundred (1600) hours, renewable once each year. Contributions from administrative/institutional support or operational staff employees, as provided herein, will only be accepted if the balance in the Sick Leave Bank is less than sixteen hundred (1600) hours at the time an employee submits a contribution to the Sick Leave Bank. Administrative/institutional support or operational staff employees may not designate a particular employee to receive their donated sick leave time.

\* Part-time represents those part-time administrative/institutional support and part-time operational staff employees receiving a pro-ration of sick leave.

### **A. Definition of Catastrophic Injury or Illness.**

A catastrophic injury or illness is defined as a severe health condition (illness, injury, impairment, or physical or mental condition) that involves in-patient care in a hospital, hospice, residential medical care facility, or continuing treatment by a health care provider so severe in nature to have caused the administrative/institutional support or operational staff employee to exhaust all of their leave (sick leave, personal leave and

vacation leave) provided under the applicable leave policy.

**B. Conditions for Use of Sick Leave from Sick Leave Bank.**

A full-time or part-time administrative/institutional support or operational staff employee making application for sick leave from the Sick Leave Bank must accompany their application with a statement from a licensed physician stating the individual is unable to perform their duties because of a catastrophic injury or illness as defined in section B of this policy. The statement must also include the beginning date of the condition, a description of the illness or injury, and the anticipated date that the employee will be able to return to work. Prior to receiving sick leave from the Sick Leave Bank, the employee must have utilized all of their accumulated leave (sick leave, personal leave and vacation leave) available under the appropriate leave policy. An employee's utilization of sick leave from the Sick Leave Bank shall not exceed 20% (maximum 320 hours) of the sick leave balance in the Sick Leave Bank as of August 16 of the fiscal year and shall be used only during the fiscal year when the request is made and approved. For part-time employees accessing the sick leave bank, the days accessed shall be based on the employee's regular work schedule.

**C. Administration of Sick Leave Bank**

The College's Associate VP of Human Resources shall maintain records of an administrative/institutional support or operational staff employee's contribution to the Sick Leave Bank and withdrawals from the Sick Leave Bank.

Applications for Sick Leave Bank will be reviewed by the Associate VP Human Resources and the President of the College for final approval. Approval or disapproval of the applicant's request for sick leave from the Sick Leave Bank shall be at the discretion of the President of the College.

(Adopted 1/00)

(Revised 10/22)

**Vacation**

**Administrative/Institutional Support Employees**

New full-time Administrative/Institutional Support employees of the College shall receive 136 hours (17 days) of paid vacation per year. After two years of continuous service, employees shall receive 176 hours (22 days) of paid vacation each year. Full-time Administrative/Institutional Support employees may accumulate forty hours (5 days) vacation per year for each year of service up to a maximum of 360 hours (45 days). Years of service will follow the employee when determining leave accruals if they move from an operational staff position to an administrative/institutional support position.



When an Administrative/Institutional Support employee terminates their service during a fiscal year, vacation for that year will be calculated on a pro-rata basis. Any unused pro-rated vacation for the fiscal year will be added to the employee's final paycheck. If a terminating employee has used leave time before it is earned, the leave time must be paid back to the college upon termination.

Part time administrative/institutional support employees will receive vacation based on the following schedule:

#### 20 Hour Employees

- Less than two years of service receive 68 hours per year
- After two years of continuous service employees shall receive 88 hours per year
- Part-time Administrative/Institutional Support employees may accumulate twenty hours (2.5 days) vacation per year for each year of service up to a maximum of 180 hours (22.5 days)

#### 25 Hour Employees

- Less than two years of service receive 85 hours per year
- After two years of continuous service employees shall receive 110 hours per year
- Part-time Administrative/Institutional Support employees may accumulate twenty-five hours (3 days) vacation per year for each year of service up to a maximum of 225 hours (28 days)

#### 28 Hour Employees

- Less than two years of service receive 96 hours per year
- After two years of continuous service employees shall receive 120 hours per year
- Part-time Administrative/Institutional Support employees may accumulate twenty-eight hours (3.5 days) vacation per year for each year of service up to a maximum of 252 hours (31 days)

#### Operational Staff

Full-time operational staff employees will earn vacation according to the following schedule:

- Less than two years of service earn 6.67 hours of vacation per month (totals 80 hours per year or 10 days)
- Two years to six years of service earn 11.33 hours of vacation per month (totals 136 hours per year or 17 days)
- Six years to ten years of service earn 12.67 hours of vacation per month (totals 152 hours per year or 19 days)

- Greater than ten years of service earn 14.67 hours of vacation per month (totals 176 hours per year or 22 days)

Full-time operation staff employees may accumulate forty hours (5 days) vacation per year for each year of service up to a maximum of 360 hours (45 days)

Part-time operational staff employees will earn vacation according to the following schedule:

**20 Hour Operational Staff Employees:**

- Less than two years of service earn 3.34 hours of vacation per month (totals 40 hours per year)
- Two years to five years of service earn 5.67 hours of vacation per month (totals 68 hours per year)
- Six years to ten years of service earn 6.34 hours of vacation per month (totals 76 hours per year)
- Greater than ten years of service earn 7.34 hours of vacation per month (totals 88 hours per year)

20 hour part-time Operational Staff employees may accumulate twenty hours (2.5 days) vacation per year for each year of service up to a maximum of 180 hours (22.5 days)

**25 Hour Operational Staff Employees:**

- Less than two years of service earn 4.17 hours of vacation per month (totals 50 hours per year)
- Two years to five years of service earn 7.08 hours of vacation per month (totals 85 hours per year)
- Six years to ten years of service earn 7.92 hours of vacation per month (totals 95 hours per year)
- Greater than ten years of service earn 9.17 hours of vacation per month (totals 110 hours per year)

25 hour part-time Operational Staff employees may accumulate twenty-five hours (3 days) vacation per year for each year of service up to a maximum of 225 hours (28 days)

**28 Hour Operational Staff Employees:**

- Less than two years of service earn 4.67 hours of vacation per month (totals 56 hours per year)
- Two years to five years of service earn 7.92 hours of vacation per month (totals 95 hours per year)
- Six years to ten years of service earn 8.86 hours of vacation per month (totals 106 hours per year)

- Greater than ten years of service earn 10.26 hours of vacation per month (totals 124 hours per year)

28 hour part-time Operational Staff employees may accumulate twenty-eight hours (3.5 days) vacation per year for each year of service up to a maximum of 252 hours (31 days)

Any payment for earned vacation which is accumulated by an operational employee upon separation shall be computed on the basis of actual working days.

(Revised 7/13, 7/21; Reviewed 11/22)

### **Other Types of Leave**

#### **Family Medical Leave Act and Servicemember Family Leave**

Eligible employees are entitled to take up to twelve (12) unpaid work weeks of Family Medical Leave Act (FMLA) Leave during any 12-month period (defined as a rolling 12-month period) when leave is taken for one or more of the following circumstances:

- Birth of the employee's child and to care for the newborn child within one year of birth
- Placement with the employee a child for adoption or foster care and to care for the newly placed child within one year of placement
- Care for the employee's spouse, child, or parent who has a serious health condition
- The employee has a serious health condition that makes the employee unable to perform the essential functions of their job

**Military Family Leave Entitlements:** Eligible employees with a spouse, child, or parent on active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: "The FMLA definitions of "serious injury of illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Spouses who are both employed by Butler Community College are entitled to a total of twelve (12) weeks of leave (rather than 12 each) for the birth, adoption or foster care placement of a child or for the care of a sick parent (not a parent-in-law).

Eligible employees who are granted approved leave under the Family Medical Leave Act and Servicemember Family Leave Policy will retain their seniority and other employment benefits plans (provided all conditions for plan participation are met). Eligible employees retain all accrued benefits, but are not entitled to accrue additional seniority or employment benefits during unpaid leave. Eligible employees granted approved leave under this policy must arrange to pay the employee contribution for group health insurance to maintain such coverage during any period of unpaid leave. In the event that an employee fails to return to work upon completion of an approved Family Medical Leave and Servicemember Family Leave, the College may recover from the employee the cost of any payments made to maintain the employee coverage, unless the failure to return is due to continuation, recurrence or onset of serious health condition, or other circumstances beyond the employee's control.

Eligible employees who are granted approved leave under this policy generally will be returned either to the same job or another job equivalent in pay, benefits and other terms and conditions of employment. Certain highly compensated employees may be denied job restoration under certain conditions (as defined by FMLA policy).

After Family Medical Leave and Servicemember Family Leave of twelve (12) work weeks during a rolling twelve (12) month period have been exhausted, the employee may request an additional Unpaid Leave of Absence.

Definitions:

- Eligible Employee - Employee must have been employed for at least twelve (12) months in total and must have worked at least 1,250 hours during the twelve (12) month period preceding the commencement of the leave.
- Parent - Biological parent of an employee or an individual who stood in the place of a parent to an employee when the employee was a child. Per the law the definition does not include parents-in-law.
- Child- Any person under eighteen (18) years of age or any person eighteen (18) years of age and older and incapable of self-care because of a physical or mental disability if the person's relationship to the employee is that of:
  1. Biological, adopted or foster child
  2. Stepchild
  3. Legal ward
  4. Child of a person standing in the place of a parent
- Spouse - A husband or wife
- Next of Kin – the nearest blood relative of that individual
- Health Care Provider - This includes licensed medical doctors and osteopaths, podiatrists, dentist, clinical psychologists, optometrists, chiropractors authorized to practice in the State, nurse practitioners

and nurse mid-wives authorized under State law and Christian Science practitioners.

- Serious Health Condition - Any illness, injury, impairment, or physical or mental condition that involves either 1) inpatient care in a hospital, hospice, or residential medical care facility; or 2) continuing treatment by a health care provider. Any period of incapacity where inpatient care occurs in a hospital will be considered a serious health condition; even where the hospital stays is just one night.
- Continuing Treatment - If the period of incapacity is at least three days and either 1) at least two treatments are received from a health care provider; or 2) one treatment is received from a health care provider and there is continuing treatment under the supervision of a health care provider (e.g. medicine is prescribed by the doctor). Continuing treatment by a health care provider also occurs when there is a pregnancy or prenatal care incapacity, or if there is a chronic serious health issue (the health issue continues over an extended period of time, but may only cause sporadic periods of incapacity rather than a continuous period of incapacity, and all the while there is continuing treatment under the supervision of a health care provider).
- Needed to care for a family member encompasses - (1) physical and psychological care; and (2) when the employee is needed to fill in for another person providing care or to arrange for third party care of the family member.
- The phrase "unable to perform the functions of his/her job" - means an employee is: (1) unable to work at all; or (2) unable to perform any of the functions of his/her position. The term "functions" means "the fundamental job duties of the employment position" and does not include the marginal functions of the position.
- Covered Servicemember – 1) 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 otherwise on the temporary disability retired list for a serious injury or illness"; or 2) a veteran who was discharged or released under the conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.
- Outpatient Status – in respect to a covered servicemember, the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient, or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients

- Serious injury or illness – in the care of a member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty which may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating

(Reviewed 11/22)

### **Family Leave or Servicemember Family Leave**

Family leave may be requested for (1) birth of a child of an employee and to care for a child or (2) placement of a child with an employee for adoption or foster care. Servicemember Family Leave may be requested to care for a servicemember. To be eligible for Family Leave or Servicemember Family Leave benefits, all the following items must be met:

- Generally, the eligible employee must give at least thirty (30) days' notice of intent to take leave for foreseeable events like expected birth or placement of a child. When circumstances require leave to begin in less than thirty (30) days, as with a premature birth or sudden availability of a child placement, an employee must give as much notice as is possible.
- The eligible employee must submit a Request for Leave form (available in the Human Resources Office) to his or her supervisor. The Request shall be forwarded to the Human Resources Office.
- Paid sick, vacation and personal leave must first be applied to Family Leave as allowed by law. After paid leave is exhausted, unpaid Family Leave may be taken.
- Family Leave shall not be taken by an eligible employee intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) unless the eligible employee and the supervisor and/or Dean and Human Resources agree otherwise.
- Eligibility for leave for birth or placement of a child expires twelve (12) months after the birth or placement of the child with the employee.

(Reviewed 11/22)

### **Medical and Maternity Leave**

A medical leave of absence may be granted:

- Upon written request for a reasonable period of time
- For illness, accident, childbearing, or other medical reasons which physically limit normal working assignments
- With the provision that the employee intends to return to work at the end of the leave

If medical leave of absence is granted, the employee must contact the Associate VP of Human Resources regarding the status of the condition and intention to return to work

(For the purposes of such leave, "physical inability to perform the normal work assignments" shall be shown by medical certification from the employee's physician or, at the Board's opinion, from the Board physician).  
(Revised 7/07, 10/22)

### **Military Leave**

Employees who are granted military leave for voluntary or involuntary active military duty or training in the uniformed services may receive up to 90 days of differential paid leave per fiscal year (July 1 to June 30), unless they have already exhausted the maximum 90 days in that fiscal year. After the maximum 90 calendar days of Butler's paid military leave is exhausted, the employee may choose to either use paid time off (vacation, personal, professional leave) during the remainder of his/her military leave or elect to take an unpaid leave of absence.

A request for time off for military duty should be made to the employee's immediate supervisor or department head at least two (2) weeks in advance of the duty. The request should include the dates of departure and return, and should be accompanied by a copy of the official orders, if possible. To receive differential pay from the College during the military leave, the employee must furnish a certified statement of the military pay to the Human Resources/Payroll department.

(Revised 11/19; Reviewed 10/22)

### **Paid Parental Leave**

Butler Community College will provide up to 6 weeks of paid parental leave to [full and part time classified employees] following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after August 1, 2022.

Eligible employees must meet the following criteria:

- Have been employed with Butler Community College for at least 90 days prior to the request for paid parental leave.
- Be a full-time or part-time, classified employee (temporary and non-classified employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed life partner of the person who has given birth to a child.

- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

#### Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption or placement of a child/children. If a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) this does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Paid parental leave must be taken the 6-week period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this time frame.
- Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the time frame indicated above. Upon termination of the individual's employment, he or she will not be paid for any unused paid parental leave for which they were eligible.
- Employees taking this leave must use the parental leave first. If the employee is approved for leave beyond the six weeks of paid parental leave, they must use their accrued sick, vacation or personal time.

#### Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

#### Requests for Paid Parental Leave

- The employee will provide [to their supervisor and the human resource department] written notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must provide all documentation as required by the HR department to substantiate the request.



- As is the case with all company policies, Butler Community College has the exclusive right to interpret this policy or to change it at any time.

(Adopted 7/22)

### **Sabbatical Leave (Eligibility and Payment)**

An Administrative/Institutional Support employee who has at least six (6) consecutive years of full-time service with the College since date of hire or since the last sabbatical leave will be eligible for consideration of a sabbatical leave.

Sabbatical leaves shall be used for activities that may include, but are not limited to, further education, educational travel or other activities which benefit both the administrative employee and the College.

Administrative/Institutional Support employees who are granted a sabbatical leave shall make their services available to the college for two (2) full years following the leave. Employees will reimburse the Butler Board of Trustees the pro-rated amount of salary paid to them during the sabbatical if the full two (2) years are not met. The administrator shall be subject to the terms of this agreement, including non-renewal and termination, during such sabbatical leave and after his/her return. Sabbatical leaves which are granted by the Board shall be on the terms set forth by it and may be in the form of two (2) semesters at half pay or one (1) semester at full pay. A semester shall be defined as an academic semester (begins on the day classes start and ends on the date that classes end for the semester).

Any Administrative/Institutional Support employee desiring consideration for appointment to a sabbatical leave should submit by January 20<sup>th</sup>, for the upcoming fiscal year, a request in writing to the Supervisor, who, after review, may submit the request to the appropriate Vice-President for review and recommendation to Executive Council, who will review and make recommendations to the Board of Trustees. (Rev. 2/02)

The request for Sabbatical Leave shall follow these guidelines:

- The benefit of the proposed sabbatical leave plan to the personal/professional development of the employee
- The benefit of the sabbatical leave plan to Butler Community College
- The clarity of the sabbatical leave plan and the ability of the employee to realistically complete the plan within the time frame allotted. No more than two (2) employees will be granted sabbatical leave during any one semester.

If the employee(s) who are granted sabbatical leaves accept gainful employment, their compensation from such gainful employment shall be deducted from the College's payment during the sabbatical leave. Gainful employment shall not include assistantships, grants in aid, scholarships, or other gratuities or awards offered as rewards for scholarship. The employee who is granted sabbatical leave retains seniority and the right to all other employee benefits, including the

College's fringe benefit package, and is eligible for salary increases to which the employee would normally be entitled.

Any employee who completes a sabbatical leave shall submit a written report as per established guidelines. A detailed application procedure will be followed with appropriate application forms.

(Revised 2/02; Reviewed 9/22)

### **Serious Health Condition**

Leave for a serious health condition may be requested for: (1) the care for a spouse, child or parent of an employee, if the family member has a serious health condition or (2) an employee is unable to perform the functions of the job because of the employee's own serious health condition. To be eligible for Serious Health Condition leave benefits, all the following items and conditions must be met:

- In any case in which the necessity for Serious Health Condition Leave is foreseeable based on planned medical treatment, the employee: (1) shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and (2) shall provide not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take Family Medical Leave, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as soon as it is practicable (within 2 or 3 days after the need for leave is known).
- The eligible employee must submit a *Request for Leave Form* to their supervisor. The request shall be forwarded to the Human Resources Office.
- The employee must submit, in a timely manner, a certification issued by the health care provider. The certification forms are available in the Human Resources Office. Preferably, this certification will accompany the *Request for Leave Form*. The College may require that the eligible employee obtain subsequent recertification on a reasonable basis (no more often than every 30 days). The College will notify the employee of the requirement for medical certification and when it is due (no later than 15 days after the request for leave). Failure to provide requested medical certification in a timely manner may result in delay of leave.
- If the College has reason to doubt the validity of the eligible employee's certification, the College may require, at the expense of the College, the opinion of a second health care provider designated or approved by the College. If first and second opinions conflict, the College may obtain a third opinion from a provider jointly approved by the employer and employee. A third opinion is

final and binding. The College may require subsequent medical recertification on a reasonable basis.

- The College shall require a *return to work medical certification* for such reasons as
  - a. Ability to resume work
  - b. Claimed inability to return to work after the expiration of leave due to a serious health condition.The employee shall provide, in a timely manner, a copy of such certification to the College. If the employee fails to provide a *return to work medical certification* From, they will not be permitted to resume work until it is provided.
- Accrued sick leave vacation and personal leave must first be applied to the Family Medical Leave. After paid leave time is exhausted, unpaid Family Medical Leave may be taken, not to exceed a combined total of 12 work weeks. Accrued sick leave may be used in accordance with the sick leave policies.

Family Medical Leave may be taken on an intermittent or reduced leave schedule if approved by the supervisor and/or Dean and Human Resources. If leave is requested on this basis, however, the College may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule provided the position has equivalent pay and benefits.

#### Reporting While on Leave:

If an employee takes leave because of their own serious health condition or care for a covered family member, the employee must contact the Associate VP of Human Resources regarding the status of the condition and their intention to return to work.

(Revised 7/08, 9/22)

#### **Special Hardship Leave**

Employees may be granted leaves of absence with or without pay for other reasons subject to the approval of Executive Council. Forms to apply for other leaves are available in Human Resources.

(Reviewed 11/22)

#### **Witness and Jury Duty Services**

All employees who present a court subpoena or summons to their supervisor shall be granted a leave with pay to serve as a witness or on a jury.

(Reviewed 11/22)

# PAYROLL

## **Direct Deposit or Pay Card**

Butler employees have the opportunity to participate in direct deposit or receive their pay on a reloadable Visa pay card. Paper checks will not be issued. Employees will need to complete an authorization form for either pay method. For bank deposits, employees have the choice on the depository and may also split the dollar amounts between two (2) banking institutions or accounts. Employees may view pay information on line in Employee Self Service through [my.butlercc.edu](http://my.butlercc.edu).

(Revised 7/09, 5/19; Reviewed 10/22)

## **Electronic Timecards and Timesheets**

Full and part-time hourly and student employees are responsible for entering their time worked electronically utilizing the College's time entry system. At the end of each week in the pay period, the employee is responsible for submitting their time to their supervisor. Once the time has been submitted by the employee, it is the supervisor's responsibility to verify the time entered by the employee and then approve the time by the deadline identified for each pay period. Payroll will send timecards to the supervisor of an employee who entered time electronically, but did not submit it by the deadline. These timecards must be completed by the employee, signed by the employee and the supervisor and returned to Payroll for payment in the next regular pay period.

(Revised 7/06, 7/16; 10/22)

## **Flexible Spending Accounts**

By utilizing Section 125 of the Internal Revenue Code, participants pay for certain unreimbursed medical and/or dependent day care expenses with before-tax dollars, that is, money which has not yet been taxed. In this way, gross pay is actually reduced and taxes are reduced accordingly, resulting in greater take-home pay, without any sacrifice in current benefits. Available to full-time employees only.

(Reviewed 11/22)

## **Garnishments/Income Withholding Orders**

The Human Resources office is responsible for the processing of any garnishments and/or income withholding orders presented to the college and is required to comply with these orders until a release is issued. Due to the processing time, the employee will be charged a flat fee of \$5.00 per pay period (but not to exceed \$10 per month) in which either a garnishment and/or

withholding order is required. Butler will not make discriminatory employment decisions against any employee due to his/her financial situation.

(Adopted 6/04)

(Reviewed 9/22)

### **Kansas Public Employees Retirement System (KPERS)**

KPERS is a mandatory retirement program for all public employees. A percentage, determined by KPERS, of the employee's gross monthly wages is withheld and deposited with KPERS. KPERS booklets are available in Human Resources.

Employees must be members of KPERS for five (5) years to be vested and thus able to receive retirement benefits. If individuals terminate employment prior to becoming vested, they may withdraw their contributions. Contributions must be withdrawn within five (5) years of the individual's termination date. Individuals who gain employment in another public institution within the five-year period may transfer their KPERS membership and retain their years of contribution toward vested status. Other benefits included in the KPERS plan are life insurance, disability insurance and various retirement options. Employees may direct any questions to Human Resources.

(Revised 7/10; Reviewed 9/22)

### **Overtime and Compensatory Time**

According to the regulations in the Fair Labor Standards Act, compensatory time is only available to non-exempt employees. This includes full and part-time operational staff employees, and Facilities Management Supervisors.

Public employers may use time-off instead of additional monies to compensate non-exempt public employees for overtime hours worked (Senate Bill 1570). The overtime must be approved by the appropriate supervisor before it is incurred.

"Comp time" is earned at time-and-a-half and employees, other than seasonal and safety workers, can accumulate up to 240 hours of "comp time." Any hours exceeding 240 must be paid. Compensatory hours are accumulated over the employee's tenure not on an annual basis.

Compensation shall be monthly for salaried employees and biweekly for hourly paid employees, at rates established by the Board. For overtime calculations, "hours worked" is defined as actual hours worked (leave time being used does not count as "hours worked"). Non-exempt employees will be paid one and one-half (1 ½) times their hourly rate for authorized overtime (hours worked over the forty (40) actual hours worked in a work week) as approved by the employee's administrator and double (2) times their hourly rate for hours worked by the

employee on a designated holiday approved in advance by the employee's administrator and such approval recorded on the employee's time record. Any leave time being used does not count as hours worked. For operational staff personnel, the work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

Butler supervisory staff will allow the use of "comp time" within a reasonable period (within six months following the earned time) after it is requested, if it does not unduly disrupt operations. Upon termination, an employee will be paid for any unused "comp time."

Cash payment for any overtime shall be at the discretion of the administration and then only for work related to College emergencies or College-approved activities.

(Revised 1/10; Reviewed 10/22)

### **Premium Pay/Pyramiding of Benefits**

Eligible employees will receive paid leave and/or premium pay for specified times of work as described in Board policy and Procedures, provided that there shall be no duplication or pyramiding of these benefits to any employee and there shall be no duplication or pyramiding of pay for the same day/or hours worked, and only one benefit, the higher, shall be paid.

However, if an employee is required by his/her administrator to work when the College is closed, on a scheduled holiday, or on a day that is not their normal scheduled work day in response to a College emergency or in response to work approved by their administrator, the employee will receive pay at his/her regular rate of pay for the normal hours scheduled and worked plus 1-1/2 their regular rate of pay for the additional hours worked or 2 times his/her regular rate of pay if the additional hours worked are on a designated holiday.

(Adopted 1/10)

(Reviewed 9/22)

### **Payday**

Paychecks are issued on the 24<sup>th</sup> day of each month unless the 24<sup>th</sup> falls on a weekend or holiday, then checks are issued the working day before. All timecard employees will be paid on a bi-weekly basis. Deposits are issued, in adequate time, before Christmas and Thanksgiving break.

Each pay group (Administrative/Institutional Support, Operational Staff and Professional Employees) has a different pay schedule as follows:

- Administrative/Institutional Support - 1st day of month to last

- Full-time and part-time hourly Staff - follow yearly timecard schedule

- Full-time Faculty - 12 equal payments from August - July

\*By state statute, may be able to receive June & July checks in May  
Part-time Faculty - Contact the Dean or Payroll to determine dates.  
For Professional Employees please refer to the Master Agreement for the  
pay schedule of overload and summer school classes.  
(Revised 12/22)

### **Payroll Deductions**

Regular mandatory payroll deductions will be made for federal income tax, state income tax, FICA (Social Security), and Kansas Public Employee's Retirement System (KPERs) as required by law. The following voluntary payroll deductions can be made for employees

benefits, but will not be made without written authorization:

- Cafeteria Plan (Dependent Care & Unreimbursed Medical)
- Tax Sheltered Annuities
- Grizzlybackers
- Butler Foundation
- United Way
- Disability Insurance
- Cancer Insurance
- Voluntary Life Insurance
- Critical Illness Insurance
- Accident Insurance
- BCCEA Dues
- BEACIN Donations

(Revised 7/12; 9/22)

### **Tax Sheltered Annuities (403b Plan)**

Employees have the opportunity to participate in tax sheltered annuities through payroll deduction. A plan summary description, which provides an overview and outlines general provisions of the 403(b) Plan, a list of participating investment providers and 403(b) investment products can be obtained in Human Resources.

(Revised 7/09; Reviewed 9/22)

# PROFESSIONAL EMPLOYEES

## **Academic Freedom**

The policy of the College is to recognize academic freedom, within the law, for its professional employees for inquiry, teaching, research and the pursuit of knowledge. In the exercise of this academic freedom, faculty may, within the law, discuss their own subject areas in the classroom, including controversial materials, as long as such discussions and materials are relevant to the subject area and the faculty distinguish between personal opinions and factual information. Changes in this policy will not be made without consultation with faculty.

(Reviewed 10/22)

## **Adjunct Faculty/Advisors Benefit**

In order to complement personal and professional growth activities and to reward services to Butler Community College, adjunct faculty members and adjunct advisors have the professional development opportunity of accessing a Butler Tuition-scholarship.

Any adjunct instructor, non-credit instructor or advisor who is currently teaching/advising Butler credit hours is eligible to request a tuition-scholarship. This benefit becomes effective at the time the employee begins teaching/advising and continues for each semester employed. It is the employee's responsibility to complete the necessary paperwork, prior to the start of classes, in the semester the tuition waiver is requested.

The maximum tuition benefit per credit hour shall be limited to the in-state tuition rate plus the student fee benefit. The Tuition Waiver Request Form, approved by the Dean or Site Director, may be used at the time of enrollment in a Butler class to complete payment for up to six (6) credit hours per semester. This form, available from Butler site offices or the Office of Faculty Development must be presented at the time of enrollment and payment.

An adjunct/non-credit instructor or advisor is eligible only during semesters employed or currently advising. This scholarship does not apply to family members. Employees are responsible for a portion of the student fees per credit hour.

(Revised 7/08; Reviewed 10/22)

## **Adjunct Faculty Professional Development**

Throughout the year, the Faculty Development Office sponsors programs that facilitate personal and professional growth of Adjunct Faculty. Workshops are offered each semester at the various sites on teaching methodology, classroom



management, technology, etc. Participants earn professional development points by attending and can then apply these points toward a \$200 stipend once they have 10 points. To receive a stipend, attendance at one Academic Department Faculty Meeting held during in-service week, prior to the Fall or Spring semesters, is required.

In order to receive your stipend for completed professional development activities, you must submit the Request for Payment to the Director of Faculty Development. Your request will be processed within two working days and submitted to Human Resources for payment. It will show on your check as an educational stipend (Ed Adv).

The maximum number of stipends per year is limited to three and any points left after the payment of these stipends is carried over to the next year. Activities intended for a professional development stipend must be clearly related to professional goals included on the Professional Development Plan. This voluntary plan is for those who choose to participate in professional development hours that are not full-time employees of Butler and teach or work in an Adjunct capacity.

The beginning of this process starts with the Adjunct Faculty Professional Development Stipend Plan. You cannot receive points for participation until this plan is on file in the Faculty Development Office. When the plan is received, a file will be created which will indicate the intent to begin earning points toward a stipend. This plan is valid for three years and should be reviewed every year to indicate any changes in goals and/or objectives of the plan. At the end of the three years, all points will then expire if no further activity or participation is recorded. These points are entered into an Access Database for record-keeping purposes and to track participation.

All points can come from in-service activities provided by Butler including departmental meetings, professional development workshop activities, presentation at professional development workshop activities, and Adjunct Connection Meetings. Other professional development requests, such as attendance at conferences or credit hour completion, must be approved by your Dean or Associate Dean. With the preapproval of the Division Dean or Associate Dean, pertinent credit hour coursework would qualify for points towards the stipend at the rate of 5 points per credit hour. Activities provided at the expense of the college, with the exception of Butler Community College Professional Development workshops and in-service programs, cannot be used for points or stipend payments such as credit hours earned through the tuition assistance program.

Lastly, there is a reflection statement required in order to process the stipend application. The answers do not have to be lengthy but it is important to know and assess the level of engagement with the activities submitted for payment

including how these activities fit into the professional development plan, what was learned, and how this learning will benefit the instructor and the college.

(Adopted 7/08)

(Reviewed 10/22)

### **Competencies for Counselors and Advisors**

Counselors must hold graduate degrees in Counseling and full-time advisors must hold graduate degrees in any field.

(Revised 4/01; Reviewed 12/22))

### **Required Credentials for Teaching at Butler**

Per Higher Learning Commission standards, qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they are teaching, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which they are teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

(Revised 6/04, 12/22)

### **Professional Employee Evaluation**

Butler Community College follows the performance appraisal timelines as set forth in Kansas State Statute (K.S.A. 72-9003).

Adjuncts:

First year of employment: evaluated once per semester.

Second year of employment and on: evaluated once every three years (year 4, 7, 10, etc.).

Full-Time:

First and second year of employment: evaluated once per semester.

Third and fourth year of employment: evaluated once per year.

Fifth year of employment and on: evaluated once every three years (year 7, 10, 13, etc.).

Before the Appraisal Cycle:

Each faculty member will develop a Faculty Performance Plan, the goals of which are to be accomplished during the appraisal cycle. Goals should be specific and measurable, challenging yet achievable, and must be mutually agreed upon by the faculty member and supervisor.

During the Appraisal Cycle:

Student Evaluations, Classroom Observations, 2 examples of student learning assignment/activities, and two examples of scored/graded student assessments are used. Optional documentation of professional development activities, documentation of service to college, profession, community, or other relevant achievements may be used.

The official Faculty Performance Appraisal booklet can be obtained through the Faculty Development office upon request. The detailed, documented process for Faculty Performance Appraisals is found in the Faculty Handbook, Section 3.2. The Faculty Performance Plan form can be found in the "Human Resources" tab under Butler Forms in MyButlerCC. The Classroom Observation Report forms can be requested through the supervisor's office by the observer or downloaded from the Faculty Handbook SharePoint site  
(Revised 8/22)

# **INFORMATION SERVICES**

# COLLEGE TECHNOLOGY AND COMMUNICATIONS

## **Acceptable Use of College Information Systems and Technology**

Butler Community College information systems and technology provide critical support to our students, faculty, staff, and partners, and are provided for the purpose of promoting College educational activities and conducting business on behalf of Butler. Using College information resources for inappropriate, unauthorized, or unlawful activities can seriously undermine the ability to accomplish the College's mission. Users shall make every effort to employ College information resources in an appropriate and acceptable manner, according to the guidelines and procedures referenced in this policy. Users must comply with all applicable federal, state, and local laws and regulations, copyright and licensing regulations, and procedures established by Butler Community College governing access or use of Information Systems, Technology, and Butler Data. To maintain the integrity of the Information systems and technology, and to ensure compliance with applicable policies and operating procedures, Butler has the ability to monitor and manage access and use of the College's Information Systems, Technology, and Butler Data, and may do so in accordance with this Policy and the Use of Information Systems and Technology Operating Procedure. Any User who violates this Policy or the Use of Information Systems and Technology Operating Procedure may have User's account or privileges revoked and such violation may result in disciplinary and legal action. This Policy applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"), regardless of whether the access or use is from a Butler device or occurs on campus.

## **Definitions:**

"Information Systems" include, without limitation, Butler sponsored or provided: e-mail (i.e. butlercc.edu e-mail accounts) other messaging tools and their associated systems, phone, Internet, Intranet, MyButlerCC, and other internal and external employee and student portals.

"Butler Data" is Butler related information accessed, created, input, stored, copied, sent, received, or downloaded by Users on or through the Information Systems, Technology, and Butler Data Systems, regardless of whether it is viewed, accessed, or created on a personal, password-protected, web-based email account or technology. Butler Information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Butler sponsored Internet-based forums or social media accounts, charts, student records, statistics, and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software that Butler or its employees use in Butler operations.

“Technology” includes, without limitation, Butler sponsored or provided: network use and access (whether wired or wireless or remote or on-campus), and all associated infrastructure, equipment, hardware, software, services, and access to data.

Procedures:

#### Property of Butler Community College

College Information Systems, Technology, and Butler Data:

College Information Systems, Technology, and Butler Data are owned and controlled by Butler Community College. Butler Community College reserves the right, in its sole discretion, to determine whether a User is entitled to establish, access, or maintain a particular College Information System, Technology, or Butler Data, such as an e-mail account. Users should not access or transmit Butler Information by personal email or other, non-college approved messaging tools to ensure that it can be appropriately protected and secured by Butler Community College’s Office of Information Services.

#### Equipment, Hardware, and Software

All Butler Community College Technology, including any equipment, hardware or software provided by Butler, shall remain the property of the College and must be returned upon demand. Users must report lost or stolen Butler Technology as soon as discovered to the Information Services Division’s Office of Information Security at [infosec@butlercc.edu](mailto:infosec@butlercc.edu) . Users shall use reasonable care with all Butler Technology and may be held financially responsible for Butler Technology that is damaged or not returned. Users must not attempt unauthorized modification or repair to any Butler Technology. User should contact the Butler Community College IT Service Desk at [servicedesk@butlercc.edu](mailto:servicedesk@butlercc.edu) if repair of Butler Technology is needed.

Personal technology (i.e. equipment, hardware, and other devices) should not be attached to Butler Information Systems Infrastructure, including the network, except when used for Butler business purposes. Users should be aware that attaching personal technology to Butler Communications Systems may allow the personal technology or information to be viewable by Butler Community College. Information Services (“IS”), in its sole discretion, can require a User to disconnect personal technology from Butler Communications Systems at any time.

Software installed on a Butler computer or other device must either be licensed to Butler Community College or to the User (with the license readily available to be produced for inspection during a software audit), except for software in the public domain. All other software is licensed to Butler and is not to be copied for personal use. Unless otherwise indicated in the applicable license, Users may not copy or modify third-party software, or use licensed software on more than one machine at a time.

### Appropriate Use of Information Systems, Technology, and College Data

Information Systems, Technology, and College Data are provided to Users for the purpose of supporting Butler educational activities and operations. Personnel are limited to minimal and incidental personal use of the Information Systems, Technology, and College Data Systems, and such use is at the sole risk of the personnel and must not interfere with job responsibilities.

Butler Community College reserves the right to set priorities on the use of Information Systems, Technology, and College Data, such as bandwidth. Any personal electronic information accessed, created, input, stored, copied, sent, received, or downloaded from the Information Systems, Technology, and College Data infrastructure is not confidential, will be accessible by Butler, and Users shall have no expectation of privacy in such information.

Using Butler Community College Information Systems, Technology, and College Data for any illegal activity is strictly prohibited.

Users must comply with all applicable College policies and operating procedures when using Butler Community College Information Systems, Technology, and College Data, including but not limited to the following:

- Student Code of Conduct
- Web Presence and Branding Policy
- Secure Handling of Social Security Numbers
- Copyright
- Full Data and Email Account Termination
- Records Retention
- Identity Theft Prevention – Red Flag
- Social Media

Users may not reverse engineer, decompile, disassemble, or dispose of third-party software licensed to Butler Community College, without first obtaining written approval from Information Services regarding legal and contractual limitations. Users may not disclose or distribute any Butler software or Butler licensed software to anyone outside Butler. Unauthorized copying or distribution of software (including associated media, such as user manuals or software data) can be both a violation of applicable license agreements and a violation of federal law. Individual Users, as well as Butler Community College, can be held liable for violations and can be required to pay substantial damages, depending on the circumstances.

Computer accounts and passwords with access to Butler Information Systems, Technology, and College Data may not be shared. Users may not attempt to gain access to another's Butler account.

Users should be aware that some Information Systems, Technology, and College Data are controlled by third parties (e.g., a third-party cloud storage service).

Therefore, Users should exercise appropriate caution in using those Systems as they may be modified, restricted, or shut down without prior notice and content may be lost or damaged.

#### Privacy with Respect to Information Systems, Technology, and College Data

Users should be aware that Information Systems, Technology, and College Data, as those terms are defined in the Acceptable Use of College Information Systems and Technology Policy are the property of Butler (subject to any ownership, access, and control rights of Users and third parties), and therefore are monitored and secured by Butler in accordance with Information Services standard operating procedures. Further, information that is outside the scope of College Data but accessible on Information Systems, Technology, and College Infrastructure will also be monitored by Butler in accordance with Information Services standard operating procedures. As set forth above, Users shall have no expectation of privacy in the Information Systems, Technology, and College Data, with respect to both Butler Information and non-Butler Information.

Backup systems, which are part of the Butler Community College Information Systems, Technology, and College Data, may save information and communications that can later be forensically retrieved and read by Butler or others, even after they have been deleted. In accordance with Information Services standard operating procedures, Butler may be required (e.g. for business reasons or by law) to utilize backup systems and other methods to search and view Information Systems, Technology Infrastructure, and College Data systems, and any information passing through them. This use may result in incidental access and viewing of personal information that Users have accessed, stored or transmitted over the Information Systems, Technology, and College Data Systems, and therefore Users should exercise appropriate caution when accessing, storing and transmitting personal information on the Information Systems, Technology, and College Data Systems.

Users must not attempt to gain access to another User's data or programs without appropriate authorization. Users should take reasonable steps to ensure sensitive information and files (such as personnel information or student data) are protected and should not disclose their passwords to anyone.

Use of Information Systems, Technology, and College Data Systems to transmit or store data must comply with privacy laws and guidelines such as the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley (GLB) Act. Disclosure of sensitive or protected personal information for any other purpose is strictly prohibited.

#### Violation of Policy

Users who violate College policies and operating procedures concerning Butler Community College Information Systems, Technology, and College Data may



have User's accounts or privileges revoked, and such misuse may result in disciplinary and legal action. All Users, including personnel, students, and College Trustees, are required to report any suspected violation of the Acceptable Use of College Information Systems and Technology Policy and this Operating Procedure to the Office of the Vice President of Digital Transformation/ Chief Information Officer.  
(Adopted 12/22)

## **Copyrights**

Butler Community College complies with the U.S. Copyright Act of 1976. All Butler faculty, staff, students and other entities performing collaborative work or service for the College must comply with this policy whether or not compensated by the College. All individuals and entities are expected to act as responsible users of others' copyrighted works, which includes making informed decisions based on the fair use exemptions to the copyright laws.

This policy extends to all works of authorship and creativity covered by federal copyright law. These works include print and electronic documents, software, databases, multimedia and audio-visual materials, photographs, music, works of drama, works of art (sculpture), motion pictures and sound recordings among other types of creative works. (17 U.S.C 102)

## Definitions

Under U.S. law, a work is copyrighted at the instant of creation when it is fixed in a tangible medium of expression for a period of more than a transitory duration. The author of a work is given certain exclusive rights to do or to authorize the following:

- To reproduce the copyrighted work
- To prepare derivative works
- To distribute copies of the copyrighted work publicly
- To perform the copyrighted work publicly
- To display the copyrighted work publicly
- In the case of sound recordings, to perform the copyrighted work publicly by means of a digital audio transmission

If a person or entity does not own the copyright in a work, does not have permission to do the above rights, and does it anyway, that person or entity is infringing. There are many statutory exemptions to these rights. The major exemption is fair use.

**Fair Use:** The fair use exemption (Section 107, U.S. Copyright law) permits limited reproduction of copyrighted works for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, without permission of the copyright owner. However, nonprofit educational use does not automatically establish a condition of fair use.

Determination of fair use is evaluated on an individual, case-by-case basis. The four factors to consider are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for a nonprofit educational purpose.
2. The nature of the copyrighted work (creative or factual)
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for a value of the copyrighted work.

Statutory damages for willful infringement are significant. If a person or entity can demonstrate that evaluation of the four factors took place and lead to the belief of fair use, statutory damages can be considerably reduced. (17 U.S.C 107)

#### Compliance/Responsibilities

College faculty and staff desiring to use copyrighted materials are responsible for compliance with federal copyright laws, including decisions on the utilization of fair use exemptions. If questions occur, the L.W. Nixon Library will provide assistance to the Butler faculty and staff in the understanding, applying and complying with copyright law. The College does not assume legal responsibility for any independent application of copyright principles made by College faculty or staff that do not meet the terms of the Copyright Act or this College's copyright policy. Permissions must be obtained in all instances where the employee determines that the desired use exceeds fair use or other limitations on the rights of copyright owners.

#### Displaying Media on Campus

##### Classroom Use

Showing copyrighted audio-visual materials (VHS, DVD, Blu-ray) is permissible under the following conditions:

- The use must be by instructors or by students
- The use is part of mediated instructional activities
- The showing takes place in a classroom or other instructional venue. For online, the showing must be for a specific number of students enrolled in a particular class
- The video is lawfully made, the person responsible has no reason to believe that the video was not lawfully made (17 U.S.C. 110)

##### Public Performance

Any screening outside the classroom sponsored by any Butler persons, organizations, committees, or departments is considered a public performance. Unless a film has public performance rights attached, it should be assumed permission is required for a public screening of the film. The screening of the film is not excused from the "public" designation because it is an "educational film", it

is being advertised only on campus, or admission is not being charged. The person, organization, committee, or department is responsible for acquiring permission and performance fees.

Additional detailed copyright information is available by contacting the Butler Library or through the Copyright Guide on the Butler Libraries webpage.

#### Digital Millennium Copyright Act

It may be a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright. It is Butler Community College policy that users of Internet services and equipment provided by Butler Community College are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet.

#### Responsibilities

All individuals who use Butler Community College Internet services are responsible for their compliance with copyright laws. All instances of reported copyright violations will be reported to the appropriate College authority in accordance with the Butler Community College Employee Handbook and the Acceptable Use Policy for possible disciplinary actions.

#### Notice and Takedown Procedure

Upon the Designated Agent's receipt of proper notification of claimed copyright infringement, as set forth in the Digital Media Millennium Copyright Act (DMCA), 17 U.S.C. 512 (3), the Designated Agent will attempt to notify the user. Information Services shall respond expeditiously by removing, or disabling access to, the material that is claimed to be infringing or to be the subject of infringing activity. Butler Community College will comply with the appropriate provisions of the DMCA in the event a counter notification is received.

#### Repeat Infringers

Under appropriate circumstances, Information Services may, at its discretion, terminate authorization of users of its system or network who are found to intentionally or repeatedly violate the copyright rights of others.

#### Scope

This policy applies to all users of the Internet Services provided by Butler Community College.

#### Enforcement

The Vice President of Digital Transformation/Chief Information Officer is responsible for monitoring and reporting compliance with this policy. Designated Agent: Butler Community College's Designated Agent to receive notifications of alleged infringement under DMCA is:

Vice President of Digital Transformation/Chief Information Officer  
Butler Community College  
901 S. Haverhill Rd.  
El Dorado, KS 67042  
Office 316-322-3133

#### Software Copyright and Licensing Policy Statement

Butler Community College purchases software on a regular basis for use in college classrooms, labs and offices.

Software titles are licensed for use for college purposes only, and the college only purchases enough licenses for an exact number of machines.

You should assume that under no circumstances that software can be copied for personal use or for use on machines other than the computer of original installation.

With the exception of the Microsoft Campus Agreement, or unless you know of a specific example of some educational software title, installation of any college purchased software on a personal computer is not allowed.

(Adopted 7/06)

(Revised 7/15, 10/22)

#### **Full Data and Email Account Termination**

##### **Purpose**

This policy covers the disposition of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with Butler Community College is terminated.

Upon termination, voluntary or involuntary, appropriate, and defined measures will be taken to secure and maintain Butler Community College Information Systems, Technology, and College Owned Butler Data.

This Policy applies to the Butler Community College ("Butler" or the "College") campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data ("Users"), who are using a College assigned account to access the College Information Systems, Technology, and Butler Data Systems, regardless of whether the access or use is from a Butler device or occurs on campus

##### **Definitions:**

"Information Systems" include, without limitation, Butler sponsored or provided: e-mail (i.e. butlercc.edu e-mail accounts) other messaging tools and their associated systems, phone, Internet, Intranet, MyButlerCC, and other internal and external employee and student portals.

“Butler Data” is Butler related information accessed, created, input, stored, copied, sent, received, or downloaded by Users on or through the Information Systems, Technology, and Butler Data Systems, regardless of whether it is viewed, accessed, or created on a personal, password-protected, web-based email account or technology. Butler Information includes, but is not limited to: all documentation, e-mails and e-mail attachments, postings on any Butler sponsored Internet-based forums or social media accounts, charts, student records, statistics, and strategies, working papers, manuals, correspondence, notes, contracts, agreements and software that Butler or its employees use in Butler operations.

“Technology” includes, without limitation, Butler sponsored or provided: network use and access (whether wired or wireless or remote or on-campus), and all associated infrastructure, equipment, hardware, software, services, and access to data.

“Voluntary Termination” is characterized by mutual agreement between the employee and his/her supervisor or manager about the terms and timing of the departure, and by a determination by the supervisor/manager that they can work cooperatively with the departing employee to follow these procedures.

“Involuntary termination” usually involves little or no notice on the part of the employee and/or the supervisor/manager, under circumstances that warrant prudent measures to protect the business interests of the college.

#### Procedures

While the College does not normally review the content of an employee’s electronic communication, these files are stored on College computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College’s technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College the following procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The “appropriate person” will be identified by the departing individual’s supervisor and approved by the divisional vice president

In all good-will termination cases, the following procedures shall apply:

Upon notice of termination, an individual’s supervisor should work with the departing employee to arrange for the preservation of all business-related files both from the employee’s network space and email box.

- It is the responsibility of the manager to submit to Information Services any requests that relate to the transfer of email or other processes that need to be migrated from the departing

employee to a different individual in the department, even if this is on a temporary basis.

- It is the responsibility of the departing employee to delete or transfer all files and email messages that are of a personal nature. These may be transferred to a CD or flash storage drive.
- The supervisor and employee may request assistance from Information Services Helpdesk in this process.
- The Supervisor should complete the Supervisor Termination Checklist provided by Human Resources. Data is to be transferred to a college managed data storage location.
- In terms of email the manager may opt to have a message put in place that goes to future senders of messages to the departed employee's @butlercc.edu email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new Butler Community College contact information.
- The overall goal of these procedures is to disable ALL of the accounts of the departed employee within 24 hours of his/her last day of work. This includes facility and service access privileges as well as Banner and portal access with one exception; all terminated employees will retain access to the employee portion of Banner Self Service for Human Resources documentation.

#### Involuntary Termination

In all cases of involuntary termination, the following procedures shall apply:

- As part of the termination process, the supervisor of the individual being terminated should arrange with the designated staff person in Information Services to secure all data stored on the employee's college owned devices, email, and managed data storage.
- It is the responsibility of the manager or the Human Resources Department to inform the Chief Information Officer or the Chief Information Security Officer in advance of any involuntary termination so that appropriate arrangements may be made for the transfer of files and the timely closing of the account of the person to be terminated.
- If so desired, Information Services will arrange to transfer all files and email messages of the terminated employee as part of the process of closing the account. These may be transferred to a designated network space, CD or flash storage drive.
- The Human Resources Office and/or the respective manager shall make certain that the designated person in Information

Services is involved in the involuntary termination at the appropriate time.

- The manager may decide whether files are to be transferred to a designated location on the network, such as a shared departmental space, for example, or transferred to a CD or flash storage drive. At the discretion of the manager, a copy of some or all of these files may be given to the terminated employee.
- In terms of email the manager may opt to have a message put in place that goes to the sender of messages to the departed employee's @butlercc.edu email address indicating that the person is no longer in the employ of the College and indicating to whom messages should be sent if the message pertains to College business. This process would bounce the original message back to the sender along with the new Butler Community College contact information.
- The overall goal is to disable ALL of the accounts of the terminated employee immediately upon termination.

(Revised 7/08, 11/16, 11/22)

### **Identity Theft Prevention – Red Flag**

This policy is adopted in accordance with the Fair and Accurate Credit Transaction Act of 2003 ("FACTA") to help mitigate and protect against identify theft and applies to all employee-users of Butler Community College accounts covered by FACTA. Additionally, this policy prescribes the establishment of an Identity Theft Prevention Program and Procedures as directed by the Federal Trade Commission's Red Flag Rules. The Identity Theft Prevention Program shall include reasonable guidelines and procedures to:

- Identify relevant red flags for new and existing covered accounts and incorporate those red flags into the program;
- Detect red flags that are incorporated into the Program;
- Respond appropriately to any red flags that are detected and mitigate identity theft; and
- Ensure the Program is updated periodically to reflect changes in reasonably foreseeable identify theft risks.

Identity Theft Prevention: In accordance with FACTA and FTC Red Flag Rules, the President or President's designee shall be responsible for developing and maintaining an Identity Theft Prevention Program to establish procedures and/or guidelines on detecting, preventing and mitigating identity theft. It is the intent of Butler Community College to comply with all applicable provisions of FACTA and the FTC Red Flag Rules.

Employees shall abide by and follow all College policies, procedures and programs regarding identity theft prevention and shall take all necessary and

required measures to identify and report all information and/or activities as required by FACTA.

This Policy and associated Guidelines and Procedures applies to the Butler Community College campus community, including all students, personnel, and visitors or other individuals using Butler Information systems, technology, or Butler Data (“Users”), regardless of whether the access or use is from a Butler device or occurs on campus.

### Guidelines and Procedures

#### Definitions

- Identity theft: Fraud committed or attempted using the identifying information of another person without authority.
- Covered Account: An account for which there is a foreseeable risk of identity theft and is used primarily for personal, family, or household purposes that permits multiple payments or transactions.
- Red Flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.
- Program Administrator: The designated individual with primary responsibility for oversight of the Program.

#### Covered Accounts

The Program considers covered accounts to be Student Accounts under the control and operation of the following departments:

- Registration
- Accounts Receivable
- Financial Aid
- Admissions
- Advising
- Human Resources
- Accounts Payable

#### Identification of Relevant Red Flags

In order to identify relevant red flags, the Program considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The Program identifies the following red flags in each of the listed categories:

1. Suspicious Documents
  - Identification document or card that appears to be forged, altered or inauthentic.
  - Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document.



- Other document with information that is not consistent with existing student information.
  - Application for service that appears to have been altered or forged.
2. Suspicious Personal Identifying Information
- Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates).
  - Identify information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application).
  - Identify information presented that is the same as information shown on other applications that were found to be fraudulent.
  - Identifying information presented that is consistent with fraudulent activity (such as invalid phone number or fictitious billing address).
  - Social Security number presented that is the same as one given by another student.
  - An address or phone number presented that is the same as that of another person.
  - A person fails to provide complete personal identifying information on an application when reminded to do so.
  - A person's identifying information is not consistent with the information that is on file for the student.
3. Suspicious Covered Account Activity or Unusual Use of Account
- Change of address for an account followed by a request to change the student's name.
  - Payments stop on an otherwise consistently up-to-date account.
  - Account used in a way that is not consistent with prior use.
  - Mail sent to the student is repeatedly returned as undeliverable.
  - Notice to the College that a student is not receiving mail sent by the College.
  - Notice to the College that an account has unauthorized activity.
  - Breach in the College's computer system security.
  - Unauthorized access to or use of student account information.
4. Alerts from Others
2. Notice to the College from a student, identity theft victim, law enforcement, or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

### Detecting Red Flags

#### Student Enrollment

In order to detect any of the red flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, date of birth, academic records, home address, or other identification.
2. Verify the student's identity at time of issuance of student identification card.

#### Existing Accounts

In order to detect any of the red flags identified above for an existing Covered account, College personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email).
2. Verify the validity of requests to change billing addresses by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes.
3. Verify changes in banking information given for billing and payment purposes.

#### Consumer ("Credit") Report Requests

In order to detect any of the red flags identified above for an employment or volunteer position for which a background report is sought, College personnel will take the following steps to assist in identifying address discrepancies:

1. In the event that notice of a social security discrepancy is received, verify that the consumer report pertains to the applicant for whom the requested report was made.
2. Verify the validity of the applicant's social security number.

#### Preventing and Mitigating Identity Theft

In the event College personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

1. Prevent and Mitigate
  - Continue to monitor accounts for evidence of identity theft.
  - Contact the employee or applicant for which a consumer report was run.
  - Change any passwords or other security devices that permit access to student/employee account.
  - Provide the student with a new student identification number.
  - Notify the Program Administrator for determination of the appropriate step(s) to take.
  - Notify law enforcement.

- Determine that no response is warranted under the particular circumstances.
2. Protect Student Identifying Information – In order to further prevent the likelihood of identity theft occurring with respect to Covered Accounts, the College will take the following steps with respect to its internal operating procedures to protect student identifying information:
- Ensure that its website is secure or provide clear notice that the website is not secure.
  - Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
  - Ensure that office computers with access to Covered Account information are password protected.
  - Avoid use of social security numbers.
  - Ensure computer virus protection is up to date.
  - Require and keep only the kinds of student information that are necessary for College purposes.

#### Third Party and Vendor Controls

In accordance with the *Butler Community College Information Security Policy on Outsourcing, Cloud Computing and Third Party Providers*, all outsourcing agreements concerning Covered Accounts shall explicitly require compliance with the Butler Community College Identity Theft Prevention Program, shall require compliance with the Butler community College Identity Theft Prevention Program, shall require periodic audits for compliance with this Program and shall indemnify Butler Community College, its Officers, Faculty, Staff and Students against harm due to third party providers' failure to comply with this Program.

#### Oversight of the Program

The Vice President of Finance is designated as the Red Flags Program Administrator and is responsible for developing, implementing and updating the program. The Program Administrator is responsible for:

1. Ensuring appropriate training of College's staff.
2. Reviewing any staff reports regarding the detection of red flags.
3. Approving actions for prevention and mitigation as needed.
4. Considering periodic changes to the Program.

#### Updating the Program

This Program will be reviewed annually and updated as needed to reflect changes in risks to students and the soundness of the College from identity theft.

### Staff Training

College staff responsible for implementing the Program shall be trained in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

### Oversight of Service Provider Arrangements

The College shall 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.

(Revised 6/17, 12/22)

# APPENDIX

## **Guidelines and Procedures for Defining Allowable Telecommuting Arrangements**

Either the employee, a department director, or other administrator may initiate the request for telecommuting. In either case, the overall department needs are to be taken into consideration in evaluating the request. The duties, obligations, and job responsibilities assigned to the employee will remain the same whether or not the request for telecommuting is granted.

2. Individuals requesting telecommuting as an alternative work arrangement will be evaluated according to specific criteria. The employee and the employee's supervisor or director, with the assistance of the Associate VP of Human Resources and the Chief Information Officer, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

**Employee Suitability** The employee and supervisor will assess the needs and work habits of the employee, in relation to traits that are recognized as appropriate for successful telecommuters:

- Employee is knowledgeable about his/her job;
- Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work);
- Employee demonstrates ability to effectively solve own problems-low need for assistance from managers or others;
- Employee demonstrates and job requirements enable low need for daily social interaction with co-workers;
- Employee is dependable and trustworthy;
- Employee is organized;
- Employee has good communication skills;
- Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities;
- Employee has the ability to work well alone for long periods of time; and
- Employee has a limited need for feedback but ability to ask for it if necessary.

**Job Responsibilities** - the employee and supervisor will evaluate the job responsibilities and determine if the job is appropriate for a telecommuting arrangement based on the following criteria:

- Work is information based;
- Minimal unpredictable person-to-person contact is required;
- The employee works alone, on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to-face interaction with College personnel, students and/or other members of the community;
- Productivity can be monitored and measured easily; and

- Telecommuting arrangement will not disrupt service to the employee's internal or external customers.

**Environment** - equipment needs, work space design considerations, scheduling issues, access to required telecommuting resources will be evaluated for availability, appropriateness, and liability exposure to the College.

3. The Department Director and/or supervisor shall define eligibility on a case by case basis unique to each position.

Approval is granted at the discretion of the supervisor and appointing authority.

4. If there is agreement by all persons involved in the decision-making process, a Telecommuting Agreement Form will be prepared and signed by all parties

5. There will be a six-month trial period during which time the voluntary telecommuting arrangement may be discontinued, at will, at any time at the request of either the telecommuter or the College.

Evaluation of telecommuter performance during the trial period may include daily interaction by phone and/or e-mail between the employee and the manager, and scheduled meetings to discuss work progress and problems. Performance evaluation requirements for telecommuters shall not differ from non-telecommuters. The performance standards for employees working at the alternate worksites shall be equivalent to the standards used when the employees are working at the campus worksite. Nothing in the Telecommuting Procedure waives or changes standards of performance or behavior in the workplace.

Butler will review each telecommuting arrangement at least annually to ensure that the originally established criteria are still being met and that the arrangement still meets the needs of Butler. Such review may include a site visit to ensure that minimum safety requirements are being met.

6. Butler will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. The Human Resources and Information Service departments will serve as resources to determine these needs. Equipment supplied by the College will remain the property of the College and will be maintained by the College by IS staff (employee will be responsible for transporting computer or other equipment to the College for maintenance/support.) Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Butler accepts no responsibility for damage or repairs to employee-owned equipment nor will the College be responsible for any insurance coverage as to that property. Butler

reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the College is to be used for college business purposes only and should not be used by other members of the employee's household or anyone else. The telecommuter must sign a statement attesting to the College-owned property in his/her possession and pledge to protect the items from damage or theft. Upon termination of employment or the telecommuting agreement all College property must be returned to the College. Employees using their own computer equipment must certify that they have installed recent virus protection.

7. Consistent with the College's expectations of information and asset security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary college and information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment. Backups of data should be performed on a scheduled basis and stored at the regular college worksite.

8. The employee must establish an appropriate work environment within the home for work purposes. The College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, nor will it be responsible for repairs or modifications to the home office space. Office furniture, smoke detectors, dedicated phone/fax/modem lines, computer equipment and other miscellaneous equipment may be required for successful telecommuting. The College or the employee may supply the needed equipment. The extent to which such equipment is supplied by the College is to be determined by the College at its sole discretion. The telecommuting agreement will specify all required equipment and which entity is supplying each item.

9. Injuries sustained by the employee while at the alternative worksite and in conjunction with their regular College work duties are covered by the College's workers' compensation policy. Telecommuting employees are responsible for notifying the College of such injuries in accordance with the college's workers' compensation procedures. In the event of any work-related injury to the employee or a visitor, the employee shall cooperate to the fullest extent possible in the investigation of the incident. The employee is liable for any injuries sustained by visitors to the alternative worksite and will defend and hold the College harmless from any such claims.

10. Butler Community College shall provide any necessary office supplies available on the approved office supply list. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. Out-of-pocket expenses for supplies or services shall be pre-approved and will be reimbursed according to existing college procedures. Butler will not reimburse the telecommuter for



travel expenses to and from the campus for required meetings nor for any alternative worksite related expenses such as construction, renovations, utility costs, internet costs, phone, homeowner's insurance or cleaning services. The employee is normally covered by the college's travel accident policy when traveling for an authorized, job-related purpose on days the employee is working away from the regular worksite. The employee is not covered by the college's travel accident policy when commuting to and from work on days the employee is working at the regular college worksite.

11. The security of College property in the employee's home is as important as it is at the College. It is expected that reasonable precautions will be taken to protect the equipment from theft, damage or misuse. The employee is required to contact their homeowner's insurance carrier to determine to what extent this property is covered under their homeowner's policy. If college property is not covered, the employee will agree to notify their supervisor and, if requested, take out additional coverage at the college's expense to cover the property.

12. The employee has the responsibility to determine tax and other legal implications for the business use of the employee's home based on IRS and state and local government restrictions. Compensation and benefits, including leave accruals, are not affected by telecommuting.

13. The employee and supervisor will agree on the number of days of telecommuting allowed each week, the work schedule the employee is customarily expected to maintain, and the manner and frequency of communication with the College. The employee agrees to be accessible by phone, e-mail or Butler approved instant messaging application within a reasonable time period during the agreed upon work schedule.

14. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record and submit all hours worked in a manner designated by the College. Hours worked in excess of 40 hours per week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

15. An appropriate level of communication between the telecommuter and supervisor will be defined during the discussion and telecommuting evaluation process and will be formalized during the trial period. The telecommuter is primarily responsible for maintaining effective communication and work flow among other college personnel, students, and/or other members of the college community.

In the event circumstances prohibit the telecommuter from performing assigned duties while telecommuting, the telecommuter shall immediately notify their supervisor for further work direction.

Telecommuters who for any reason cannot be reached or will not be able to be reached by their immediate supervisor must inform their supervisor before they will be unavailable at their telecommuting location either by direct phone or by E-mail. Failure of a telecommuter to notify their supervisor that they cannot be reached at their telecommuting location during hours specified in the Telecommuting Agreement is grounds for terminating the agreement and/or subject to disciplinary action.

Vacation, sick and other leave while telecommuting will continue to require appropriate signatures and prior approval by the employee's supervisor.

16. Telecommuting is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting College business demands. Prospective telecommuters are encouraged to discuss these expectations of telecommuting with their household members and supervisor prior to entering into a trial period.

17. Employees entering into a telecommuting agreement may be required to forfeit use of an on campus personal office or workstation in favor of a shared arrangement to maximize the College's office space utilization.

18. Telecommuting arrangements are for mutual benefit and not an employee right and will be evaluated on an annual basis. Telecommuting agreements must meet the operational needs of the college and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party.

19. In the absence of a formal written agreement to the contrary, any copyrights arising from the work of the employee, even those performed while telecommuting, are the property of the College.

## **Butler Community College Telecommuting Guidelines**

### **Job Criteria**

- ☐ Work is information based
- ☐ Minimal unpredictable person-to-person contact is required
- ☐ The employee works alone on assignments such as data entry, report or proposal generation, research or analysis, without daily need for face-to face interaction with College personnel, students and/or other members of

- \_\_\_\_\_ the community
- \_\_\_\_\_ Productivity can be monitored and measured easily
- \_\_\_\_\_ Service to the employee's internal or external customers will not be disrupted by telecommuting arrangements.

#### **Telecommuter Criteria**

- \_\_\_\_\_ Employee is knowledgeable about the job
- \_\_\_\_\_ Employee is self-directed (demonstrated ability to efficiently and productively manage own time and work)
- \_\_\_\_\_ Employee demonstrates ability to effectively solve own problems- low need for assistance from managers or others
- \_\_\_\_\_ Employee demonstrates and job requirements enable low need for daily social interaction with co-workers
- \_\_\_\_\_ Employee is dependable and trustworthy
- \_\_\_\_\_ Employee is organized
- \_\_\_\_\_ Employee has good communication skills
- \_\_\_\_\_ Employee has an overall job performance record of satisfactory or higher level of performance of job duties and responsibilities
- \_\_\_\_\_ Employee has the ability to work well alone for long periods of time, and
- \_\_\_\_\_ Employee has a limited need for feedback but has the ability to ask for it if necessary

#### **Manager Criteria**

- \_\_\_\_\_ Manager effectively plans and organizes their work and work of subordinates to facilitate results
- \_\_\_\_\_ Manager demonstrates the ability to effectively solve and facilitate problems
- \_\_\_\_\_ Manager is organized
- \_\_\_\_\_ Manager has good understanding of work flow

#### **Work Area Criteria Proposed Work Area**

- \_\_\_\_\_ The proposed telecommute setting is free from distractions (children or others in need of care, etc.).
- \_\_\_\_\_ A separate work area is available, so the employee can focus on work without distractions. (A home office is preferred).
- \_\_\_\_\_ In person meetings will not be held at the telecommuters work site.
- \_\_\_\_\_ Employee shall maintain appropriate business casual work attire while conducting business from remote work site.

#### **Proposed Telecommuter Schedule**

- \_\_\_\_\_ Schedule to be determined based on department needs and alternate work assigned.

#### **Equipment Provided by College /Costs**

- \_\_\_\_\_ Laptop Computer
- \_\_\_\_\_ Docking Station
- \_\_\_\_\_ Keyboard and Mouse

\_\_\_\_\_ Other:

**Equipment Provided by Employee:**

\_\_\_\_\_ Internet

Phone

Office Furniture

**Total Startup Costs:**

**Ongoing Costs:**

**Other Information/Criteria:**

### **Standards for Best Ethical Practices**

Stakeholders entrust Butler Community College with resources to fulfill its mission and all Butler employees must be good stewards of these resources. To guide Butler employees in carrying out this responsibility, the Butler Ethics Process Team has devised Standards for Best Ethical Practices. The Butler Community College administration, Butler Community College Education Association (BCCEA), and Board of Trustees embrace these standards and require all employees to adhere to them.

Employee conduct should be characterized by the Timeless Institutional Values of quality, integrity, service, and caring. Employees should also expect and encourage such conduct in others.

Employees should be aware of the ethics violation reporting process. Suspected unethical behavior may be anonymously reported to the Butler Ethics Review Board or a designated external ethics reporting service without fear of retaliation. After review, reports may be investigated. Investigations will follow the institutional process outlined in the Employee Handbook. Violation of the Standards for Best Ethical Practices may result in disciplinary action up to and including termination and, if appropriate, reports to authorities including law enforcement agencies.

When discharging their duties on campus or representing the college, Butler employees shall:

- Obey local, state, and federal laws and regulations;
- Comply with ethical expectations in the Employee Handbook and/or the contractual agreement between Butler Community College and the BCCEA;
- Provide accurate and complete time and expense reports and financial records or statements;
- Exercise professional judgment when offered gifts or favors;
- Decline to engage in circumstances that create a conflict of interest;
- Safeguard confidential college information; and
- Use college assets for college purposes.

I have received and read these Standards for Best Ethical Practices.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For student ethical issues refer to the Butler Community College Catalog.  
For questions of compliance refer to the Employee Handbook.

## HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Butler Community College's Employee Handbook and will be bound by the policies, procedures and rules contained in the Handbook as they are amended from time to time.

I understand that:

- The Employee Handbook is prepared for informational purposes only and does not constitute a contract between the College and its employees, and should not be construed as such;
- The policies and information contained in the Employee Handbook may be changed or amended at any time by the College with appropriate notice;
- Employment by Butler County Community College is not for a definite term and may be terminated by the College or the employee at any time, for any reason (Professional Employees should reference the Master Agreement section on termination and non-renewal); and
- No supervisor of the College or any other person except the President of the College has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Employee Handbook or the Master Agreement.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee's Name (please print)

Witness:

\_\_\_\_\_  
College Official's Signature Date

(Revised 6/04; Reviewed 11/22)